

# College of San Mateo

2023-2024



# Catalog



# College of San Mateo

## Jennifer Taylor-Mendoza, CSM President

### Board of Trustees

#### San Mateo County Community College District

Lisa Petrides, *President*

John Pimentel, *Vice President-Clerk*

Mike Guingona

Richard Holober

Wayne Lee

Arthur Veloso, *Student Trustee, 2023-2024*

Melissa Moreno, *Interim District Chancellor*

### Accreditation

College of San Mateo is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415-506-0234), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

### Use of Photography

College of San Mateo, a non-profit California Community College, reserves the right to take and use photographs, video and electronic images of students and visitors taken on college property and at college-sponsored events for marketing and promotional purposes. Objection must be made in writing to the Community Relations & Marketing Office.

### Accuracy Statement

College of San Mateo and the San Mateo County Community College District have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of College of San Mateo for reasons related to student enrollment, level of financial support, or any other reason, at the discretion of the College. At the time of publication the fees described in this catalog are accurate. However, at any time local or State-mandated fees may be imposed or increased. The College and the District further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures, in conformance with applicable laws.

## Table of Contents

CSM Important Dates.....	4
College Administration.....	6
Mission & Values Statements and Student Learning Outcomes.....	7
General Information.....	9
Admission.....	12
Fees.....	18
Grades and Scholarship.....	21
Academic Policies.....	25
College Policies.....	33
Learning Support.....	56
Special Academic Programs.....	61
Student Services.....	64
Credit for Prior Learning.....	77
Alternate Assessment.....	93
Transfer Planning.....	95
Associate Degree Requirements.....	110
Career and Technical Education.....	113
Transfer Opportunities: Subject Areas and Majors.....	114
Degrees & Certificates.....	117
Other Instructional Programs / Articulation Attribute Legend.....	246
Course Descriptions.....	250
Faculty and Other Academic Personnel.....	394
Emeriti.....	399
Parking Regulations.....	406
Campus Map.....	407
Campus Directory.....	408
Counseling Forms.....	410
Index.....	419

# CSM Important Dates

## Summer 2023 Session

**Matriculation Activities:** See [Welcome Center Website \(collegeofsanmateo.edu/welcomecenter\)](http://collegeofsanmateo.edu/welcomecenter)

- College Orientation
- Math/English Assessment
- Counseling

**Registration** See [Registration Website \(collegeofsanmateo.edu/registration/dates.asp\)](http://collegeofsanmateo.edu/registration/dates.asp)

**June 12** Classes begin

**June 19** Juneteenth National Independence Day

**July 1** Last day to apply for August AA/AS degree or certificate

**July 4** Independence Day Holiday observed

**July 22** Summer session six-week classes close

**July 29** Summer session seven-week classes close

**August 5** Summer session eight-week classes close

**August 10** Summer 2023 final grades available on WebSMART

## Fall 2023 Semester

**Matriculation Activities:** See [Welcome Center Website \(collegeofsanmateo.edu/welcomecenter\)](http://collegeofsanmateo.edu/welcomecenter)

- College Orientation
- Math/English Assessment
- Counseling

**August 14 & 15** Faculty Flex Days - No Classes

**August 16** Day and evening classes begin

**August 29** Last day to add semester-length classes or drop with eligibility for credit/refund

**September 2 & 3** Declared recess

**September 4** Labor Day Holiday

**September 4** Last day to drop semester-length classes without appearing on student record

**September 5** Last day to declare P/NP option for designated semester-long courses

**October 6** Last day to apply for Fall AA/AS degree or certificate

**October 11** Faculty Flex Day - No classes

**November 10** Veterans' Day Holiday

**November 14** Last day to withdraw from a semester-length class with assurance of a "W" grade

**November 23-26** Thanksgiving recess

**Registration for continuing students for Spring 2024** See [Registration Website \(collegeofsanmateo.edu/registration/dates.asp\)](http://collegeofsanmateo.edu/registration/dates.asp)

**December 10-16** Final examinations (day, evening and Saturday classes)

**December 16** Day and evening classes end

**December 22, 2023 - January 1, 2024** Winter recess

**January 4, 2024** Fall 2023 final grades available on WebSMART

## Spring 2024 Semester

**Matriculation Activities:** See [Welcome Center Website \(collegeofsanmateo.edu/welcomecenter\)](http://collegeofsanmateo.edu/welcomecenter)

- College Orientation
- Math/English Assessment
- Counseling

**January 11 & 12** Faculty Flex Days - No Classes

**January 13 & 14** Declared recess

**January 15** Martin Luther King Jr. Holiday

**January 16** Day and evening classes begin

**January 29** Last day to add semester-length classes or drop with eligibility for credit/refund

**February 4** Last day to drop semester-length classes without appearing on student record

**February 16** Lincoln Day Holiday

**February 17 & 18** Declared recess

**February 19** President's Day Holiday

**March 1** Last day to apply for Spring AA/AS degree or certificate

**March 24-30** Spring recess

**March 29** Cesar Chavez Day Observed (Holiday)

**April 5** Last day to withdraw from a semester-length class with assurance of a "W" grade

**April 8** Faculty Flex Day - No Classes

**May 18-24** Final examinations (day and evening classes)

**May 24** Day and evening classes end

**May 24** Commencement

**Registration for continuing students for Summer 2024 and Fall 2024** See [Registration Website \(collegeofsanmateo.edu/registration/dates.asp\)](http://collegeofsanmateo.edu/registration/dates.asp)

**May 25 & 26** Declared recess



**May 27** Memorial Day Holiday

**June 4** Spring 2024 final grades available on WebSMART



# College Administration

---

## President and Cabinet

### President

Jennifer Taylor-Mendoza

### Vice President, Administrative Services

Anthony Djedi

### Vice President, Instruction

Carla Grandy

### Vice President, Student Services

Joshua Moon-Johnson

## Academic Divisions

### Dean, Academic Support and Learning Technologies

Tarana Chapple

### Dean, Business and Technology

Francisco Gamez

### Dean, Creative Arts and Social Science

Jeanne Marie Velickovic

### Dean, Kinesiology, Athletics, and Dance

Andreas Wolf

### Dean, Language Arts

TBA

### Interim Dean, Mathematics and Science

Christopher Walker

## Student Service Divisions

### Dean, Counseling, Advising and Matriculation

Krystal Duncan

### Dean, Enrollment Services & Support Programs

TBA



# Mission & Values Statements and Student Learning Outcomes

---

## Mission and Values Statements

### College Mission & Diversity Statement

College of San Mateo is committed to addressing the broad educational needs of the local and world community. We foster success and ensure equitable opportunities for all our students, while celebrating the diversity of our campus.

### Value Statements

#### Equity

As a Hispanic Serving Institution, we are committed to creating a socially just campus climate wherein everybody is welcome and celebrated, and wherein everybody is an integral part of the campus. We believe that all students are entitled to a safe learning environment that celebrates their intersectional identities, fosters their agency, and develops their capacity for self-advocacy.

#### Academics

CSM takes great pride in its commitment to academic excellence. Our goal is to facilitate engaged, informed leadership and successful, satisfying careers for our students. We see our campus as a vibrant hub of intellectual rigor and relevance. As such, we embrace mindful learning, information literacy, and independent thinking to ensure a dynamic, innovative workforce and transfer population.

#### Community

Consistent with our commitment to equity, CSM strives for a vibrant, inclusive and safe college community. In support of this, we must recruit and retain a diverse faculty and staff and foster professional development informed by critical pedagogy and aligned with our college mission. Together, we aim to create an environment that fosters collegiality and empowers our students to reach their full potential inside and outside the classroom.

#### Governance

Because the college's success is intricately linked to the collective wisdom and values of its students, faculty, staff, and administrators, we strive for an inclusive, collaborative, and transparent decision-making process and governance. To this end, we strive to ensure that communication is multidirectional and incorporates feedback from the entire campus community.

*Approved by Institutional Planning Committee, April 3, 2018*

*Approved by Board of Trustees, October 24, 2018*

## Institutional (General Education) Student Learning Outcomes

The General Education SLOs are the expected outcomes for students who complete a GE sequence at the College of San Mateo by either receiving an Associate degree or completing a GE pattern for transfer.

### Effective Communication

The ability of students to write, read, speak, and listen in order to communicate effectively. Students will be able to:

- Comprehend, interpret, and analyze written and oral information;
- Express ideas and provide supporting evidence effectively in writing and in speaking;
- Communicate effectively in a group or team situation.

### Quantitative Skills

The ability of students to perform quantitative analysis, using appropriate resources. Students will be able to:

- Solve a variety of problems that require quantitative reasoning;
- Interpret graphical representations of quantitative information.

### Critical Thinking

The ability of students to analyze information, reason critically and creatively, and formulate ideas/concepts carefully and logically from multiple perspectives and across disciplines. Students will be able to:

- Develop and evaluate arguments;
- Assess the validity of both qualitative and quantitative evidence;
- Apply diverse disciplinary approaches and perspectives;
- Employ the scientific method.

### Social Awareness and Diversity

The ability of students to recognize cultural traditions and to understand and appreciate the diversity of the human experience, past and present. Students will be able to:

- Identify the benefits of diversity and respect the range of diversity;
- Work effectively with others of diverse backgrounds;
- Recognize the importance and analyze the interconnectedness of global and local concerns, both past and present.



**Ethical Responsibility/Effective Citizenship**

The ability of students to make judgments with respect to individual conduct, based on systems of values. Students will be able to:

- Recognize ethical principles;
- Identify possible courses of action in response to ethical dilemmas and evaluate their consequences;
- Behave ethically and respectfully when working with students, instructors, and the campus community.

*Adopted by Academic Senate 4/23/2013*





## General Information

---

### The San Mateo County Community College District

Starting with just 35 students when it first opened its doors at the Baldwin campus in downtown San Mateo in 1922, San Mateo County Community College District has grown to a complex of three modern campuses serving more than 25,000 day and evening students from throughout San Mateo County.

In early years, the District consisted only of the area within the San Mateo Union High School District. In 1937, the Jefferson Union and Half Moon Bay high school districts were included. Sequoia Union High School and South San Francisco Unified School Districts became part of the College District in the 1960s; La Honda-Pescadero Unified School District joined in 1976.

First classes were held in a building shared with San Mateo High School in downtown San Mateo. In 1923, the College moved to a large house on the Kohl Estate, in what is now San Mateo's Central Park. Four years later, the high school occupied a new campus and the College moved back to the Baldwin campus.

In 1939, a new CSM campus went into operation at North Delaware Street and Peninsula Avenue, San Mateo, but because of World War II, development of the site was curtailed. When the war ended, the College leased the Merchant Marine Cadet School at Coyote Point, San Mateo, and added those facilities to the classrooms at the Baldwin and Delaware campuses, conducting classes simultaneously at three separate locations.

In 1957, the Board of Trustees developed a 25-year District master plan based on the recommendations of a citizens' advisory committee, and the same year submitted a \$5.9 million bond issue to voters that was approved by a three-to-one margin.

The bond issue victory cleared the way for prompt acquisition of the present College of San Mateo campus and also provided funds for purchase of a 111-acre site west of Skyline Boulevard and south of Sharp Park Road in San Bruno. A third site, of 131 acres west of the Farm Hill subdivision on the Redwood City-Woodside line, was purchased in 1962.

The current College of San Mateo campus was opened in 1963, followed by Cañada College, Redwood City, in 1968, and Skyline College, San Bruno, in 1969. Construction of Cañada and Skyline was made possible in large part from proceeds from a second bond issue of \$12.8 million approved by District voters in 1964.

[SMCCCD Board of Trustees \(smccd.edu/boardoftrustees/members.php\)](http://smccd.edu/boardoftrustees/members.php)

### SMCCCD Mission

#### Preamble

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness and realize their individual potential. The District actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education the State.

#### SMCCCD Mission

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the Colleges of the San Mateo County Community College District will fulfill the following mission with excellence:

- Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
- Provide lower division programs to enable students to transfer to baccalaureate institutions; and
- Provide career and technical education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
- Provide basic skills education in language and computational skills required for successful completion of educational goals; and
- Provide a range of student services to assist students in attaining their educational and career goals; and
- Provide self-supporting community education classes, contract education and training and related services tailored to the human and economic development of the community; and
- Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and
- Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote



it in its staff, and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Shared governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

The Mission is evaluated and revised on a regular basis.

*Reviewed and approved May 16, 2012*

## Statement on Academic Freedom

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

## The College

College of San Mateo, the oldest of the three colleges in San Mateo County Community College District, is located on a 153-acre site that provides a panoramic view of the north Bay Area.

Completed at a cost of almost \$19.5 million, the campus opened in its current College Heights location in 1963 and currently serves approximately 10,000 day and evening students. It enrolls students from the entire District, although its chief service area is central San Mateo County.

In 2001, voters approved a \$207 million bond measure and \$468 million in 2005 to repair and modernize College of San Mateo, Skyline College and Cañada College. In 2010, CSM opened the doors to its new Allied Health and Wellness/Aquatics Center, which houses dental assisting, cosmetology, nursing and the Athletic Center. In 2011, the College completed its construction of the new College Center which is the new location for the administration offices, Bookstore, cafeteria, Digital Media, Public Information office, Social Science division and Student Services.

The College's main educational structures are built along a north-south axis provided by the main pedestrian mall. A second mall, running east and west, connects the Fine Arts Center with the Library. In addition to three main lecture halls, the College has a three-building science center, an engineering building, a planetarium, a center which houses dental assisting, cosmetology and nursing, and one complex which houses electronics.

To assist students in profiting from their education, the College helps them explore their interests and abilities, choose their life work, and plan an educational program which will prepare them for that work. It offers this assistance through a formal program of guidance and counseling, and through informal student-teacher relationships which are among the most distinctive and valuable of its services. The College recognizes the educational value of organized student activities and encourages students and faculty participation in these activities.

Situated close to San Francisco and several fine colleges and universities, College of San Mateo is part of a colorful community which enjoys many cultural advantages. Many College of San Mateo graduates transfer to the University of California, California State Universities, and other major public and private colleges and universities. Because the needs of these students who transfer for upper division work are carefully provided for in the curriculum, the College enjoys a fine reputation among the universities of the State. CSM graduates have consistently had a pattern of success in transfer educational institutions. Many College of San Mateo students, having temporarily completed their formal education with the Associate in Arts or the



Associate in Science degree, find employment in business and industry.

## Accreditation

College of San Mateo is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

### Complaint Policy

Students and members of the public who desire to file a formal complaint to the Commission about one of its member institutions should become familiar with the requirements for doing so prior to contacting the Commission. The Commission's Policy on Student and Public Complaints Against Institutions along with the appropriate forms can be found on the [Accrediting Commission for Community and Junior Colleges \(accjc.org\)](http://accjc.org) website. This information will assist the user in understanding the issues the Commission can and cannot address through its complaint process.

### Cosmetology Program

CSM's Cosmetology Program is accredited by: California Board of Barbering and Cosmetology 2420 Del Paso Road Suite 100, Sacramento, CA 95834, (800) 952-5210 Phone. Submit complaints electronically on the [Board of Barbering and Cosmetology \(www.barbercosmo.ca.gov/enforcement/complaint.shtml\)](http://www.barbercosmo.ca.gov/enforcement/complaint.shtml) website or by email at [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov) using a consumer complaint form or other written document addressed to: Board of Barbering and Cosmetology, P.O. Box 944226, Sacramento, CA 94244-2260.

### Dental Assisting Program

CSM's Dental Assisting Program is accredited by: The Commission on Dental Accreditation (CODA) American Dental Association, 211 East Chicago Avenue, Chicago, IL 60611-2678 (312) 440-2500 Phone. Complaints can be submitted on the [Commission on Dental Accreditation \(CODA\) \(ada.org/en/coda/policies-and-guidelines/file-a-complaint\)](http://ada.org/en/coda/policies-and-guidelines/file-a-complaint) website.

### Nursing Program

CSM's Nursing Program is accredited by: California State Board of Registered Nursing, P.O. Box 944210, Sacramento, CA 94244-2100, [California Board of Registered Nursing \(rn.ca.gov\)](http://rn.ca.gov) website.

Submit complaints electronically online ([rn.ca.gov/pdfs/enforcement/cpltrm.pdf](http://rn.ca.gov/pdfs/enforcement/cpltrm.pdf)), or fill out the form and mail or fax it to: Board of Registered Nursing, Attn: Complaint Intake, P.O. Box 944210, Sacramento, CA 94244-2100, (916) 574-7693 Fax.

## High School Diplomas

The College does not issue high school diplomas. Students who wish to complete requirements for the diploma should consult the high school they last attended to determine graduation requirements. Students who are unable to make arrangements with their previous high schools can contact the office of the high school district in which they now reside. Counseling/advising services for high school diplomas may be obtained by residents of the San Mateo Union High School District by telephoning the SMUHSD Adult School at (650) 558-2100.



# Admission

## Eligibility Requirements

Graduation from high school or successful completion of the California High School Proficiency Examination, the General Education Development Examination (GED), or the TASC - Test Assessing Secondary Completion is a prerequisite for admission for a person under 18 years of age. Any person who is 18 years of age or older and is able to benefit from the instruction offered is eligible to attend this public community college.

The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

**Note:** In Accordance with The Higher Education Act of 1965 and the State Authorization Reciprocity Agreement (SARA), San Mateo County Community College District (SMCCCD) is prohibited from recruiting and enrolling students residing in other States.

## Procedures for Admission

### Student Success and Support Program Enrollment/Registration Process (SSSP)

There are two different admission/enrollment paths. One path is for students who intend to complete a certificate, associate degree, or transfer to a university, or may be undecided but considering one of the aforementioned goals. Students on this path are **NON-EXEMPT** and are required to follow the SSSP enrollment steps as listed below.

The second path is for students who are enrolling at College of San Mateo for personal enrichment only and do not plan to achieve a certificate, associate degree, or transfer, or students who are matriculated at another college or university and enrolling at College of San Mateo only to meet the requirements of their home institution. The students are referred to as **EXEMPT**.

To register for classes all students (**NON-EXEMPT & EXEMPT**) must:

1. [Apply Online \(collegeofsanmateo.edu/apply\)](https://collegeofsanmateo.edu/apply).
2. NON-EXEMPT students must complete assessment for English or ESL and mathematics. In addition to placement tests, there are alternate means of assessment including high school

transcripts, external exams, and an assessment questionnaire. EXEMPT students who wish to take a course that has an English or math prerequisite must also complete assessment.\*\*

3. NON-EXEMPT students and EXEMPT students who wish to use Counseling Services must complete the College of San Mateo College Orientation, either in person or in [WebSMART \(collegeofsanmateo.edu/webSMART\)](https://collegeofsanmateo.edu/webSMART).
4. NON-EXEMPT students must meet with a counselor and complete an abbreviated Student Educational Plan (SEP).
5. All students register for classes through WebSMART. Enrollment fees may be paid through WebSMART or in person at the Cashier's Office.
6. All students must use the assigned my.smccd.edu email. This college email is the communication method used by professors and the College.

NON-EXEMPT students must complete Steps 1-4 to be eligible to register for classes.

EXEMPT students are eligible to register on their assigned registration date once they have applied for admission. Registration dates may be viewed in WebSMART.

NON-EXEMPT students who have completed the SSSP enrollment requirements have higher registration priority for enrollment in future semesters.

\*\*Students who have successfully completed a math or English course at another college or university should see the [Prerequisites, Corequisites and Recommended Preparation \(collegeofsanmateo.edu/prerequisites\)](https://collegeofsanmateo.edu/prerequisites) website for more information on their course placement.

Students planning to enroll in the Cosmetology, Dental Assisting or Nursing program, must file a separate application to the program in addition to the College admission application.

## Transcript Evaluation Service

Transcript Evaluation Service (TES) provides students at Cañada College, College of San Mateo and Skyline College an official evaluation of coursework completed at colleges and universities outside our district. TES will determine how this coursework will be applied to your program of study, associate general education, CSU general education and IGETC requirements.

All students who have indicated that they attended an outside institution on CCCApply and completed matriculation will receive a Transcript Evaluation Success Plan in Student Success Link. To view your success plan and check for updates, please log into [mySMCCCD Student Portal \(smccd.onelogin.com/portal\)](https://mySMCCCDStudentPortal(smccd.onelogin.com/portal)) and select "Student



Success Link". Our department will send students updates to your my.smccd.edu account regarding your evaluation status and any information we may need.

To be eligible for our service:

1. Depending on your institution, you may be able to send your official transcript or external exam scores in multiple ways:
  - a. Select Skyline College, College of San Mateo or Cañada College from the available institutions (Preferred)
  - b. Electronically to:  
[transevaluation@smccd.edu](mailto:transevaluation@smccd.edu)
  - c. OR by Mail  
College of San Mateo  
Attn: Transcript Evaluation Services  
1700 W Hillsdale Blvd.  
San Mateo, CA 94402  
Please note: Official electronic and mailed transcripts must be sent directly from your institution.
2. Your Educational Goal must be to earn a degree or certificate.
3. The institution(s) you attended must be [regionally accredited \(smccd.edu/transcript/accepted-accreditation.php\)](https://smccd.edu/transcript/accepted-accreditation.php).
4. Any courses taken within the last year must have Evaluable Grades. If a course indicates an Incomplete (I), In Progress (IP) or Grade Report Delayed (RD) we'll have to wait until those courses have grades posted before we can begin the evaluation process.
5. You are enrolled within San Mateo County Community College District (SMCCCD).

Please note: By submitting your transcripts, you accept that all applicable courses, units and grades completed at an institution outside the SMCCCD will be incorporated into your academic history, which may impact your academic history within the SMCCCD.

For more information, visit the [District Transcript Evaluation Service website \(smccd.edu/transcript\)](https://smccd.edu/transcript).

## Residence Requirements

It is not necessary to be a resident of California (as defined in the Education Code) in order to attend College of San Mateo. California State law requires that each student enrolled in or applying for admission to a California Community College provide such information and evidence as deemed necessary to determine his/her residence classification. The burden of proof to establish residence is on the student. For more information, visit the [Admissions and Records website \(collegeofsanmateo.edu/admissions/residency.php\)](https://collegeofsanmateo.edu/admissions/residency.php) (College Center Building 10, Room 360; (650) 574-6165).

## High School Students / Concurrent Enrollment Program

Students attending high school may register concurrently for CSM classes with the approval of the Dean of Enrollment Services. Interested students must submit a College Connection/High School Concurrent Enrollment Application, available on the [College Connection Concurrent Enrollment Program webpage \(collegeofsanmateo.edu/ce\)](https://collegeofsanmateo.edu/ce), with the required recommendation.

Concurrently enrolled high school students are exempted from payment of the Enrollment Fee and Health Fee if registered for less than 11 units. However, students who enrolled for 11.5 units or more are responsible for paying ALL the fees associated with the enrollment. Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs.

College Connection Concurrent Enrollment Program students receive college credit for all course-work successfully completed. In addition, students may request that a transcript be sent to their high school registrar to be considered toward high school graduation. For more information, visit the [High School Enrollment Programs website \(collegeofsanmateo.edu/highschool\)](https://collegeofsanmateo.edu/highschool) (College Center Building 10, Room 462, (650) 574-6646).

## Veterans and Veterans' Dependents

College of San Mateo offers approved instruction to veterans, service members, dependents and survivors of veterans and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an AA/AS degree program, or certain certificate and transfer programs, for benefits under Chapter 30, 33 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), and Chapter 1606 (Selected Reserve). All students, except those under Chapter 31, buy their own books and supplies. Those interested in attending College of San Mateo under any of these chapters should first contact the Veterans Resource Center (Central Hall Building 16, Room 150 (650) 574-6675) to discuss how to apply their school benefits.

Honorably discharged veterans with at least 30 days of active military service may be eligible for educational benefits for a period of ten years following discharge. Benefits are also available to members of the active reserve who pursue approved college studies.

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. See the Veterans' Assistant in the Office of Admissions and Records. Those who have previously attended college must file official copies of all



college transcripts and military transcripts with Admissions & Records.

College policy regarding Academic Probation (explained on page 14) applies to all students. Veteran students placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following two semesters or the College is required to report a termination of veteran's benefits due to unsatisfactory academic progress (as defined by the Department of Veterans Affairs). More information is available from the Veteran's Assistant.

## Military Service Credit

San Mateo County Community College District will award credit for completion of basic military training. Other official documentation verifying basic training may be considered in awarding military service credit. Qualifying students are:

- Exempted from the associate degree physical education requirement;
- Awarded 3 units of credit for the associate degree general education Area E (Lifelong Learning & Self-Development) at Skyline College and Cañada College; and Area E5D (Career Exploration & Self-Development) at College of San Mateo; or
- Awarded 3 units of credit for California State University Area E (Lifelong Understanding & Self-Development) General Education Breadth requirement.
- Additionally, students will be awarded six units of associate degree applicable elective credit.

### Note:

- In the first semester of attendance, eligible students must submit a Joint Services Transcript (JST), or other official documentation verifying Basic Training (BP 6.18). All students with a Joint Services Transcript must request an official copy from the [Joint Services Transcript website \(jst.doded.mil/jst\)](http://jst.doded.mil/jst) to be sent to your SMCCD home college. Students can view their Transcript Evaluation Success Plan and check for updates, by logging into [mySMCCCD Student Portal \(my.smccd.edu\)](http://mySMCCCD Student Portal) and selecting "Student Success Link".
- Students intending to transfer to a four-year college or university should consult with their college counselor to determine how basic military training (boot camp) may be applied toward transfer admission credit.
- Credit earned for prior learning will be clearly identified in the student's academic record, and these units will not be counted in determining the 12-unit residency requirement for the associate degree. ([Title 5: 55050](#))

## Former Students of College of San Mateo

Former students of College of San Mateo are normally eligible to return. However, if they have less than a 2.0 grade point average or less than 51% completion rate in courses taken at College of San Mateo or in the SMCCC District, they will be readmitted according to the college reinstatement process. For more information please see the Reinstatement information on the [Academic Standing webpage \(collegeofsanmateo.edu/counseling/academicstanding.php\)](http://collegeofsanmateo.edu/counseling/academicstanding.php). Prior to being readmitted, former students must clear any holds on their records due to unpaid fees, fines, etc.

## International Students

College of San Mateo is authorized under Federal law to enroll non-immigrant international students. College of San Mateo does not normally admit persons who enter the United States as visitors (B-1/B-2 visa) to its International (F-1 visa) Student Program. In order to be admitted to the program, an international student must:

1. complete the equivalent of an American high school education;
2. demonstrate sufficient command of English to profit from instruction at the college. A minimum score of 56 (internet based) on TOEFL is required;
3. present evidence of sufficient funds to cover tuition fees and living expenses while attending College of San Mateo. the tuition fee for the 2023-2024 academic year is \$358 per unit of credit, \$46 per unit enrollment fee and \$1 per unit capital outlay fee;
4. and purchase the health insurance offered through SMCCCD

International students are required to complete 12 units of class work each semester to maintain their status. Additional fees are payable at the time of registration.

Under certain circumstances of unforeseen financial hardship, continuing international students may petition to pay the tuition in three installments. This does not apply to students enrolling for their first semester at College of San Mateo.

A required international student application is available through the [SMCCD International \(smccd.edu/international/apply\)](http://smccd.edu/international/apply) website.

For priority admission processing, applications for the Fall semester must be filed by July 1. Applications for the Spring semester must be filed by November 15.

For more information contact 574-6525 or [csminternational@smccd.edu](mailto:csminternational@smccd.edu).



## Choice of College

Residents of the District may elect to attend College of San Mateo, Cañada College or Skyline College. Although students may take classes at multiple colleges in the District it is important to identify a "home" college. The "home" college is where students plan to achieve a degree or certificate. This is important because students must complete the majority of courses required for the degree major or certificate at their "home" college.

## Enrollment Management

### A Student Responsibility

At the College of San Mateo, it is the student's responsibility to manage his/her enrollment. This includes updating personal information records via WebSMART, registering and dropping for classes in a timely manner, adhering to all deadlines listed on the [Important Dates webpage \(collegeofsanmateo.edu/importantdates\)](https://collegeofsanmateo.edu/importantdates) (in particular late registration, withdrawal from classes, payment of fees, retrieving grades), and monitoring academic standing.

## WebSMART Registration and Services for Students

Your student WebSMART account is the vehicle to use to manage enrollment, view academic records, and maintain up to date student information. Using [WebSMART \(collegeofsanmateo.edu/websmart\)](https://collegeofsanmateo.edu/websmart) you can:

- Register for Classes
- Update personal information, address, and emergency contacts
- View the Catalog/Schedule of Classes
- Add/Drop classes (within published deadlines)
- Student Online Orientation
- Check registration appointment and status
- Update Educational Goal/Change Major
- Confirm and print your schedule of classes
- Pay your registration and fees by credit card/Enroll in a payment plan
- Purchase a parking permit
- Link to purchase textbooks
- Apply for Financial Aid/Promise Scholars and view application status
- Apply for a California College Promise Grant (BOG waiver)
- View your grades
- Opt for pass/no pass
- Request an official transcript and print an unofficial transcript
- View DegreeWorks Degree/Certificate Progress and Student Educational Plan (SEP)
- Sign up to receive emergency texts
- Print 1098T forms
- Register to Vote

DegreeWorks is a tool to help students monitor progress toward degree and certificate completion and CSU GE and IGETC certification. DegreeWorks looks at the program requirements found in the College of San Mateo, Cañada, and Skyline catalogs and the coursework completed to produce an easy to read audit. In addition, it includes a "what if" tool that allows students to view their progress toward the full range of our San Mateo County Community College District educational goals. DegreeWorks includes information about progress toward educational goals, academic history, a GPA calculator, and a Student Educational Plan (SEP). Students can work with a counselor who will complete an SEP that is stored in DegreeWorks for an important academic planning resource for students. Students are encouraged to review DegreeWorks information and work with a counselor to engage in academic and career planning.

## Unit Load Limitations

A normal class load for a full-time student for fall and spring semesters is between 12 – 19 units. For summer session a full time load is considered to be 6 units. Students are not permitted to take more than 19 units during the fall and spring semesters or more than 11 units during the summer session without approval from a College of San Mateo counselor. To request approval, students follow the directions on the Petition to Enroll in Beyond the Maximum Units available on the [Student Forms website \(smccd.edu/studentforms\)](https://smccd.edu/studentforms). A program of 12 units or more during fall and spring terms is considered a full-time load for athletic eligibility, financial aid, international students with F-1 visa, veterans' benefits, social security benefits, and most other benefits which are dependent upon student enrollment status.

## Program Changes

### Adding Classes

Students may add classes up to one day prior to the start date of the class by using WebSMART. Once the class begins (1st class meeting), students may add classes by attending class, obtaining the instructor's admission to add authorization, completing registration and paying fees within published timelines.

In order to add a semester-long class, a student must be in attendance in the class by the second week of instruction. In evening classes which meet twice a week, a student must be in attendance by the third class meeting. To add a short course or a summer course, a student must be in attendance in the course within the first 12% of the class meetings.

When utilizing WebSMART to register for classes, students should print a schedule summary as a receipt of their registration.



## Wait Lists

Students wishing to add classes which have reached the enrollment limit may use WebSMART to add themselves to the waitlist. If seats become available in the class, the student will be notified by email. If the student fails to enroll in the class within 24 hours, s/he will be removed from the waitlist. Students who are on waitlist for classes that have established prerequisites are required to complete prerequisite requirements prior to enrolling. (Refer to the [Waitlist FAQs \(phx-ban-ssb8.smccd.edu/stuhelp/waitlist\\_faq.pdf\)](http://phx-ban-ssb8.smccd.edu/stuhelp/waitlist_faq.pdf) for more information.)

## Dropping and Withdrawing from Classes

Classes may be dropped without the instructor's approval. Withdrawal from a class or classes must be initiated by the student by the appropriate deadline date by using WebSMART, in person at the Office of Admissions and Records, by mail, or by fax at 574-6506 (including the student's signature). Withdrawal requests must be postmarked or faxed by the appropriate deadline date.

When utilizing WebSMART to drop a class, it is important to print a copy of the transaction as a receipt.

A student who stops attending a class may not be dropped from the roll by the instructor, and therefore may receive a penalty grade of F or NP. It is the student's responsibility to withdraw officially following prescribed timelines and procedures. A student who does not withdraw in accordance with established procedures will receive a grade of F or NP.

A student may withdraw from a semester length class during the first three weeks of instruction and no notation will be made on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 20% of the scheduled class meetings and no notation will be made on the student's academic record.

After the third week of instruction, a student may withdraw from a semester-length class, whether passing or failing, at any time through the end of the fourteenth week of instruction (or 75% of a term, whichever is less); a W grade will be recorded on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75% of the scheduled class meetings; a W grade will be recorded on the student's academic record.

A student who must withdraw for verifiable extenuating circumstances after the deadline (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hardship, which is beyond the control of the student) may submit a petition to the Office of Admissions and Records for an exception to this policy. Any extenuating circumstance must be verified in writing (i.e., letter from physician, official accident report, obituary notice,

etc.). Petition forms are available on the [Student Forms \(smccd.edu/studentforms\)](http://smccd.edu/studentforms) website and should be submitted to the Office of Admissions and Records, Building 10, Room 360 (574-6165).

The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than W (see Index: "Grades, Grade Points"). A student failing to follow established withdrawal procedures may be assigned an F or NP grade by the instructor.

## Audit Policy

The Colleges of the District allow auditing of courses with the exception of courses in programs that require special preparation and/or program admissions on a limited basis. A student may audit a course only under the following circumstances.

1. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course.
2. The instructor of record for the course must approve the enrollment as an auditor.
3. The student must be in good academic standing.
4. If the course is a variable unit class, the student must enroll for the maximum number of units available.
5. The student must enroll as an auditor immediately following the published late registration period and pay the auditing fee.

A student may enroll as an auditor the week after the late registration period is concluded because those students taking the course for credit have first priority for all classroom space. Enrollment as an auditor is a manual process and the student should obtain an Audit Course Request form from the [Student Forms website \(smccd.edu/studentforms\)](http://smccd.edu/studentforms). No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee as established by California Education Code is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester units.

## Prerequisites, Corequisites, and Recommended Preparation

The Board of Trustees of the San Mateo County Community College District requires colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in accordance with Title 5 regulations in the California Administrative Code. They are designated in course descriptions in the college catalog and appear in the class schedules.





A **Prerequisite** is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. As an example, students must successfully complete Trigonometry (MATH 130), prior to enrolling in Precalculus (MATH 222). So, MATH 130 is a prerequisite for MATH 222. A prerequisite course must be completed successfully to enroll in the course which follows. Successful completion is defined as earning a grade of “C” or better. Placement test results can also be used to verify prerequisite skill levels.

A **Corequisite** is a course that a student is required to take simultaneously in order to enroll in another course. Corequisites are designated in course descriptions in the catalog.

**Recommended Preparation** for a course or program is a condition that a student is advised, but not required, to meet before enrollment. Recommended preparation is designated in course descriptions in the catalog. A number of courses list ENG 105 as recommended preparation which alerts students to the writing and reading skills that are important to student success in a class.

#### Computerized Prerequisite Checking

The San Mateo County Community College District enforces all prerequisite and corequisite requirements. Most classes have computerized prerequisite checking in place. When attempting to register for a course that has a prerequisite, the computer registration system searches the San Mateo County Community College District student data base for one of two things: 1) the successfully completed prerequisite course(s) or 2) placement test results from testing completed within the last two years that identify the appropriate skill level prerequisite requirements. If neither prerequisite identifier is in place, registration for the class is not completed. If a student is currently enrolled in the prerequisite course(s) within the San Mateo County Community College District, the system allows registration into the next level course. However, if the in progress prerequisite course is not successfully completed, the student will be administratively withdrawn from the course.

#### How Can Students Meet Prerequisite Requirements?

There are four ways students can meet prerequisite requirements:

1. complete the prerequisite course(s) within the San Mateo County Community College system, with a grade of “CR/P or C” or higher; or
2. complete placement tests or Alternate Assessment in the San Mateo County Community College District within the last two years with results that indicate the prerequisite skill level; or
3. \*complete the prerequisite course at another college/university in the United States;
4. \*meet prerequisites through an approved external exam (AP, CAASPP HLIB)

*\* For 3 and 4, students must use the Prerequisites Equivalency form to secure approval. Prerequisite Equivalency forms are available on the [Prerequisites, Corequisites and Recommended Preparation \(collegeofsanmateo.edu/prerequisites\)](https://collegeofsanmateo.edu/prerequisites) website. If a student has not completed a course or test to meet prerequisite requirements but has other experience that meets the prerequisite skill level then the prerequisite challenge process is the means to determine course eligibility.*

#### How Can Prerequisites and Corequisites Be Challenged?

A prerequisite or corequisite may be challenged on one or more of the following grounds. Documentation is required.

- The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
- The prerequisite or corequisite was established in violation of district policies or Title 5 regulations.
- The prerequisite or corequisite is unlawfully discriminatory or applied in an unlawfully discriminatory manner.
- The prerequisite or corequisite has not been made reasonably available and the student is subject to undue delay in goal attainment.

Students who wish to challenge prerequisites or corequisites must, within the established time frame, complete the Prerequisite Challenge Petition and attach documentation. For semester length courses, petitions with documentation must be submitted at least five working days prior to the last day of the published late registration period. For courses that are not semester length, the petition with documentation must be submitted prior to the first day of the class. It is the responsibility of the student to provide compelling evidence to support the challenge. For comprehensive information about prerequisites visit the [Prerequisites, Corequisites and Recommended Preparation \(collegeofsanmateo.edu/prerequisites\)](https://collegeofsanmateo.edu/prerequisites) website.



## Fees

---

**Note:** The fees listed in this Catalog are those in effect at the time of publication. Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or District Board of Trustees. To view a current listing of fees, visit the [Fees website \(collegeofsanmateo.edu/fees\)](https://collegeofsanmateo.edu/fees).

### Audit Fee

The Colleges of the District allow auditing of courses with the exception of courses in programs that require special presentation and/or program admissions on a limited basis. See the [Audit Policy webpage \(collegeofsanmateo.edu/registration/audit.asp\)](https://collegeofsanmateo.edu/registration/audit.asp).

An auditing fee as established by California Education Code is payable at the time of enrollment as an auditor. The fee is \$15 per unit. If the course is a variable unit class, the student must enroll for the maximum number of units available. Students enrolled in ten (10) or more semester units for credit can audit up to three additional units free of charge.

### Enrollment Fee

A State-mandated enrollment fee of \$46 per unit is payable at the time of registration.

The Board of Governors of the California Community Colleges has established a grant program to help low income students pay the enrollment fee. Information on eligibility requirements and application deadlines, as well as application forms, are available in the Financial Aid Office.

In addition to other costs, students classified as non-residents of the state of California must pay a tuition fee and Capital Outlay fee. See details under Non-Resident Tuition Fee.

### Health Services Fee

The Health Services Fee will not be assessed for the 2023-24 academic year.

### Inclusive Digital Access Fee

The Inclusive Access - Digital Textbooks program is a textbook model created in collaboration with top publishers and the College of San Mateo Bookstore that converts books into dynamic digital content that lowers the cost of course materials for all students in the course. The fee varies by course. The digital content also includes interactive learning platforms, interactive abilities with CANVAS and other benefits:

- Automatically billed to your WebSMART account at the beginning of the semester for enrolled students
- Discounted access for digital content
- Discounted print book upgrade (if available) at the bookstore.

To opt out and not participate in the program for courses that are part of the Inclusive Access program, please visit the [College of San Mateo Bookstore website \(collegeofsanmateo.edu/bookstore\)](https://collegeofsanmateo.edu/bookstore), click on Inclusive Access, and follow the instructions on that page.

### Student Representation Fee

A representation fee of \$2 per student per semester was established by an election of the student body at College of San Mateo. Under applicable provisions of the Education Code, the students established the representation fee by a two-thirds majority of students who voted in the election.

Of the \$2 fee, \$1 stays with the local Associated Students to be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county, and district government and before offices and agencies of the local, State and Federal government. The remaining \$1 goes to the Student Senate for California Community Colleges (SCCC) to support the group's advocacy and representation activities.

A student has the right to refuse to pay the student representation fee for any reason. This refusal must be submitted in writing to the Center for Student Life & Leadership Development. The fee is not covered by financial aid.

### Parking Fee

The Parking Fee will not be assessed for the 2023-24 academic year.

### Student Body Fee

The optional student body fee is \$15 per semester and is assessed at the time of registration. This entitles the student to a photo ID student body card, which can be obtained at the Center for Student Life & Leadership Development during regular office hours. This photo identification card entitles students to special discount of 10% to 40% at participating local businesses, movie theaters, shops and restaurants. On-campus discounts are available at the Cosmetology salon, CSM Bookstore (non-book items), and all athletic events. Funds collected from the student body fee help support numerous programs and services on campus including scholarships, emergency student loans, child care, athletics, guest speakers and concerts.



## Non-Resident Tuition Fee

No tuition is charged to legal residents of California. In 2023-24, students who have not been residents of California (as defined in the Education Code) for one year or longer prior to the beginning of a term are required to pay a non-resident tuition fee of \$358 per unit (\$358 per unit for foreign students) and Capital Outlay fee of \$1 per unit at the time of registration in addition to the \$46 per unit enrollment fee. Residency status is determined by the Office of Admissions and Records.

In general, an unmarried minor (a person under 18 years of age) derives legal residence from his/her father (or his/her mother if the father is deceased), or, if the case of permanent separation of the parents, from the parent with whom the minor maintains his/ her abode. The residence of a minor cannot be changed by an act of the minor or an act of the minor's guardian while the minor's parents are living.

An adult must take steps to establish legal residency in California at least one year prior to the beginning of the term in order to be classified as a resident student for that term. Information concerning acceptable documentation of intent to establish and maintain California residency is available in the Office of Admissions and Records.

## Other Expenses

Students must purchase their own textbooks and supplies. A considerable saving is possible through the purchase of used texts from the on-campus College of San Mateo Bookstore. The San Mateo County Community College District offers a textbook rental program to assist students with textbook costs. Special equipment is needed for certain programs such as Electronics, Drafting, Nursing, Cosmetology, Engineering, Art and Architecture, involving an additional initial outlay ranging from \$100 to \$600. Please refer to course descriptions for special costs.

## Non-Payment of Fees

San Mateo County Community College District policy requires students to pay all fees at the time of enrollment. The policy states that students will be dropped from classes for non-payment of fees. Upon registering for classes, all payment deadline information will be sent immediately to the student's my.smccd.edu email account. For more important information, visit the [Fees website \(collegeofsanmateo.edu/fees\)](https://collegeofsanmateo.edu/fees). If students are unable to pay their fees, they are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If students need financial assistance after exhausting all options listed above, they may contact the Vice President of Student Services at [csmvps@smccd.edu](mailto:csmvps@smccd.edu).

Students who have unpaid fees on their record will not receive grade reports or other records of their work, and will be denied registration unless all outstanding fees have been paid.

## Payment Policy

CSM accepts cash, check, credit card and debit cards. Checks are to be made payable to College of San Mateo.

\* A listing of additional fees can be found on the [CSM Fees website \(collegeofsanmateo.edu/fees\)](https://collegeofsanmateo.edu/fees).



## Credit and Refund Policy

### Enrollment Fee / Nonresident Tuition Fee / Health Services Fee / Parking Fee

Students who officially withdraw from all courses, or reduce their program prior to the first class meeting or by the course deadline date will receive credit toward future fees for the full amount of all fees paid for those classes. To view deadline date, check course in WebSMART. For all courses dropped after the deadline, these fees are not refundable unless an action of the College (e.g., class cancellation) prevents a student from attending class. Parking permit fees are not refundable.

### Student Body Fee and Student Representation Fee

Students enrolling during the normal registration period in semester-long classes may request a waiver or a refund of the Student Body Fee and/or the Student Representation Fee through the last day to drop semester-long classes (see Important Dates). Students enrolling after the end of this deadline may request a waiver or a refund of these fees within one (1) week of completing registration. Students enrolled only in short courses have until the first class session to request a waiver or refund of these fees. Students requesting a waiver or a refund of the Student Body Fee and/or the Student Representation Fee must do so in-person at the Center for Student Life & Leadership Development in Building 17.

### Variable Unit Courses

No enrollment fee or non-resident tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.

### Important Notes:

1. Credit balances remain on student accounts for a maximum of five (5) years.
2. Refunds are NOT issued automatically. A student may either choose to maintain a credit balance on account or contact the Business Office (Building 10, Room 360, (650) 574-6412) to arrange for a refund.
3. Fees paid by personal check require 30 days for bank clearance before refunds can be processed.
4. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. To view deadline date, check course in WebSMART. A withdrawal initiated by an instructor may NOT result in a credit or refund.
5. Fees will be credited or refunded if an action of the College (e.g., class cancellation) prevents a student from attending.



# Grades and Scholarship

## Units of Work and Credit

A unit of college credit normally represents one hour each week of lecture or three hours of laboratory, or similar scheduled activity, during one full semester.

## Grades, Grade Point Average and Grading Symbols

The grade is the evaluative symbol awarded to the student and is determined by the instructor. In calculating the grade, the instructor has the option of using plus/minus grades indicated in the table below. The grading criteria (for example if the instructor will use the plus/minus grades or not) will be listed in the course syllabus.

The Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the total number of units attempted. Grades earned in non-degree applicable courses are not counted in calculating a student's grade point average. Non-degree applicable courses are identified with a # next to the grade on the transcript.

Grade	Definition	Grade Points
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
D+	Passing, Less than Satisfactory	1.3
D	Passing, Less than Satisfactory	1.0
D-	Passing, Less than Satisfactory	0.7
F	Failing	0
*EW	Excused Withdrawal	0
*I	Incomplete	0

Grade	Definition	Grade Points
*CR	Credit - equivalent to C grade or higher	0
*P	Pass - equivalent to C grade or higher	0
*NC	No Credit	0
*NP	No Pass	0
*W	Withdrawal	0
*MW	Military Withdrawal	0
*RD	Grade report delayed	0
*IP	In Progress	0
*H	No grade issued	0

\*P/NP are used in courses in which grades of Pass or No Pass are given or the option is selected by the student. The units earned with a grade of Pass count as units completed. No Pass means the student is not charged with units attempted and is not credited with units completed. The P/ NP grades are not used in the calculation of the GPA.

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

The following non-evaluative symbols are used in the San Mateo Community College District:

## EW - Excused Withdrawal

An "Excused Withdrawal" will be authorized when a student withdraws from a course(s) for reasons beyond their control. A student may request to use an "EW" for only one course or all courses in a term depending on the reason for the request. In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student any time during the semester and no later than one year following the end of the term in which the EW symbol is requested in accordance with the District grade change policy. Upon verification of the extenuating circumstance, a notation of "EW" will be placed on the student record.

Excused Withdrawals are not counted in the probation or dismissal calculations. In addition, the "Excused Withdrawal" should not be counted towards the permitted number of withdrawals or counted as an enrollment attempt. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region
- Illness in the family where the student is the primary caregiver
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer)
- The student is the subject of an immigration action
- Death of an immediate family member
- Chronic or acute illness
- Verifiable accidents
- Natural disaster directly affecting the student

The financial aid eligibility of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

## I - Incomplete

This symbol is used in case of incomplete academic work for unforeseeable, emergency and justifiable reasons. Conditions for removal are set forth by the instructor in a written record which also indicates the grade to be assigned in the event that the student fails to meet the stated conditions. The student will receive a copy of this record, and a copy will be filed by the Dean of Enrollment Services. A final grade will be assigned by the instructor when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the grade previously determined by the instructor will be entered in the permanent record by the Dean of Enrollment Services.

An Incomplete must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances. The I shall not be used in the computation of grade point average.

## MW - Military Withdrawal

Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course

if the withdrawal occurs after the period during which no notation is made for withdrawals on the student's record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

## RD - Report Delayed

This symbol is used only by the Dean of Enrollment Services for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is replaced by a permanent symbol as soon as possible.

The RD is not used in the computation of grade point average.

## W - Withdrawal

See Index: "Withdrawal from Classes"

## Pass/ No Pass Option

Updated Title 5 regulations eliminate the Credit/No Credit (CR/NC) option and replace it with Pass/No Pass (P/NP). The new designators, P/NP, are weighed in the same manner as the former CR/NC designators. Students electing to use the PASS/NO PASS option for a course should use the student WebSMART account to make this designation. After students have registered for a class, on WebSMART find "grade mode." "Grade mode" allows students to select either a letter grade or pass/no pass grading option if the option exists. (Not all courses offer the P/NP option.)

Students may also submit the appropriate form to the Office of Admissions and Records within the first 20% of the term. See current Schedule of Classes for deadlines. Changes will not be permitted after this time.

Each division of the College may designate courses in which a student may elect to receive a letter grade or be graded on a Pass/No Pass basis.

Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such option exists will be so designated by the Division Dean in consultation with appropriate members of the division faculty.

All courses applied to the major or a certificate should be completed with a letter grade if the letter grade option exists. The utilization of courses graded on a P/NP basis to satisfy major or certificate requirements must be approved by the Division Dean. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses in which the student has elected a Pass/No Pass option. Additionally, each division of the



College may determine certain courses in which all students are evaluated on a Pass/No Pass basis only. These courses will be so identified in the class schedule and are exempt from the above 12/6 unit limitation.

For university transfer all major preparation courses should be completed with a letter grade. Four-year colleges and universities vary widely in the number of units of Pass/No Pass courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations in this regard.

## Final Examinations

Final examinations are required and will be given in accordance with the final examination schedule. The final examination schedule is available online on the [Final Exams website \(collegeofsanmateo.edu/finalexams\)](https://collegeofsanmateo.edu/finalexams) so that students may plan their programs to avoid conflicts or an excessive load.

## Grade Reports

A student is held responsible for his/her own academic progress. Final grades are not mailed to students. Dates of grade availability for specific semesters are published on the [Important Dates webpage \(collegeofsanmateo.edu/importantdates\)](https://collegeofsanmateo.edu/importantdates). Final grades are available to students via [WebSMART \(collegeofsanmateo.edu/websmart\)](https://collegeofsanmateo.edu/websmart) on the dates as published.

## Change of Grade

After a grade has been issued, only the instructor has the authority to change the grade per California Education Code Section 76224. A student wishing to have a posted grade changed must submit appropriate documentation to the instructor who issued the grade. The instructor must deliver the grade change to Admissions and Records. There is a deadline of one year from the date that the grade is posted to initiate a grade change.

*Responsibility for monitoring personal academic records rests with the student.*

## SMCCCD Transcripts Request

Official transcripts of a student's academic records can be sent to colleges, universities, employers and other institutions upon a formal request of the student. Transcripts may be requested using the student WebSMART account. On WebSMART, under "Student Records," find "Request Official Transcript" link for this purpose. Students may request official copies to be sent to them by noting "issue to student." All courses completed or in progress at Cañada College, College of San Mateo, and/or Skyline College appear on the transcript. Transcripts from high school and other colleges are not forwarded from CSM to other institutions because our district colleges are

authorized to send San Mateo County Community College transcripts only. The first two official transcripts requested by a student are free; thereafter a charge of \$5 for each transcript is imposed\*. If a student wants a transcript processed immediately there is an additional "rush" service charge of \$15.

Students may access unofficial transcripts on their Student WebSMART account. This WebSMART transcript reflects courses taken during or after Summer 1981\*.

\*For current fees information, please visit our [Fees \(collegeofsanmateo.edu/fees\)](https://collegeofsanmateo.edu/fees) webpage.

## Honors

### Dean's List Recognition

Students who qualify for Dean's List status at the end of the fall and spring semesters and summer session will be notified by letter. The student will be honored by the college (College of San Mateo, Cañada College, or Skyline College) from which the majority of the units in any given semester are earned.

Full-time students must complete twelve (12) or more units of letter-graded classes and achieve a term GPA of 3.30 or better in any given semester or summer session.

Part-time students must initially qualify by accumulating twelve (12) or more letter graded units at a college or colleges within the District. Once qualified, in a subsequent semester the part-time student must enroll in and complete at least six (6) units but no more than eleven and one-half (11.5) units with a term GPA of 3.30 or better in any given semester or summer session.

Once a student has qualified for either the full-time or part-time Dean's List, the student may go back and forth between the full-time and part-time Dean's List status, depending upon the number of units completed in any given semester.

### Honors at Graduation

Honors are awarded at graduation (A.A./A.S. degree) as follows, based upon GPA in all degree-applicable courses taken at College of San Mateo, Cañada College and Skyline College, together with GPA of degree-applicable coursework completed at other accredited institutions.

3.30 - 3.49	Cum Laude
3.50 - 3.99	Magna Cum Laude
4.0	Summa Cum Laude

Students are required to submit all official college transcripts to Admissions and Records for GPA calculation and determination of honors at graduation.



In every case, the student's cumulative GPA in degree-applicable courses taken only at College of San Mateo, Cañada College and Skyline College must equal or exceed the minimum required GPA for the honors category for which the student is being considered.

## Honor Societies

### Alpha Gamma Sigma

College of San Mateo is affiliated with the California Community College Honor Scholarship Society, Alpha Gamma Sigma. The local chapter is the Eta Chapter. Alpha Gamma Sigma maintains academic standards for induction, continued membership and permanent membership. Membership during a semester in AGS is based upon the student's GPA as of the previous semester at CSM or elsewhere. New members must have completed a minimum of 12 graded college units and achieve a semester GPA of 3.30 or higher to be invited to join the local chapter. Continuing members must maintain a cumulative GPA of 3.0 or higher. There is no unit requirement for continuing membership. There are two avenues to permanent membership: 1) a 3.25 cumulative GPA, 60 units and two semesters of local chapter membership; or 2) a 3.50 cumulative GPA, 60 units and at least one semester of local chapter membership. For more information, contact Ron Andrade at [andrader@smccd.edu](mailto:andrader@smccd.edu) or visit the [Alpha Gamma Sigma website \(collegeofsanmateo.edu/ags\)](http://collegeofsanmateo.edu/ags) (College Center Building 10, Room 220D, (650) 574-6571).

### Phi Theta Kappa

College of San Mateo is affiliated with Phi Theta Kappa, the international honor society of the two-year college, which recognizes the scholarly achievements of over 1.5 million students throughout all 50 states, U.S. territories, Canada, and Germany. The local chapter is the Beta Xi Eta Chapter. Phi Theta Kappa maintains academic standards for both induction and continued membership. New members must complete at least 12 credit hours and attain a GPA of 3.5 or better. Continuing members must maintain at least a 3.25 GPA. For more information, contact Ron Andrade at [andrader@smccd.edu](mailto:andrader@smccd.edu) or visit the [Phi Theta Kappa website \(collegeofsanmateo.edu/ptk\)](http://collegeofsanmateo.edu/ptk) (College Center Building 10, Room 220D, (650) 574-6571).





# Academic Policies

## Academic Standards Policy

The Academic Standards Policy of College of San Mateo and the San Mateo County Community College District is based on a cumulative grade point average of C (2.0), the minimum standard required for graduation or transfer. A grade point average of less than 2.0 is considered deficient.

Grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of GPA units.

Academic standing, including determination of probation or dismissal status, is based upon all course work completed at Cañada College, College of San Mateo, and/or Skyline College.

### Probation

A student is placed on academic probation under the following criteria:

1. Academic Probation based on grade point average: A student who has attempted at least 12 semester units, as shown by official records, is placed on academic probation if the student has earned a cumulative grade point average below 2.0.
2. Academic probation based on failure to maintain satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as shown by official records, is placed on academic probation when the percentage of all units in which a student has enrolled for which entries of W, I and NP/NC are recorded reaches or exceeds 50 percent. (See Calendar of Important Dates for withdrawal.)

The two probation criteria described above are applied in such a manner that a student may be placed on probation under either or both systems and subsequently may be dismissed under either or both systems.

### Removal From Probation

A student on academic probation on the basis of grade point average is removed from probation when his/her cumulative grade point average is 2.0 or higher.

A student on academic probation on the basis of failure to maintain satisfactory progress is removed from probation when the percentage of units in this category exceeds 50 percent.

### Dismissal

A student on probation is subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:

1. The student's cumulative grade point average is less than 1.75 in all units attempted.

2. The cumulative total of units in which the student has been enrolled for which entries of W, I and NP/NC have been recorded reaches or exceeds 50 percent. (See "Withdrawal")

Normally, a dismissed student must remain out of classes for one semester before petitioning for reinstatement.

To be considered for reinstatement, a dismissed student must attend an OnTRAC Reinstatement Workshop and complete a Reinstatement Petition with the assistance of a college counselor. The completed petition is to be submitted to the Office of the Dean of Counseling for review. Once Reinstatement petitions are reviewed, students are notified by email of their reinstatement status.

In order to enroll in classes, the Reinstatement Petition must be filed each semester until a student returns to Good Academic Standing.

### Academic Renewal Policy

Previously recorded substandard academic performance (grade of "D+", "D", "D-", "F", or "NP") may be disregarded if it is not reflective of a student's demonstrated ability.

- A student may file a petition with the Office of Admissions and Records seeking grade alleviation of substandard work.
  - A maximum of 36 units of course work with substandard academic performance may be alleviated.
  - A period of at least one year must have elapsed since the course work to be alleviated was completed.
  - To be eligible to apply for academic renewal a student must have completed 9 units of course work with a 3.5 cumulative grade point average, or 15 units with a 3.0 cumulative grade point average, or 21 units with a 2.5 cumulative grade point average, or 24 units with a 2.0 cumulative grade point average since the course work to be alleviated was completed.
  - Substandard course work to be alleviated must have been completed at Canada College, College of San Mateo, or Skyline College. However, the course work upon which the application for alleviation is based may be completed at a regionally accredited college or university that is accepted by SMCCCD.
  - The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program or transfer



to another institution or for completion of a certificate or degree program.

- To request Academic Renewal, a student must file a formal petition to the Office of Admissions and Records.
- Courses alleviated still reflect a course attempt for the purposes of the repeat policy.

When academic course work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible, providing a true and complete academic history.

### Attendance Regulations

Students are required to attend the first class meeting of each class in which they register. If they cannot attend, they should notify the instructor in advance. Without prior notification, they may be dropped by the instructor and a waiting student admitted in their place.

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. **When repeated absences place a student's success in jeopardy, the instructor may drop the student from class.**

In all cases it is the instructor's prerogative to determine when absences are excessive. An instructor has the right to drop a student from class when such absences jeopardize the student's opportunity to successfully complete the class work or to benefit from the instruction. Absence means non-attendance and includes non-attendance for illness or personal emergency.

Absences due to a student's participation in a school-sponsored activity are to be considered as excused absences, but it is the student's responsibility to notify the instructor in advance of the absence, and the student is responsible for all work missed. It is noted again that it is the instructor's prerogative to determine when such absences are excessive.

### Extended Absence

Students who will be absent from any class or classes for one week or longer for any health reason should request notification to instructors by Health Services (574-6396).

Students who will be absent from any class or classes for one week or longer for other personal emergencies should request notification to instructors by the Dean of Counseling, Advising and Matriculation (see Index: "Attendance Regulations").

If a medical or personal emergency requires absence of more than one week, the student should consult with his/her instructors and counselor/advisor regarding the advisability of continuing in classes.

### Open Enrollment

Every course offered at College of San Mateo (unless specifically exempted by legal statute) is open for enrollment and participation by any person who has been admitted to the College and who meets the prerequisites of the course provided that space is available.

### Enrollment Limitations: Multiple and Overlapping Enrollments

- A college district may not allow a student to enroll in two or more sections of the same credit course during the same term.
- A college district may not allow a student to enroll in two courses that overlap unless the following requirements are met.
  1. The student must provide sound justification other than mere convenience,
  2. An appropriate district official must review justification and enrollment for approval,
  3. The college must collect documentation that shows how the student made of the hours of overlap under the supervision of the instructor of the course.

### Enrollment Limitations: Limit of Withdrawals

- Students are limited to receiving no more than three "W"s from the same credit course.
- A "W" shall not be assigned or may be removed if the student withdrew due to discriminatory treatment or retaliation for alleging discriminatory treatment.

### Sequential Courses

A student may not enroll in or receive credit for a course that is lower in a sequence of courses after successful completion of a course that is higher or more advanced. As an example, after successful completion of Spanish 120, a student cannot enroll in a lower course (i.e., Spanish 110) in the sequence. Also, a student may not enroll in or receive credit for a course taken after successful completion of an equivalent course— e.g. French 111 cannot be taken after successful completion of French 110.

### Academic Review Committee

The Academic Review Committee considers requests for waivers and/or exceptions with respect to academic policies. Inquiries should be directed to the Office of Admissions and Records.

### Course Repetition Regulations

**Note:** *Courses attempted during Spring 2020, Summer 2020, and Fall 2020 will not count against the three permitted attempts. Students may repeat any of these courses regardless of earned grade.*



### Course Repetition Definition

A “course repetition” occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/ NC, RD, I) and wishes to enroll again in the same course. Course repetition includes the following components. (Title 5 Section 55040)

### Course Repetition To Alleviate Substandard Work

A student who has earned a substandard grade (D+, D, D-, F, NP, NC) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. All course attempts in a student’s academic history count toward this enrollment limitation. The first or first and second substandard grades and units are excluded in computing the student’s GPA and the grade and units of the final attempt are included in the student’s GPA. (Title 5 Section 55042)

### Course Repetition as a Result of a Withdrawal

A “W” counts as a course attempt. A student may attempt a course a maximum of three times. All course attempts in a student’s academic history count toward this enrollment limitation. (A student, with a combination of substandard grades and W’s, cannot attempt a course more than three times.)

### A Student Earning A Satisfactory Grade May Not Enroll In The Same Course Again Unless One Of The Following Five Exceptions Applies

- *Significant Lapse of Time* - A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course and the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course. (Example: Biology 250 was completed with a grade of C in Fall 2011. The student is preparing to apply to a nursing program that requires Biology 250 to be completed within the last three years. The student is eligible to repeat the course in Spring 2015 with documentation of the recency requirement.) The grade and units from the first course completion will be disregarded in computing the GPA. (Title 5 Section 55043)
- *Variable Unit Courses* - A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already be completed and evaluated. (Title 5 Section 55044)
- *Extenuating Circumstances* - A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are natural disaster, accident, illness, or other extraordinary documentable experience beyond the student’s control. (Title 5 Section 55045)
- *Students with Disabilities Repeating a Special Class* - A student with a verifiable disability may repeat a special class for students with disabilities any number of times based on achieving progress in the class and an individualized determination that such repetition is required as a disability-related accommodation for that student. (Title 5 Section 55040)
- *Legally Mandated Course* - A student may repeat a course determined to be legally mandated and required by statute or regulation as a condition of paid or volunteer employment or licensure. A student must provide evidence and documentation



that the course is legally mandated or that licensure standards require course repetition. Such courses may be repeated for credit any number of times. (Title 5 Section 55000)

### Courses Related in Content

Course Attempts within Subject Families (Studio Art, Music, Dance, Kinesiology/Physical Education) - District policy limits enrollment of students in courses that are active participatory courses in physical education/ kinesiology, and visual or performing arts. In this regard, the colleges have established "families" of similar educational activities. Kinesiology activity courses and some visual and performing arts have established "families" and are subject to enrollment limitations. A course cannot be repeated, but a student may attempt up to 4 courses in a subject "family." Some subject families offer more than 4 courses but a student may enroll in a maximum of four courses within a family. All course attempts in a student's academic history count toward this enrollment limitation within a "family" of courses. The limitation applies even if the student receives a substandard grade or a "W." Enrollment limitations are monitored district wide for a subject "family." Continuing students who have previously taken a course within a family must progress to the next level. (Title 5 Section 55040)

### Limitations on Enrollment Attempts in Physical Education/Kinesiology, Dance, and Visual and Performing Arts Courses

District policy limits enrollment of students in courses that are active participatory courses in physical education/ kinesiology, and visual or performing arts. (Title 5 Section 55040)

The majority of these types of courses offered by the San Mateo County Community College District are now leveled to show progression from the most fundamental (level 1) to the most advanced (level 4). Course levels can be identified by a .1, .2, .3, or .4 system or by the course title. Because the course levels are typically scheduled simultaneously, students are advised to enroll initially at the fundamental level (.1) regardless of previous experience and be placed at the appropriate level based on instructor assessment. Adapted Physical Education and intercollegiate sports related courses are not affected by the repeatability legislation.

Students are limited to a maximum of four course attempts per family. A course attempt means enrollment that results in any evaluative or non-evaluative symbol (any letter grade, P/NP, CR/NC, or W). See course families listed below. If there is more than one course in a particular family, a student may only enroll in a maximum of four total courses within that family. After four courses within a family have been attempted, a student has the option to audit should they wish to continue enrolling in courses within that family. Accepting course audits us up to the faculty member teaching the course. Also, units and subject credit

for courses that are audited do not count toward GPA or degree or certificate completion. For information about how to audit, students should refer to the audit policy in the catalog and find the Audit Form on the [Student Forms website \(smccd.edu/studentforms\)](http://smccd.edu/studentforms).

A course previously attempted by a student, prior to course leveling within the identified family, counts as a course attempt and limits future enrollments of courses within that family to a maximum of four combined. Below is a matrix which identifies the previous courses and the equivalent with levels. This limitation on enrollment applies to all coursework attempted by the student.

### Repeatable Courses - Three Types of Courses May be Designated as Repeatable

These courses are identified as repeatable in the college catalog. (Title 5 Section 55041)

- *Intercollegiate Athletics* - Courses in which student athletes enroll to participate in an organized sport sponsored by the district or a conditioning course which supports the organized competitive sport may be designated as repeatable. (Title 5 Section 55040/55041)
- *Intercollegiate Academic or Vocational Competition* - Courses that are specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. The course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.
- *Required by CSU or UC For Completion of a Bachelor's Degree* - Repetition of the course is required by CSU or UC for completion of the bachelor's degree. Courses are limited to four attempts and this enrollment limitation applies even if the student receives a substandard grade or a "W." (Title 5 Section 55041)

### Audit Policy

Because of restrictions in course repeatability, review the Audit Policy page.



## Course Families

### List of Kinesiology, Athletics and Dance Families Across The San Mateo County Community College District 2023-24

The majority of courses offered by the San Mateo County Community College District are now leveled to show progression from the most fundamental (level 1) to the most advanced (level 4). Course levels can be identified by a .1, .2, .3, or .4 system or by the course title. Course levels may be scheduled simultaneously. Students are advised to enroll initially at the fundamental level (.1) regardless of previous experience and be placed at the appropriate level based on instructor assessment. Adapted Physical Education and intercollegiate sports related courses are not affected by the repeatability legislation.

Kinesiology activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family listed below. If there is more than one course in a particular family, a student may only enroll in a maximum of four total courses within that family. After four courses within a family have been taken, a student has the option to audit should they wish to continue enrolling in courses within that family. Students who audit do not count toward meeting local minimum enrollment requirements. Thus, a class may be cancelled if enough credit seeking students are not enrolled no matter how many students wish to audit. For information about how to audit, students should refer to the audit policy in the catalog.

A course previously taken by a student, prior to course leveling within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four combined. Below is a matrix which identifies the previous courses (based on the 2012-2013 catalog) and the equivalent with levels. This limitation on enrollment applies to all coursework attempted by the student. Students not having previously taken a Kinesiology or Dance activity course may have the opportunity to enroll in courses within a particular family for a maximum of four times.

<b>Aquatics:</b>	<b>Previous/Equivalent Courses(S)</b>	<b>Leveled/Current Courses</b>
AQUA1 - Aquatic Conditioning Family:	AQUA 127	AQUA 127.1, 127.2, 127.3, 127.4
AQUA2 - Resistance Training Family:	AQUA 135	AQUA 135.1, 135.2, 135.3, 135.4
AQUA3 - Stroke Skill Dev. Family:	AQUA 133	AQUA 133.1, 133.2, 133.3, 133.4
AQUA4 - Water Polo Family:	AQUA 109	AQUA 109.1, 109.2, 109.3, 109.4

<b>Combatives:</b>	<b>Previous/Equivalent Courses(S)</b>	<b>Leveled/Current Courses</b>
COMB1 - Karate Family:	COMB 404, 405	COMB 404.1, 404.2, 404.3, 404.4
COMB2 - Self-defense Family:	COMB 401	COMB 401.1, 401.2, 401.3, 401.4

<b>Fitness:</b>	<b>Previous/Equivalent Courses(S)</b>	<b>Leveled/Current Courses</b>
FITN1 - Cardiovascular Training Family (High Impact):	FITN 127, 305, 314; DANC 350	FITN 151 FITN 305.1, 305.2, 305.3, 305.4 FITN 314.1, 314.2, 314.3, 314.4 DANC 350.1, 350.2, 350.3, 350.4
FITN2 - Cardiovascular Training Family (Low Impact):	FITN 123, 301, 303, 304, 308, 312, 320	FITN 134 FITN 199, 199.1, 199.2, 199.3, 199.4 FITN 301.1, 301.2, 301.3, 301.4 FITN 304.1, 304.2, 304.3, 304.4 FITN 308.1, 308.2, 308.3, 308.4



<b>Fitness:</b>	<b>Previous/Equivalent Courses(S)</b>	<b>Leveled/Current Courses</b>
FITN3 - Cross Training Family:	FITN 110, 166, 400	FITN 112, 112.1, 112.2, 112.3, 112.4 FITN 117, 118, 119 FITN 166.1, 166.2, 166.3, 166.4 FITN 235, 235.1, 235.2, 235.3, 235.4 FITN 400.1, 400.2, 400.3, 400.4
FITN4 - Core Training Family:	FITN 116, 128, 219	FITN 116.1, 116.2, 116.3, 116.4 FITN 129 FITN 219.1, 219.2, 219.3, 219.4 FITN 237
FITN5 - Pilates Family:	FITN 124, 335	FITN 339 FITN 335.1, 335.2, 335.3, 335.4
FITN6 - Resistance Training Family:	FITN 205, 207	FITN 122 FITN 201, 201.1, 201.2, 201.3, 201.4 FITN 202 FITN 206 FITN 227.1, 227.2, 227.3, 227.4
FITN7 - Yoga Family:	FITN 332, 334, 336, 337, 338	FITN 332.1, 332.2, 332.3, 332.4 FITN 334.1, 334.2, 334.3, 334.4 FITN 336.1, 336.2, 336.3, 336.4

<b>Individual Sports:</b>	<b>Previous/Equivalent Courses(S)</b>	<b>Leveled/Current Courses</b>
INDV1 - Archery Family:	INDV 101, 105	INDV 101.1, 101.2, 101.3, 101.4
INDV2 - Badminton Family:	INDV 120, 121, 125	INDV 121.1, 121.2, 121.3, 121.4
INDV3 - Golf Family:	INDV 160, 161, 164, 165, 166, 169, 171	INDV 160.1, 160.2, 160.3, 160.4 INDV 165.1, 165.2, 165.3, 165.4 INDV 167, 168, 172
INDV4 - Tennis Family:	INDV 251, 252, 253, 254, 255, 256	INDV 251.1, 251.2, 251.3, 251.4

<b>Team Sports:</b>	<b>Previous/Equivalent Courses(S)</b>	<b>Leveled/Current Courses</b>
TEAM1 - Basketball Family:	TEAM 110, 111, 115	TEAM 111.1, 111.2, 111.3, 111.4 TEAM 117
TEAM2 - Football Family:	TEAM 132	TEAM 132.1, 132.2, 132.3, 132.4
TEAM3 - Soccer Family:	TEAM 141, 143, 145, 148	TEAM 141.1, 141.2, 141.3, 141.4 TEAM 148.1, 148.2, 148.3, 148.4
TEAM4 - Volleyball Family:	TEAM 171, 173, 174, 175	TEAM 171.1, 171.2, 171.3, 171.4



**List Of Dance Families:**

Dance:	Previous/Equivalent Courses(S)	Leveled/Current Courses
DANC1 - Ballroom Family:	DANC 116, 151, 153, 156	DANC 116.1, 116.2, 116.3, 116.4 DANC 151.1, 151.2, 151.3, 151.4 DANC 167.1, 167.2, 167.3, 167.4 DANC 167, 168, 169 DANC 172.1, 172.2, 172.3, 172.4 DANC 665SF
DANC2 - Choreography Family:	DANC 395	DANC 390 DANC 395.1, 395.2, 395.3, 395.4
DANC3 - Composition Family:	DANC 330	DANC 330.1, 330.2, 330.3, 330.4
DANC4 - Classical Family:	DANC 140, 141, 143	DANC 140.1, 140.2, 140.3, 140.4
DANC5 - Dance Accompaniment Family:	DANC 410	DANC 410.1, 410.2, 410.3, 410.4
DANC6 - Dance Production Family:	DANC 400, 450	DANC 400.1, 400.2, 400.3, 400.4
DANC7 - Hip Hop Family:	DANC 150	DANC 150.1, 150.2, 150.3, 150.4
DANC8 - Jazz Family:	DANC 117, 130, 131, 132, 205, 210, 215	DANC 117.1, 117.2, 117.3, 117.4 DANC 130.1, 130.2, 130.3, 130.4
DANC9 - Modern Family:	DANC 110, 121, 122	DANC 121.1, 121.2, 121.3, 121.4
DANC10 - Salsa Family:	DANC 125, 126, 127, 152, 665SB DANC 152	DANC 125.1, 125.2, 125.3, 125.4 DANC 128.1, 128.2, 128.3, 128.4 DANC 152.1, 152.2, 152.3, 152.4
DANC11 - Tango Family:		DANC 161.1, 161.2, 161.3, 161.4 DANC 161, 162, 163, 164, 165 DANC 166, 260
DANC12 - Folkloric Dance Family:		DANC 115.1, 115.2, 115.3, 115.4 DANC 157.1, 157.2, 157.3, 157.4

**Music**

Music activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family. A family of courses may contain more than four courses. If there are more than four courses in a particular family, a student may only enroll in a maximum of four total courses within that family. A course previously taken by a student (prior to the legislation) within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four.

Music activity courses are offered in levels by progression. Courses are listed by title; for example, Piano, Guitar, etc., and then by level. Level I is beginning; Level II is intermediate; Level III is intermediate/advanced; and Level IV is advanced. The course number also indicates the level. For example, a beginning Piano class would be listed as MUS. 301.1, Piano I while an advanced Piano class would be MUS. 301.4, Piano IV.

New students are advised to enroll in the beginning level and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family, must progress to the next level.



**List Of Music Families:**

	Previous/Equivalent Courses(S)	Leveled/Current Courses
MUS.1 - Piano Family:		MUS. 301, 301.1, 301.2, 301.3, 301.4 MUS. 302, 303, 304

**Theatre Arts**

Theatre Arts activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family. A family of courses may contain more than four courses. If there are more than four courses in a particular family, a student may only enroll in a maximum of four total courses within that family. A course previously taken by a student (prior to the legislation) within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four.

Theatre Arts activity courses are offered in levels by progression. Courses are listed by title; for example, Acting, Rehearsal and Performance, etc., and then by level. Level I is beginning; Level II is intermediate; Level III is intermediate/advanced; and Level IV is advanced. The course number also indicates the level. For example, a beginning Acting class would be listed as DRAM 201.1, Acting I while an advanced Acting class would be DRAM 201.4, Acting IV.

New students are advised to enroll in the beginning level and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family, must progress to the next level.

**List Of Theatre Arts Families:**

	Previous/Equivalent Courses(S)	Leveled/Current Courses
DRAM1 - Acting Family:	DRAM 201.1, 201.2, 203	DRAM 201, 202, 201.3, 201.4
DRAM2 - Rehearsal and Performance Family:	DRAM 300	DRAM 300.1, 300.2, 300.3, 300.4





## College Policies

### Crime Awareness and Campus Security Policy

In order to make College of San Mateo a safe and pleasant environment for students and employees, the College has established procedures in compliance with Federal Public Law 101-542 (Student Right-to-Know and Campus Security Act). CSM is an extremely safe campus, a fact confirmed by the most recent FBI reported data. (For more information, please contact CSM's Office of Planning, Research and Institutional Effectiveness at 574-6196 or [csmplanning-research@smccd.edu](mailto:csmplanning-research@smccd.edu)). Persons seeking information concerning CSM campus law enforcement procedures, crime prevention efforts, and crime statistics should contact Public Safety, Building 1, Room 100 (738-7000).

The Act also requires institutions to make available the completion or graduation rate of certificate or degree-seeking full-time students. Persons seeking information concerning completion or graduation rates specified by the Act should contact the Office of Planning, Research and Institutional Effectiveness at 574-6196 or [csmplanning-research@smccd.edu](mailto:csmplanning-research@smccd.edu). CSM data is also available at [srtk.cccco.edu](http://srtk.cccco.edu).

### Política de Conocimiento de Crimen y Seguridad del Campus

Para asegurar que College of San Mateo siga siendo un lugar seguro y agradable para estudiantes y empleados, se han establecido procedimientos de acuerdo con la Ley Pública Federal (Acta sobre la Seguridad y sobre el Derecho al Acceso a Información para Estudiantes). CSM tiene un campus segurísimo, hecho respaldado por el reporte de datos distribuidos por el FBI. (Para mayor información sobre CSM, diríjase a la Office of Planning, Research and Institutional Effectiveness a 574-6196 o [csmplanning-research@smccd.edu](mailto:csmplanning-research@smccd.edu)). Para informarse sobre los procedimientos legales de CSM, las iniciativas de prevención de crímenes, y la estadística de datos criminales, diríjase a la Public Safety, Building 1, Room 100 (738-7000).

El Acta también exige que se facilite el acceso a los datos sobre el número de estudiantes que cumplen su programa y se gradúan o sacan un certificado. Para mayor información sobre los datos de cumplimiento y graduación especificados por el Acta, diríjase a la Office of Planning, Research and Institutional Effectiveness a 574-6196 o [csmplanning-research@smccd.edu](mailto:csmplanning-research@smccd.edu). Estos datos también están disponibles por la red en [srtk.cccco.edu](http://srtk.cccco.edu).

### Drug-Free Campus Policy

It is the policy of the San Mateo County Community College District and College of San Mateo to maintain a drug-free workplace and educational environment for its employees and students in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989.

**In addition to this policy, the District continues to maintain its employee and student policies pertaining to the possession and use of alcohol and drugs on District property. Employees and students who are under the influence of an intoxicant while on District property are subject to disciplinary action, pursuant to current policies which regulate employee and student conduct.**

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in the workplace or educational facilities and on any District property is strictly prohibited. "Controlled substance," as defined in the Act, does not include distilled spirits, wine, malt beverages or tobacco.

It is the responsibility of each District student to adhere to the regulations of this drug-free policy. Students found to be in violation of this policy by the unlawful manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance on District property will be subject to disciplinary measures up to, and including expulsion, pursuant to District policy.

Persons seeking further information concerning this policy or the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs should contact the Health Services coordinator, Public Safety and Medical Services Building 1, Room 147 (574-6396).

### Política de Campus Libre de Drogas

De acuerdo con las actas federales enmendadas para el mantenimiento de sitios laborales libres de drogas (1988) y para escuelas y comunidades libres de drogas (1989), rige una política en el San Mateo County Community College District y en College of San Mateo que mantiene un sitio laboral y un ambiente académico libre de drogas tanto para sus empleados como para sus estudiantes.

**Adicionalmente el Distrito sigue manteniendo una política para empleados y estudiantes con referencia al uso y a la posesión de alcohol y drogas en sitios pertenecientes al Distrito. Todo empleado o estudiante bajo influencia de un embriagante mientras se encuentra en sitios pertenecientes al Distrito será**



### **sujeto a acción disciplinaria de acuerdo con la política vigente sobre la conducta de empleados y estudiantes.**

Es ilegal manufacturar, distribuir, dispensar, poseer o consumir alcohol o cualquier sustancia controlada en el sitio laboral, en cualquier sitio destinado a fines educativos, o en cualquier sitio perteneciente al Distrito. La definición de «Sustancia controlada» en el Acta no incluye tabaco ni bebidas alcohólicas destiladas, malteadas, o vino.

A todo estudiante del Distrito le incumbe obedecer los reglamentos de esta política antidroga. Por manufacturar, distribuir, dispensar, poseer o consumir alcohol o una sustancia controlada en sitios pertenecientes al Distrito los estudiantes serán sujetos a medidas disciplinarias conforme a la política del Distrito, las cuales pueden llevar a la expulsión.

Para mayor información sobre esta política o los riesgos médicos y efectos asociados con el uso de alcohol, narcóticos, y otras drogas ilícitas o peligrosas diríjase al coordinador de Servicios de Salud, Public Safety and Medical Services Edificio 1, Oficina 147 (574-6396).

## **Student Success and Support Program (SSSP)**

In Fall 2018, the State Chancellor's Office combined program funding for the Student Success and Support Program (SSSP), the Student Equity Program and the Basic Skills Initiative to create the new Student Equity and Achievement Program (SEAP). Although, the State Chancellor's Office is no longer referring to SSSP as a separate program, however, SSSP requirements remain as a mandate. The purpose of SSSP is to increase California community college student access and success through the implementation of core matriculation services, including assessment and course placement, orientation, counseling/ advising, and other educational planning services, with the goal of providing students with the support services necessary to assist them to achieve their educational goal and complete their identified course of study.

All students who plan to complete a certificate or associate degree, a university transfer program, or who are undecided but considering one of the aforementioned goals must actively participate in SSSP requirements and use the services noted below as part of the enrollment steps to register at College of San Mateo. Also, all students who participate in the College of San Mateo financial aid program, and veterans who plan to receive Military benefits while attending the College must comply with the enrollment steps and actively participate in SSSP services.

Students who participate in the SSSP services of assessment, orientation, and engage in academic planning with a counselor and maintain a comprehensive student educational plan receive higher registration priority than students who do not participate in SSSP.

Student Success and Support Program Services:

1. **Assessment Services** – Provided by Assessment Services, measures students' abilities in English, reading, mathematics, learning and study skills. Assessment results are used to determine course selection, honors eligibility and referral to specialized support services.
2. **Orientation Services** – Available for new and returning students through the Welcome Center and online through the student portal. Provides students with an introduction to the College, information regarding possible educational goals, and use of Counseling and other Student Services.
3. **Counseling Services** – Provided by the Office of Counseling, Advising and Matriculation through Counseling Support Services, or for students affiliated with a special program such as the Extended Opportunity Program and Services (EOPS) or the Disability Resource Center (DRC). Counseling services are available to all students who participate in the SSSP and complete assessment and orientation.
4. **Student Educational Plan (SEP)** - Students are provided assistance to develop a comprehensive SEP that includes required courses and resource referrals needed to meet an educational goal.
5. **Follow-up Services and Programs** – Students receive continued support, and assistance to define course of study and development of comprehensive SEP. Other services and programs include, but are not limited to, counseling services, career services, transfer services, financial aid, EOPS, DRC, Multicultural and Dream Center, veteran's support services, foster youth support services, student success and counseling workshops, Learning Center and tutorial services, SMCCCD Transcript Evaluation Service.
6. **Intervention Activities and Support** - Students who fall out of good academic standing or are otherwise experiencing academic difficulty, or are determined to be at-risk students are provided support through the OnTRAC Scholars.

More information about the CSM Student Success and Program Report is available on the [Institutional Planning Documents \(collegeofsanmateo.edu/prie/planningdocs.asp\)](https://collegeofsanmateo.edu/prie/planningdocs.asp) webpage.

## **Nondiscrimination Policy**

College of San Mateo is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the College, enrollment in classes, student services, financial aid, and employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of



1972 (45CRF 86), Section 504, Rehabilitation Act of 1973 (P.L. 93-112), and the Americans With Disabilities Act of 1990.

It is important that students, staff, and all others associated with the College understand the importance of reporting concerns about possible violations of this policy. The College's commitment to equal opportunity demands full investigation of possible violations and an opportunity for a fair and impartial hearing on any matter relating to these laws and policies.

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of Title VI of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should contact the Office of the Vice Chancellor, Human Resources and Employee Relations at (650) 358-6883.

All grievances will be reviewed in terms of Title VI and Title IX law, and persons involved will be advised of the provisions of the law and their legal rights. If normal channels are not available or fail to meet legal requirements, the necessary action will be initiated. The office will maintain a record of all Title VI and Title IX grievances.

## Política Antidiscriminatoria

El Colegio de San Mateo se compromete a proporcionarles a todos la misma oportunidad de ingresar en el colegio, de matricularse en las clases y de recibir servicios, ayuda financiera y empleo estudiantil, sin que se tenga en cuenta la edad, el sexo, el estado civil, la incapacidad física o mental, la raza, el color, la orientación sexual, la religión, el origen u otro factor similar. Nuestra política se basa en las disposiciones de las leyes referidas en los siguientes títulos reglamentarios, a saber: Title VI of the 1964 Civil Rights Act; Title IX of the Educational Amendments of 1972 (45CRF 86); Section 504, Rehabilitation Act of 1973 (P.L. 93-112); Americans with Disabilities Act of 1990.

Es importante que todo estudiante, empleado o individuo asociado con el Colegio aprecie lo importante que es el reportar cualquier caso que parezca ser una infracción de esta política. El Colegio se propone ofrecerles las mismas oportunidades a todos y por eso facilita la investigación exhaustiva de posibles infracciones y asegura el establecimiento de un foro legal para la vista justa e imparcial de cualquier asunto relacionado con las leyes y nuestra política. Cualquier persona que necesite obtener más información sobre estas leyes o esta política o que quiera hacer una reclamación basada en la infracción alegada de los títulos susodichos — Title VI of the 1964 Civil Rights Act y Section 504, Rehabilitation Act of 1973 — debe dirigirse a la Oficina del Vice Canciller de Recursos Humanos y Relaciones del Personal al teléfono (650) 358-6883.

Conforme a las leyes en los títulos citados anteriormente, se estudiará cada reclamación y a todas las personas a quienes concierna se les informará sobre las disposiciones de las leyes y los derechos legales pertinentes. Si por la manera prescrita resulta imposible ejecutar el proceso susodicho, o si no se cumple con los requisitos prescritos por las leyes, se iniciará la acción legal necesaria. Se compilará un registro de todas las reclamaciones basadas en los títulos mencionados.

## Walang Diskriminasyong Patakaran

Ang Kolehiyo ng San Mateo ay nagbibigay ng pantay na pagkakataon sa lahat anuman ang edad, kasarian, katayuang marital, kapansanan, lahi, kulay, orientasyong seksuwal, relihiyon, bansang pinagmulan, o iba pang batayan, para sa pagtanggap sa Kolehiyo, pagpapatala sa klase, serbisyo sa estudyante, tulong na pinansiyal, at trabaho ayon sa mga itinatadhana ng Title VI ng 1964 Civil Rights Act, Title IX ng Educational Amendments ng 1972 (45CRF 86), Section 504, Rehabilitation Act of 1973 (P.L. 93-112), at ng Americans With Disabilities Act of 1990.

Mahalagang maintindihan ng mga estudyante, kawani, at lahat ng iba pang kaugnay ng Kolehiyo ang kahalagahan ng pag-uulat ng mga tungkol sa posibleng paglabag sa patakarang ito. Upang maibigay ng Kolehiyo ang pantay na pagkakataon, kailangan ang kumpletong imbestigasyon ng posibleng paglabag at ng pagkakataon para sa pantay at walang kinikilingang pagdinig ng anumang bagay na may kinalaman sa mga batas at patakarang.

Sinumang naghahangad ng impormasyon tungkol sa mga batas at patakarang ito o nagrereklamo ng paglabag sa Title VI ng 1964 Civil Rights Act at Sec. 504 ng Rehabilitation Act of 1973 ay dapat kontakin ang Office of the Vice Chancellor, Human Resources and Employee Relations sa (650) 358-6883.

Ang lahat ng reklamo ay susuriin ayon sa batas ng Title VI at Title IX, at ang mga taong kasangkot ay pagpapayuhan ng mga tadhana ng batas at ng kanilang mga legal na karapatan. Kung ang mga normal na paraan ay hindi magagamit o hindi matugunan ang mga pangangailangang legal, ang kinakailangang hakbang ay gagawin. Ang opisina ay hahawak ng mga rekord ng lahat ng reklamong pang - Title VI at Title IX.



## 一視同仁政策

聖馬刁書院在取錄新生、課程選修、學生服務、經濟援助及聘請職員方面的宗旨，是根據1964年公民權利法案第六章、1972年教育修訂法(45CRF86)第九章、1973年康復法案(P.L.93-112)第504節，以及1990年美國人殘障法案來提供均等的機會，無分年紀、性別、婚姻狀況、殘疾、種族、膚色、性取向、宗教、原國籍、或其他類似的因素。

本校學生、職員及一概與書院有關之人上均須明白舉報可能觸犯此政策事例之重要性。校方秉承均等機會的宗旨，務必檢查所有舉報，更會就任何有關這些法例及政策的事件，舉行聆聽會以示公允。

任何人士如欲查詢有關這些法例及政策的資料，或投訴涉嫌觸犯1964年公民權利法第六章及1973年康復法案(P.L.93-112)第504節之事件者，請聯絡「特別計劃及服務部」主任 Vice Chancellor, Human Resources/Employee Relations (358-6883)。

所有投訴均會按照第六章及第九章法例來審查。有關人等會收到法例內容及法定權利的通知。正常途徑如果受阻，或有違法律規定者，校方將會採取適當的行動。除記錄所有關於第六及第九章法例的投訴之外。

## Privacy Rights of Students Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the

record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records,** except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. **The right to file a complaint with the U.S. Department of Education** concerning alleged failures by the College to comply with the requirements of FERPA.

The Act provides that the College may release certain types of "Directory Information" unless the student submits a request in writing to the Dean of Enrollment Services that certain or all such information not be released without his/her consent. Currently enrolled students may request that "Directory Information" be withheld by notifying the Dean of Enrollment Services in writing each term or semester.

External entities have access to only the following directory information (1) student's name and city of residence; (2) email address; (3) participation in recognized activities and sports; (4) dates of enrollment; (5) degrees and awards received; (6) the most recent previous educational agency or institution attended; and (7) height and weight of members of athletic teams.

Appropriate college personnel as noted in No. 3 above have access to full address information.

The Federal Solomon Act requires colleges to release full directory information (including address) to U.S. Armed Forces.



A copy of the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) is available in the Office of Admissions & Records, Building 10, Room 360, during normal business hours.

## La Política de los Derechos de los Estudiantes

El Family Educational Rights and Privacy Act (FERPA) les concede a los estudiantes ciertos derechos con referencia a sus historiales académicos. Se incluyen los siguientes:

1. El derecho de inspeccionar y revisar el historial académico del estudiante dentro de 45 días después de que el College recibe la petición de acceso. El estudiante debe entregarle la petición escrita al registrador, el decano, el encabezado de departamento académico u otro oficial apropiado, identificando los documentos que desea revisar. El College hará lo necesario para facilitar la revisión y le confirmará al estudiante cuándo y dónde tendrá lugar. Si los documentos no están accesibles al oficial contactado por el estudiante, ese oficial le indicará al estudiante la persona a quien se tiene que dirigir.
2. El derecho de pedir la enmendación de las entradas del historial académico que el estudiante estima erróneas o de falsas apariencias. Se debe escribirle al oficial responsable por el documento, identificando claramente la parte que desean enmendar, y especificando por qué la considera errónea o engañosa. Si el College decide no conceder lo pedido por el estudiante, le notificarán al estudiante y le informarán de su derecho a un juicio sobre su petición por una enmendación. Se le dará al estudiante información más detallada cuando se le avise del derecho al juicio.
3. El derecho del consentimiento para revelar información personal identificable contenida en el historial académico, con la excepción de lo que FERPA autoriza sin consentimiento. Un ejemplo de tal excepción es el caso de los oficiales de la escuela que tienen legítimo interés educativo. Un oficial de la escuela es un empleado del College que ocupa un puesto administrativo, supervisorial, académico, investigador, o de otro servicio de apoyo (incluyendo el personal de seguridad y de salud pública); una persona contratada por el College (como un abogado, un monitor o un colector de deudas); una persona que sirve en la Junta de Fiduciarios; o un estudiante que sirve en un comité oficial (como el disciplinario o el de reclamos), o que ayuda a un oficial del colegio en el desempeño de su cargo. Un oficial de la escuela tiene legítimo interés educativo si necesita revisar un historial académico a fin de cumplir con su responsabilidad profesional.

4. El derecho de reclamar con el U.S. Department of Education el caso alegando que el College ha fallado en su deber de cumplir con los requisitos de FERPA.

El Acta concede que el College revele ciertos tipos de "Información de Directorio" a menos que el estudiante entregue una petición por escrito que estipula que no se revele sin su consentimiento. Los estudiantes ya matriculados pueden dirigirse por escrito al Dean of Enrollment Services, pidiendo de semestre en semestre que no se revele esa información de directorio.

Entes ajenas al College tienen acceso únicamente a los siguientes datos de información de directorio: (1) el nombre del estudiante y su domicilio; (2) su dirección de correo electrónico; (3) su participación en actividades y deportes reconocidos; (4) fechas de matrícula; (5) diplomas y premios recibidos; (6) la agencia educativa o instituto educativo donde estudió más recientemente; y (7) la estatura y el peso de miembros de equipos atléticos.

El personal apropiado del College (explicado en el párrafo 3 arriba) tienen acceso a la dirección completa del estudiante.

El Federal Solomon Act requiere que el College revele toda la información de directorio (inclusive la dirección) a las Fuerzas Armadas de los Estados Unidos. Una copia de FERPA (Family Educational Rights and Privacy Act, Sec. 438, P.L. 93-380) está disponible durante las horas laborales normales en la Office of Admissions and Records, edificio 10, oficina 360.

## Sexual Assault Policy

It is the policy of the San Mateo County Community College District to educate all students, faculty, and staff on the prevention of sexual assault. The District and Colleges will provide information to all faculty, staff, and registered students on the definition of sexual assault, how to prevent it, and how to report it if assaulted.

"Sexual assault" includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by a student, faculty, staff, administrator, visitor, or invitee of College of San Mateo, occurring on College property, or on an off-campus site or facility maintained by the College, or on grounds or facilities maintained by a student organization, is a violation of College policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

Information and literature is available in the office of the Vice President, Student Services, Health Services and Public Safety.



Any faculty, staff member, or student who has been sexually assaulted should immediately contact Health Services, 574-6396, or the Public Safety Office, 738-7000.

#### **Additional Redress**

In addition to and concurrently with the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Employment Opportunity Commission, the Office for Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or state or federal court.

## **Política del Atentado Sexual**

En el San Mateo County Community College District rige una política de educarles a todos los estudiantes, el profesorado, y los empleados sobre la prevención del atentado sexual. El Distrito y cada College les proveerán a todos —profesorado, empleados, estudiantes matriculados— información sobre la definición oficial del atentado sexual, cómo prevenirlo, y cómo reportarlo en caso de asalto.

El «atentado sexual» incluye pero no se limita a la violación, la sodomía forzada, la cópula oral forzada, la violación por objeto ajeno, la agresión sexual, o la amenaza de agresión sexual.

Es una contravención de la política y los reglamentos del College cualquier atentado sexual o abuso físico, inclusive pero no limitado a la violación, de acuerdo con la definición asignada por la ley de California, ya sea por un estudiante, profesor, empleado, administrador, visitante, o huésped invitado de College of San Mateo, y ya sea en el campus, u otro sitio usado o mantenido por o perteneciente al College o a un grupo estudiantil. Tal contravención será sujeta a todo castigo aplicable, inclusive procedimientos criminales y disciplina para estudiantes y empleados.

Para mayor información diríjase a la oficina de la Vicepresidenta, Student Services, el Health Center y Public Safety.

Cualquier estudiante, empleado o profesor que haya sufrido un atentado sexual debe contactar inmediatamente Health Services, 574-6396, o la Public Safety Office, 738-7000.

#### **Remedio adicional**

Adicionalmente y al mismo tiempo que un reclamo oficial por escrito, el estudiante tiene el derecho de iniciar un reclamo o una acusación con apropiadas agencias gubernamentales tales como la Equal Employment Opportunity Commission, la Office for Civil Rights, el Department of Fair Employment and Housing, la Chancellor's Office of the California Community Colleges, o con la corte estatal o federal.

## **Sexual Harassment Policy**

It is the policy of the San Mateo County Community College District and the College of San Mateo to provide an educational and work environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. **The District promotes zero tolerance for behaviors which constitute sexual harassment in its educational and workplace environment for both employees and non-employees.**

This policy defines sexual harassment and sets forth a procedure for the investigation and resolution of complaints of sexual harassment by or against any faculty member, staff member, Board member or student within the District. Sexual harassment violates State and Federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation. Retaliation constitutes a violation of this policy.

It is the responsibility of each District employee and student to maintain a level of conduct that is in compliance with District policy. Employees who violate this policy may be subject to disciplinary action up to and including termination. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

The District provides both informal and formal complaint resolution procedures; considers as serious matters all complaints of sexual harassment; is committed to full investigation and resolution; and takes steps to ensure that persons complaining of sexual harassment will not be subjected to retaliation or reprisals of any kind.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Chief Human Resources Officer, 358-6883.

#### **Additional Redress**

In addition to and concurrently with the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Employment Opportunity Commission, the Office for Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or state or federal court.

## **Política de Acoso Sexual**

Es la política del San Mateo Community College District y de College of San Mateo fomentar un ambiente laboral y académico libre de propuestas sexuales inoportunas, peticiones para obtener favores sexuales, y cualquier otra conducta o comunicación verbal o física que constituye el acoso sexual. **El Distrito no tolera en absoluto ninguna**



### **conducta designada acoso sexual en el sitio laborable y educativo, ya sea por empleados o estudiantes.**

Esta política define el acoso sexual y establece el proceder para la investigación en el Distrito. El acoso sexual no es sólo una contravención de la ley estatal y federal, sino también de esta política, y no se tolerará. También es ilegal vengarse de la persona que inicie el proceso legal o de la que participe en la investigación de un caso de acoso sexual. La represalia es una contravención de esta política.

Precisa que todo empleado y estudiante del Distrito mantenga una conducta que cumple con esta política del Distrito. Al empleado que contravenga esta política le incumben medidas disciplinarias que pueden llevar a la terminación de empleo. Al estudiante que la contravenga le incumben medidas disciplinarias que pueden llevar a la expulsión.

El Distrito dispone de procedimientos formales e informales para resolver los reclamos; estima de grave cualquier reclamo de acoso sexual; se empeña en realizar una investigación a fondo hasta resolver el caso; y hace lo posible por evitar que la persona que inicia la demanda no llegue a ser víctima de represalias de ningún tipo.

Cualquier empleado o estudiante que desee mayor información sobre esta política o que inicie un reclamo alegando contravención puede dirigirse al Chief Human Resources Officer, 358-6883.

#### **Remedio adicional**

Adicionalmente y al mismo tiempo que un reclamo oficial por escrito, el estudiante tiene el derecho de iniciar un reclamo o una acusación con apropiadas agencias gubernamentales tales como la Equal Employment Opportunity Commission, la Office for Civil Rights, el Department of Fair Employment and Housing, la Chancellor's Office of the California Community Colleges, o con la corte estatal o federal.

## **Tobacco and Smoke-Free Campus Policy**

### **BP 2.27 Policy on Smoking and Tobacco Use 7/10; 5/14; 11/21 Government Code Sections 7596, 7597, 7598; Labor Code Section 6404.5; Title 8 Section 5148**

It is the policy of San Mateo County Community College District to provide a safe and healthy learning and working environment for both students, employees, and visitors. In light of evidence that the use of tobacco and nicotine as well as exposure to secondhand smoke and aerosol (commonly referred to as "vapor") from electronic smoking devices pose significant health and environmental hazards, the District has established a smoke, vapor, and tobacco-free environment.

Tobacco-free resources are available from Health Services, located in Building 1, telephone number (650) 574-6396 and on the [Health Services website](#).

1. Smoking of any kind, including use of electronic devices, and all uses of tobacco are prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by the District, and in all District-owned vehicles. Smoking of any plant, oils, or chemical product(s) is also prohibited.
2. Definitions
  - "Smoking" means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic device, or any other device that delivers nicotine or other substances to a person.
  - "Tobacco Product" means any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; and any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah.
1. District managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. International no smoking signs will be posted as appropriate. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials that are used to publicize District public events will include policy notification to the public.
2. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation.
3. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Rules and Regulations and may result in disciplinary action. Enforcement of this policy is outlined in Administrative Procedure 2.27.1. 6. The District's employee



housing program is not subject to this policy. However, the San Mateo College Educational Housing Corporation may adopt similar policies as it sees fit.

#### View BP 2.27: Policy on Smoking and Tobacco Use

For additional information regarding the smoke-free policy, please contact the Vice President of Student Services at (650) 574-6118 or the Chief of Public Safety at (650) 738-7000.

## Video Surveillance

In order to deter crime, prevent vandalism and maintain a safe and secure environment for students and staff, the District employs electronic surveillance in and around buildings, parking lots and roadways.

## Student Rights and Responsibilities

The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that College of San Mateo students are mature and self-respecting, and can be relied upon to act as responsible and ethical members of society. Each individual has the obligation to observe the College rules and regulations.

Social or other functions using the name of the College are thereby identified as College functions and become subject to the same standards of conduct and of supervision, whether conducted on or off the campus.

Social or other functions for which no College staff member is listed as a sponsor are not considered College functions. Further, no off-campus organizations may use the name of the College of San Mateo or imply College sponsorship in any publicity or other information.

## Derechos y responsabilidades estudiantiles

La base de la conducta estudiantil reside en el principio de la honradez personal. El sistema de honor se respalda en la creencia sincera de que los estudiantes de College of San Mateo tienen madurez y respeto por sí, y que no vacilan en comportarse como miembros responsables y éticos de nuestra sociedad. Cada individuo tiene la obligación de respetar las reglas y los reglamentos del College.

Funciones sociales o de otro propósito que opten por usar el nombre del College por lo tanto se identifican como funciones del College y están sujetas a las mismas normas de conducta, que el evento sea en el campus o en otro lugar.

Las funciones sociales o de otro propósito que no supervisados por un empleado del College no se consideran funciones del College. Además, no puede usar

el nombre de College of San Mateo ninguna organización fuera del campus, ni implicar el apoyo del College en su publicidad u otra información.

## Student Conduct

All members of the San Mateo County Community College District community share the responsibility for preserving the freedom to learn. The College's policies and procedures are designed to safeguard this freedom. Students attending any college in the San Mateo County Community College District will have full access to the Board policies under which these colleges operate and will be assured due process in instances when a regulation allegedly is violated.

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution.

Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, as defined in Board Procedure 7.69.2 and may be denied future admission to the Colleges of the San Mateo County Community College District.

A system of derived authority provides the basis for the regulation of the conduct of students of the San Mateo County Community College District. Authority for the public educational system in California rests with the state. The state legislature has full authority, subject only to the limits placed upon it by the Constitution of the United States and the State of California, and fulfills its duty as follows:

By creating laws to regulate public education – these are to be found principally in the Education Code.

By delegating authority to local agencies such as the Board of Trustees of the San Mateo County Community College District, which, in turn, may delegate its administrative authority.

1. The following actions are prohibited and may lead to appropriate disciplinary action:

1. Disruptive behavior, continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/ District personnel, or violating the rights of other students.
2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/





- District premises as defined below, except in self defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
  5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
  6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
  7. Disorderly conduct, engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
  8. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
  9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
  10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
  11. Knowingly receiving stolen property belonging to the College District.
  12. Participation in hazing.
  13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
  14. Forgery, alteration, or misuse of College/District documents, records, or identification.
  15. Misrepresentation of oneself or of an organization as an agent of the College District.
  16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
  17. Infringement or violation of copyright laws.
  18. Disorderly conduct or lewd, indecent, or obscene conduct or expression including profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
  19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
  20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/ District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
  21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/ District property with the intent to threaten, frighten or intimidate.
  22. Smoking in any area where smoking has been prohibited by law or by regulation of the College/ District. This includes e-cigarettes and other vapor products.
  23. Failure to satisfy College/District financial obligations.
  24. Failure to comply with directions of College/ District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
  25. Failure to identify oneself when on College/District property or at a College/ District-sponsored or supervised event, upon request of a College/ District official acting in the performance of his/ her duties.
  26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
  27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
  28. Committing sexual harassment as defined by law or by District policies and procedures.
  29. Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity,



medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.

30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
  31. Failure to adhere to safety rules and regulations as directed.
  32. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
  33. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.
2. Definitions: When used in this policy:
1. Student – any person taking or auditing classes at a College in the District or who has been admitted to any of the Colleges within the District.
  2. District premises – any building or grounds owned, leased, operated, controlled or supervised by the District.
  3. District or School Property – includes both personal and real property owned or controlled by the District.
  4. District or College sponsored activity – any activity on or off the District or College premises that is directly initiated or supervised by the District or a District organization.
  5. Weapon – any object or substance designed or used to inflict a wound or cause injury.
  6. Reckless – conduct which one should reasonably be expected to know would create a substantial risk of harm to a person or property or which would otherwise be likely to result in interference with normal College/District sponsored activities.
  7. Will and Shall – are used in the imperative sense.
3. Disciplinary Action while criminal charges are pending: Students may be accountable both to law enforcement and to the District for acts that constitute violations of law and of this policy. Disciplinary action at the College/ District will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the

ground that criminal charges involving the same incident have been dismissed or reduced.

4. No student shall be suspended from a College unless the conduct for which the student is disciplined is related to College/ District activity or attendance. Any violation of law, ordinance, regulation or rule regulating or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

References: Education Code Sections 66250 et seq., 66300, 66301 and 76030; Government Code Sections 12926.1 and 12940 et seq.; Accreditation Standard II.A.7.b I.

### I. Non-Expulsion Disciplinary Process

These procedures are designed to provide uniform standards to assure due process when a student is charged with a violation of the San Mateo County Community College Student Code of Conduct, as defined in Board Policy 7.69 and 7.70. All proceedings held in accordance with these procedures shall relate only to an alleged violation of established standards.

Disciplinary Officer: Each president will designate an administrator to serve as the College's Disciplinary Officer. The Disciplinary Officer shall be responsible for investigating and processing the alleged violation of the Student Code of Conduct.

#### Step 1. Incident Occurs

Within twenty (20) days\* from the time that the Disciplinary Officer is informed of allegations which may constitute a violation of the Student Code of Conduct, the Disciplinary Officer shall conduct a fact-finding investigation to determine whether to pursue an Administrative Conference or a Student Disciplinary Hearing.

For the purpose of evaluating whether the student's conduct is a violation of the Student Code of Conduct, no consideration shall be given to the student's actual or perceived disability unless such disability is being asserted by the student as a defense to, in mitigation of a potential violation.

Immediate Interim Suspension: In cases where the alleged violation is deemed by the Disciplinary Officer to pose an imminent threat to the health and safety of the college community, the student may be suspended immediately pursuant to Education Code 66017, provided that a reasonable opportunity is afforded a suspended person for a hearing within ten (10) days\*.

#### Step 2. Administrative Conference or Student Disciplinary Hearing

Based on the review of the alleged code of conduct violations, the Disciplinary Officer shall determine if the matter goes to an Administrative Conference or to a Student Disciplinary Hearing.

#### Administrative Conference

The Disciplinary Officer shall schedule a meeting with the student involved to inform the student of the alleged



offense. The student will be notified of charges/alleged violations and the basis for the charges. Based on the information at the Conference, the Disciplinary Officer may either dismiss the charges for lack of merit or notify the student of one or more disciplinary actions being taken (described in Step 3). The student may request the opportunity for a Student Disciplinary Hearing.

### **Student Disciplinary Hearing**

**Hearing Notice:** A notice of the hearing will be sent to the student and shall specify the date, time, and place of the hearing, a statement of the charges against the student, and the date, time, and location that the tangible evidence will be made available for inspection and (when applicable). A copy of the disciplinary procedures shall also be enclosed.

**Student Disciplinary Board:** The Disciplinary Board shall include: one (1) student selected from the pool submitted by the Associated Student Organization governing body, one (1) faculty member selected from the pool submitted by the Academic Senate and one staff member from a pool submitted by CSEA and the Management Group. A Judicial Officer will also be appointed to assure the process is followed.

No person shall serve as a member of the Disciplinary Board if that person has been personally involved or could otherwise not act in a neutral manner. The student may request the names of the Disciplinary Board members and may challenge for cause any member of the Disciplinary Board by addressing the challenge to the Disciplinary Board Chairperson, who shall determine whether the cause for disqualification has been shown.

The scope of the duties of the Disciplinary Board is to weigh the evidence presented in relation to the alleged violation and, based on the evidence, submit a recommendation to the Disciplinary Officer regarding the student's responsibility for violations of the Code of Conduct.

### **Formal Hearing Process:**

**Absence of the Student:** The hearing shall proceed in the absence of the student.

**Chairperson:** Prior to the hearing, the Board shall select a Chairperson. The chairperson shall preside over the hearing.

**Behavior:** Disruptive behavior will not be tolerated and will result in exclusion of individuals.

**Hearing Process:** A document describing the process for conducting disciplinary hearings will be distributed to all members of the Disciplinary Board. The Judicial Officer will assure the process is followed.

**Charges:** The Chairperson shall distribute copies of the charges and incident reports to the members of the Board, read the charges aloud, and ask the student if the charges have been received.

**Representation:** The disciplinary hearing is an internal due process hearing conducted by the colleges of the San Mateo

County Community College District. Parties are not allowed to be represented by legal counsel at any time during the hearing process.

**Participants:** A student may be accompanied by a person of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.

**Witnesses:** Each side shall be entitled to call witnesses. All witnesses shall be excluded from the hearing process except when testifying.

The Disciplinary Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the accused student and/or witnesses during the hearing if direct confrontation of witnesses creates an unreasonable risk of psychological or physical harm. Accommodations of such concerns may be addressed by providing separate facilities, providing participation by telephone, videophone, videoconferencing, videotape, audio tape, written statement, or other means, as determined in the judgment of the Disciplinary Officer. Any testimony of a witness that is not subject to the direct examination of an accused student shall only be admitted if the witness signs under penalty of perjury that the testimony is true and accurate.

**Plea:** The student shall admit or deny responsibility for each charge. If the student admits each charge and wishes to present no evidence of mitigating circumstances or other defense, the Board shall retire to make its decision. If the student denies any or all of the charges, or wishes to present evidence of mitigating circumstances, the hearing shall proceed.

**Recording:** The hearing may be recorded by the college and shall be the only recording made. The recording shall remain the property of the college. If recorded, no witness who refuses to be recorded may be permitted to give testimony. Committee deliberations shall not be recorded.

**Information:** Formal rules of evidence shall not apply. All relevant information is admissible, including but not limited to testimony of witnesses, physical objects, police or security officer reports, photographs, and copies of documents. Any and all information will be entered for the record.

**Disciplinary Board Deliberation:** The Disciplinary Board shall retire to deliberate in closed session with only the members of the Board and the Judicial Officer present. The Disciplinary Board shall reach its decision based only upon the evidence presented and shall not consider matters outside of the record. The Board shall recommend disciplinary sanctions to the Disciplinary Officer based upon its findings.

### **Step 3. Disciplinary Action(s) Recommended**

If a student is found responsible for violating the Student Code of Conduct, either through the Administrative Conference or Disciplinary Hearing process, one or more of the following types of disciplinary actions may be recommended, based on Board Procedure, 7.69.2.



- **Warning:** An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action.
- **Reprimand:** A written notice of violation of the Student Code of Conduct.
- **Disciplinary Probation:** Formal written notice by the Disciplinary Officer of violation of the Student Code of conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.
- **Restitution:** Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- **Removal from classes/program/activity:** (Note: This disciplinary action may occur at any time.) Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the appropriate Division Dean and/or Disciplinary Officer to discuss the cause for the removal. Any college instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting. For removal from class, the following process should be followed:
  1. Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.
  2. Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
  3. If the student is a minor, the parents or legal guardian shall, within 48 hours, be notified in writing by the Disciplinary Officer
- **Suspension:** Exclusion of the student from all colleges, programs, and activities in the District for a definite period of time. An administrative hold shall be placed on the student's electronic record, but shall not be reflected on the academic transcript.
  1. **Short term Suspension -** Exclusion of the student by the Vice President, Student Services, for good cause from one or more classes for a period of up to ten consecutive days of instruction.
  2. **Long-term Suspension -** Exclusion of the student by the Vice President, Student Services, for good cause from one or more classes for the remainder of the school term, or from all classes and activities for one or more terms.
- **Expulsion:** Permanent exclusion of a student from all colleges, programs and activities in the District for an indefinite time period, including all rights and privileges.
 

**Expulsion Disciplinary Process -** Students who have been accused of violating the Code of Conduct go through the Steps 1-4 listed above. If, in Step 3, the recommendation is for Expulsion, the following describes the additional process for that sanction. Expulsion of a student is the indefinite termination of student status and all attending rights and privileges.

Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the College President and the Chancellor. An expelled student shall not be allowed to register in any subsequent semester without the approval of the College President. The process is as follows:

  - a. The College President shall forward to the Chancellor a letter of recommendation for expulsion which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
  - b. The Chancellor shall review the recommendation for expulsion with the Office of County Counsel.
  - c. The Chancellor, as Secretary for the Board of Trustees, shall forward a letter to the student by certified mail advising him/ her of the charges and the intention of the Board of Trustees to hold a closed session to consider his/ her expulsion. Unless a student requests a public hearing in writing at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in closed session.
  - d. The student is entitled to be present during presentation of the case and may be accompanied by a representative. If the student chooses to be represented by an attorney, the student must so notify the Chancellor no later than five working days prior to the hearing. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board of Trustees. The student or his/her representative may cross-examine any witness. The district bears the burden of proof.
  - e. The report of final action taken by the Board of Trustees in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.
- **Withdraw of Consent to Remain on Campus:** Withdraw of consent by the Vice President, Student Services, or Chief of Public Safety for any person (non-student) to remain on campus in accordance with California Penal Code Section 626.4 where the Vice President, Student Services or Chief of Public Safety has reasonable cause to believe that such person has willfully disrupted the orderly operation of the college. If consent is withdrawn by the Vice President, Student Services, or Chief of Public Safety, a written report must be promptly made to the College President.



The person from whom consent has been withdrawn may submit a written request for a hearing on the within the period of the withdrawal. The request for the hearing shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedures relating to interim suspensions.

The action to withdraw consent from campus cannot exceed 14 days from the initial date that action was initiated.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent is withdrawn, except to come to a meeting or hearing, is subject to arrest (Penal Code 626.4).

Any level of sanction may also include a behavioral contract; community service, and/or any other directives to make amends and/or reduce the likelihood of repeating prohibited behavior.

#### Step 4. Written Decision

1. Within five (5) days\* following receipt of the Disciplinary Board's recommendation, the Disciplinary Officer shall make a written decision.
2. The Disciplinary Officer may adopt the recommendations made or make changes.
3. The Disciplinary Officer should then promptly send a copy of the decision to the student by certified mail. A copy will also be sent to the President. If the student is a minor, the report shall be sent to the parent or guardian. If the recommended disciplinary action is expulsion, the recommendation for this action will be made to the Board of Trustees. Expulsion proceedings will be completed upon action by the Board of Trustees.
4. A student may appeal the decision using the process outlined in Step 5.
5. The President shall notify the District Chancellor of any decision to suspend a student.
6. Disciplinary Records: The Disciplinary Officer shall maintain all records of a disciplinary hearing. Disciplinary files shall be retained for at least five (5) years from the time of a final determination.

#### Step 5. Appeal to the President

1. A student may appeal to the College President within two (2) days of the delivery of the decision to the student. Because suspended students are not allowed on District property such appeals shall be submitted in writing by email or letter to the College President within two days after receipt of the written decision.
2. The student may request the College President to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.

- Due Process: Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.
- New Information: If there is new information sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered "new information" if the student could have learned of the information by avenues reasonably available to him/her.

3. The decision on appeal shall be reached within five (5) days\* after receipt of the appeal documents. Copies of the College President's appeal decision shall be sent to the student and the Chairperson of the Disciplinary Board.

#### Step 6. Appeal to the Chancellor

1. The student may appeal, in writing, to the Chancellor-Superintendent within five (5) calendar days\* after receipt of the decision of the President of the college. The Chancellor, or his/ her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within ten (10) calendar days\* of the review of the student's written appeal. The student shall be advised in writing of his/her further rights of appeal.
  2. The student may request the Chancellor to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.
- Due Process: Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.
  - New Information: If there is new information sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known

to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered "new information" if the student could have learned of the information by avenues reasonably available to him/her.

3. The decision on appeal shall be reached within five (5) days\* after receipt of the appeal documents. Copies of the Chancellor's appeal decision shall be sent to the student and the Chairperson of the Disciplinary Board.

#### **Step 7. Appeal to the Board of Trustees**

The student may appeal, in writing, to the Board of Trustees, or its designee, within five (5) days\* after receipt of the decision of the Chancellor. The Board of Trustees shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members, within twenty (20) calendar days\* following the review. The decision of the Board of Trustees is final.

## **II. Expulsion Disciplinary Process**

Students who have been accused of violating the Code of Conduct go through the Steps 1-4 listed above. If, in Step 3, the recommendation is for Expulsion, the following describes the additional process for that sanction. Expulsion of a student is the indefinite termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the College President and the Chancellor. An expelled student shall not be allowed to register in any subsequent semester without the approval of the College President. The process is as follows:

1. The College President shall forward to the Chancellor a letter of recommendation for expulsion which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
2. The Chancellor shall review the recommendation for expulsion with the Office of County Counsel.
3. The Chancellor, as Secretary for the Board of Trustees, shall forward a letter to the student by certified mail to the address last on file with the District, at least three days prior to the meeting, advising him/ her of the charges and the intention of the Board of Trustees to hold a closed session to consider his/her expulsion. The letter shall include the date, time and place of the Board's meeting. Unless a student requests a public hearing in writing at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in closed session.
4. The student is entitled to be present during presentation of the case and may be accompanied by a representative. If the student chooses to be represented by an attorney, the student must so

notify the Chancellor no later than five working days prior to the hearing. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board of Trustees. The student or his/her representative may cross-examine any witness. The district bears the burden of proof.

5. The report of final action taken by the Board of Trustees in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

Definitions:

**Party** – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

**Student** – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**Respondent** – Any person claimed by a grievant to be responsible for the alleged grievance.

**Judicial Officer** – Member of the Student Disciplinary Board of Trustees responsible for ensuring that the Formal Hearing process is followed according to established procedures.

**\*Day** – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

#### **Records Maintenance**

The facts of the disciplinary action shall be documented in the student's disciplinary record, subject to access, review, and comment by the student as authorized by the Family Educational Rights and Privacy Act (10 USC Section 2332g) and Education Code Section 76200 et seq. All access to or release of such records to members of the public shall also be in accordance with state and federal law.

Upon closure of a disciplinary investigation, conference or hearing, all student disciplinary records shall be maintained in the Office of the Vice President of Student Services at each college, in accordance with the Records Retention requirements of the California Education Code.

## **Student Grievances and Appeals**

Students are encouraged to pursue their academic studies and become involved in other college sponsored activities that promote their intellectual growth and personal



development. The college is committed to the concept that, in the pursuit of these ends, students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance, or an appeal of the decision/action taken in response to a grievance, within the framework of policy and procedure set forth below.

#### Informal Resolution: Initial College Review

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to pursuing a formal grievance which includes a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration. The student may also seek the assistance of a friend in attempting to resolve a grievance informally.

The chart below summarizes the appropriate college channels to be utilized by any student wishing to seek redress. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Office of the Vice President, Student Services. Students may elect to grieve any decisions or actions taken. All grievances, or appeals of the decision/action taken in response to a grievance, will be dealt with in a timely manner.

Area	First Level of action	Second Level of action
Academic Matters: Grades +, Testing, Class Content, Assignments, Attendance, Prerequisite Challenge	Instructor	Division Dean
Admissions/Late Withdrawal	Dean, Enrollment Services	Vice President, Student Services
Discrimination Matters	Chief Human Resources Officer	Chancellor
Fee Payments or Refunds	Lead Cashier	Dean, Enrollment Services
Financial Aid	Director, Financial Aid	Dean, Enrollment Services
Academic or Progress Dismissal	Dean, Enrollment Services	Vice President, Student Services

Registration	Registrar	Dean, Enrollment Services
Residency Determination	Registrar	Dean, Enrollment Services
Public Safety and Parking	Chief, Public Safety	Director, Public Safety
Sexual Harassment	Chief Human Resources Officer	Chancellor
Student Records	Registrar	Dean, Enrollment Services
Time, Place and Manner	Student Life & Leadership Manager	Vice President, Student Services
Waiver of Academic Requirements	Director, Disability Resource Center	Vice President, Student Services

+ Grades can only be grieved according the criteria outlined in Education Code 76224

#### Section A: Formal Process for NonAcademic Grievances (excluding grade grievances)

Note: For grade grievances, see Section B, Process for Academic and Grade Grievances. For parking citations, refer to Section C: Parking Citation Appeal.

##### Step 1. Filing a Grievance

a. Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Statement of Grievance available on the college website or from the Office of the Vice President, Student Services. The form shall be filed with the Grievance Officer or Vice President of Student Services (Vice President of Instruction for grade or academic grievances) within one year of the incident on which the grievance is based. In presenting a grievance, the student shall submit a written statement to include, where appropriate, the following information:

1. A statement describing the nature of the problem and the action which the student desires taken.
2. A statement of the steps initiated by the student to resolve the problem by informal means.
3. A description of the general and specific grounds on which the grievance is based.
4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.

b. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

## Step 2. Review of Grievance

Within five (5) days\* following receipt of the Statement of Grievance Form, the Vice President, Student Services shall advise the student of his or her rights and responsibilities under these procedures, and assist the student in the final preparation of the grievance, and determine whether the grievance will be remanded to a hearing of the Grievance Committee.

a. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student which includes applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
- For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President of Instruction will assist in determining if the student's grievance meets the criteria established by the Education Code. For the specific steps for filing grade grievances, see Section B, Grade Grievances.

b. If at the end of ten (10) days\* following the student's first formal meeting, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing. The hearing will be scheduled within fourteen (14) days\* following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than four (4) days\* notice of the date, time and place of the hearing.

## Step 3. Grievance Hearing Process Grievance Committee

**Membership:** The Grievance Committee shall consist of one faculty member, one staff member and one student. Faculty members for the pool will be identified by the Academic Senate, students will be identified by the Associated Students and staff members will be identified by CSEA and the Management Group. No person shall serve as a member of a Grievance Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Vice President, Student Services.

**Grievance Officer:** The Vice President, Student Services shall appoint a staff member to serve as the Grievance Officer for the Grievance Committee. This individual shall not serve as a member nor vote. The Grievance Officer shall serve to assist all parties and the Grievance Committee to facilitate a full, fair and efficient resolution of the grievance.

### Hearing Process

a. Prior to the scheduled Grievance Hearing, the Grievance Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.

b. The grievant, respondent, and members of the Grievance Committee shall be provided with a copy of the grievance, any written response provided by the respondent, and any other pertinent materials or documents before the hearing begins.

c. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

d. Any relevant information shall be admitted. Formal rules of evidence shall not apply.

e. Participants: Each party to the grievance represents himself or herself, and may also be accompanied by a person of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.

f. Parties are not allowed to be represented by legal counsel. Faculty or staff may request to be accompanied by a union representative.

g. Hearings shall be closed and confidential.

h. Witnesses: In a closed hearing, witnesses shall be present at the hearing only when testifying.

i. Recording: The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.





j. Attendance: If the individual filing the grievance fails to appear at the hearing, only the written information will be used to make a recommendation.

k. Committee Recommendation: Within five (5) days\* following the close of the hearing, the Grievance Committee shall prepare and send to the Vice President, Student Services a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

l. Within ten (10) days\* following receipt of the Grievance Committee's decision and recommendation(s), the Vice President, Student Services shall send to all parties his or her written decision.

m. The student may choose to appeal if he/she meets the criteria in Step 4.

#### **Step 4. Appeal to the College President**

a. The student may appeal to the College President. Such appeals shall be in writing and postmarked within five (5) days\* of the delivery of the decision to the student.

b. The College President shall provide the student with a hearing, if requested, and shall review the appeal. The appeal shall be limited to a review of supporting documents and based only on the following:

- Due Process: To determine whether the Grievance Committee was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information and that all parties were given a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- New Information: To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Grievance Committee.

c. A written notice of the President's decision shall be provided to the student within ten (10) days\* of the hearing.

#### **Step 5. Appeal to the Chancellor**

The student may appeal, in writing, to the Chancellor within five (5) days\* after receipt of the decision of the College President. The Chancellor, or his/ her designee, shall provide the student with a hearing, if requested, and

shall review the appeal. A written notice of the decision of the Chancellor-Superintendent shall be provided to the student within five (5) days\* of the review of the student's written appeal.

#### **Step 6. Appeal to the Board of Trustees**

The student may appeal, in writing, to the Board of Trustees, or its designee, within five (5) days\* after receipt of the decision of the Chancellor. The Board of Trustees shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members, within twenty (20) days\* following the review. The decision of the Board of Trustees is final.

#### **Definitions:**

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Grievance Officer – Member of the Grievance Committee responsible for ensuring that the Formal Hearing process is followed according to established procedures.

\*Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

### **Section B: Process for Academic and Grade Grievances**

Grades can only be grieved according to the criteria outlined in Education Code 76224.

Before initiating formal appeal procedures, the student shall attempt to resolve the academic or grade dispute informally with the instructor. If the dispute is not resolved, the student may initiate a grade grievance with the appropriate division dean. If the grievance is not resolved at the division dean level, the student may appeal to the Vice President of Instruction. The decision of the Vice President on grade-related grievances is final. There is a deadline of one (1) year from the date that the grade is posted for a student to initiate a grade change.

In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed.



**Informal Resolution**

a. Any student who has a grievance shall make reasonable effort to try to resolve the matter on an informal basis prior to pursuing a formal grievance, and shall attempt to solve the problem directly with the instructor. The student may bring a person of his/her choosing who is only an observer to meet with the instructor. The observer may not be an attorney.

b. If the grade grievance is not resolved with the instructor, the student may meet with the appropriate division dean.

c. The student should be prepared to provide a written statement to the division dean to include the following information:

1. A statement describing the nature of the problem and the action which the student desires taken.
2. A statement of the steps initiated by the student to resolve the problem with the instructor.
3. A description of the general and specific grounds on which the grievance is based. The student must be able to demonstrate mistake, fraud, bad faith or incompetency in accordance with Education Code 76224. In the absence of mistake, fraud, bad faith or incompetency, the grade issued by the instructor may not be changed.

d. A written notice of the division dean's decision shall be provided to the student within twenty (20) days\* of the student's meeting with the division dean or as soon as the division dean has completed his/her investigation. The written notice shall be accompanied by the procedures for filing a formal grievance.

**Formal Process for Grade Grievances****Step 1. Filing a Grievance**

a. Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Statement of Grievance Form available on the college website or from the division dean. The form shall be filed with the Vice President, Instruction within one year from the date the grade was issued. The student should attach to the Grievance Form any documentation to support the grievance.

b. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

**Step 2. Review of Grievance**

a. Within five (5) days\* following receipt of the Statement of Grievance Form, the Vice President, Instruction shall advise the student of his or her rights and responsibilities under these procedures.

b. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:

- The grievance shall allege specific facts, which, if true, show that the grade was issued based on mistake, fraud, bad faith, incompetence;
- The grievant is a student which includes applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
- For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President of Instruction will assist in determining if the student's grievance meets the criteria established by the Education Code.

c. The Vice President of Instruction will schedule a Hearing with the Grievance Committee within fourteen (14) days\* following receipt of the Statement of Grievance Form. All parties shall be given not less than four (4) days\* notice of the date, time and place of the hearing.

**Step 3. Grievance Hearing Process****Grievance Committee**

**Membership:** The Grievance Committee shall consist of three faculty members and two students. Faculty members for the pool will be identified by the Academic Senate and students will be identified by the Associated Students. No person shall serve as a member of a Grievance Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Vice President, Instruction.

**Grievance Officer:** The Vice President, Instruction shall appoint a staff member to serve as the Grievance Officer for the Grievance Committee. This individual shall not serve as a member nor vote. The Grievance Officer shall serve to assist all parties and the Grievance Committee to facilitate a full, fair and efficient resolution of the grievance.

Prior to scheduling the Grievance Hearing, the Vice President, Instruction shall collect the following information:

1. The Statement of Grievance Form filed by the student
2. A written response to the grievance by the instructor who issued the grade. The instructor will provide this to the Vice President, Instruction, within five (5) days\* of the request.
3. Any materials relating the division dean's review and decision.



Copies of these materials will be provided to the student, the instructor and members of the Grievance Committee.

#### Hearing Process

- a. Prior to the scheduled Grievance Hearing, the Grievance Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.
- b. The members of the Grievance Committee shall be provided with a copy of the grievance filed by the student, the written responses provided by the instructor and the division dean's review and decision before the hearing begins.
- c. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- d. Any relevant information shall be admitted. Formal rules of evidence shall not apply.
- e. Participants: Each party to the grievance represents himself or herself, and may also be accompanied by a friend of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.
- f. Parties are not allowed to be represented by legal counsel. The instructor may request to be accompanied by a union representative.
- g. Hearings shall be closed and confidential.
- h. Witnesses: In a closed hearing, witnesses shall be present at the hearing only when testifying.
- i. Recording: The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.
- j. Attendance: If the individual filing the grievance fails to appear at the hearing, only the written information will be used to make a recommendation.

#### Step 4. Decision

- a. Committee Recommendation: Within five (5) days\* following the close of the hearing, the Grievance Committee shall prepare and send to the Vice President, Instruction a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed.
- b. A written notice of the Vice President's decision shall be provided to the student within ten (10) days\* of receipt of the Grievance Committee's recommendation. The decision of the Vice President, Instruction, is final.

#### Definitions:

**Party** – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

**Student** – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**Respondent** – Any person claimed by a grievant to be responsible for the alleged grievance.

**\*Day** – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

#### Section C: Parking Citation Appeals

Parking citations may be contested by completing a request on the [pticket \(pticket.com/csm\)](http://pticket.com/csm) website. Anyone may contest a citation within 21 calendar days of the issue date of your citation. Once on the site, select where the citation was issued (Cañada, CSM or Skyline). The appeal will start with a "1st Level Initial Review". There is no fee to contest the citation at this level. Request a "1st Level Initial Review" by following the instructions below:

1. Enter the citation # and press SEARCH. If the citation qualifies for an appeal, a CONTEST ONLINE link to the contesting form will appear to the right of the citation number.
2. Indicate the reason(s) why the citation was issued in error.
3. Include any documentation to support the claim
4. Include the citation or reminder notice
5. Include full name
6. Include mailing address
7. Make copies of all documents for your records (documents will not be returned)
8. Mail all information to: Office of Parking Violations  
SMCCD College of San Mateo PO Box 9003 Redwood City, CA 94065-9003

The student, staff, or person will receive a written response from the citation processing agency reflecting the results of the appeal.

If the individual is dissatisfied with the results of the appeal, the individual may obtain an administrative hearing. The directions for obtaining an administrative hearing are included on the written response to the citation appeal. A written response from the citation reflecting the results



of the administrative hearing will be provided by the processing agency.

If dissatisfied with the outcome of the administrative hearing, a hearing before a judge can be obtained. The directions for obtaining a judicial hearing are included on the written response to the administrative hearing.

## Guidelines Addressing Cheating and Plagiarism

### Introduction

College of San Mateo Catalog states, "The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that College of San Mateo students are mature and self-respecting, and can be relied upon to act as responsible and ethical members of society."

Although instructors may hope that students will act responsibly and ethically at all times, situations will arise in which it is clear, beyond a reasonable doubt, that a student cheated or plagiarized. The following sections provide guidelines for such situations by providing specific definitions of cheating and plagiarizing, and addressing the related instructor responsibilities, student responsibilities and sanctions.

### Definitions

"Cheating" refers to unauthorized help on an assignment, quiz, or examination as follows: (1) a student must not receive from any other student or give to any other student any information, answers, or help during an exam; (2) a student must not use unauthorized sources for answers during an exam, must not take notes or books to the exam when such aids are forbidden, and must not refer to any book or notes while taking the exam unless the instructor indicates it is an "open book" exam; and (3) a student must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected.

"Plagiarism" means submitting work that is someone else's as one's own. For example, copying material from a book or other source without acknowledging that the words or ideas are someone else's, and not one's own, is plagiarism. If a student copies an author's words exactly, he or she should treat the passage as a direct quotation and supply the appropriate citation. If someone else's ideas are used, even if it is paraphrased, appropriate credit should be given. Lastly, a student commits plagiarism when a term paper is purchased and/or submitted which he or she did not write.

(Note: the above two definitions are adapted from *Tools for Teaching*, by Barbara Gross Davis, Jossey-Bass, Inc., 1993, p. 300).

### Instructor Responsibilities

1. At the beginning of every semester, the instructor shall [should] ensure that students understand the above-stated definitions of cheating and plagiarism. Instructors should focus on those

- aspects of these definitions which will probably be most relevant in their particular courses. Issues of plagiarism will clearly be more relevant in classes which require students to write papers. Issues of cheating will probably be most relevant in classes which use multiple-choice and true-false type questions. Instructors are encouraged to make reference to these guidelines in their course syllabi.
2. The instructor should minimize opportunities for cheating and plagiarizing
  3. Before applying sanctions, the instructor must be able to establish, beyond a reasonable doubt, that the alleged incident actually occurred. For example, a student may admit to cheating or plagiarism, eyewitnesses may corroborate the instructor's account, or an original source of ideas may prove that a student's ideas and/or words are not original. Additionally, instructors must document the details of the alleged incident.
  4. The instructor should report the violation to the Division Dean and Vice President, Student Services for disciplinary action using the Notice of Student Violation of Guidelines Addressing Cheating and Dishonesty.

### Student Responsibilities

Students are expected to complete assignments to the best of their ability without resorting to cheating or plagiarizing, as defined above.

### Sanctions

Among academic sanctions an instructor may choose to utilize are the following:

1. Warn the student, if the infraction is not intentional or flagrant, that any future violation will be dealt with in a more severe manner.
2. Assign the student an "F" grade (no credit) on that exam or assignment. Students should also be warned that a more serious sanction will be applied should another violation occur in the future.

The instructor shall report the violation to the Vice President, Student Services, whose office maintains such information. The instructor should complete the Notice of Student Violation of Guidelines Addressing Cheating and Dishonesty which includes the following: 1) name and identification number of the student, 2) the specific nature of the violation, 3) the date of its occurrence, 4) how the violation was determined, and 5) any additional comments that the instructor wishes to include.

The Vice President will determine the College-level discipline that is appropriate based on the magnitude and severity of other documented reports related to the same student. Note that disciplinary actions are not part of the academic record, and disciplinary actions are not recorded on student transcripts. All disciplinary information is maintained only



in the Office of the Vice President, Student Services, and is confidential in nature.

Nothing in these guidelines shall be construed to restrict a student's right to appeal through the appropriate process described in the "Student Grievances and Appeals" section of the college catalog

## Time, Place and Manner of Speech

Students, employees and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy and College procedures on Time, Place and Manner of Speech. The Student Life and Leadership Manager and Vice President of Student Services or designee are responsible for adherence to the Time, Place and Manner of Speech policy and procedures.

College of San Mateo is considered a nonpublic forum, except for those areas that are generally available for use by students, employees or members of the public, which are limited public forums. Use of the limited public forums shall be regulated by the following procedures regarding time, place and manner of speech.

Individuals or groups wishing to make use of College space for making retail products or services available are subject to the On Campus Vendor Policy, available through the Center for Student Life & Leadership Development.

The College is a non-public forum, except for designated areas generally available to students, employees or members of the public as follows:

- The areas generally available to students, employees or members of the public are designated public forums. The College reserves the right to revoke that designation for areas when they are no longer generally open to students, employees or members of the public and apply a nonpublic forum designation.
- The College reserves the right to designate areas as not a public forum as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are not a public forum include but are not limited to instructional and administrative buildings and outdoor instruction areas.

The use of areas generally available to students, employees or members of the public is subject to the following:

- Persons using areas generally available to students, employees or members of the public and/or distributing material in the areas generally available to students, employees or members of the public shall not impede the progress and/or the ingress or egress of passersby, shall not block entrances and exists to campus buildings, nor shall they force passersby to take material.

- No person using the areas generally available to students, employees or members of the public shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using areas generally available to students, employees or members of the public shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.
- No persons using the areas generally available to students, employees or members of the public shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students, employees or members of the public on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.

### References:

Education Code Sections 66301 and 76120 SMCCC District Policies & Procedures Section 2.31

### Guidelines for campus assembly procedures:

1. Any public meeting, demonstration, or rally on campus will be governed by the regulations of the College of San Mateo as to time, place, and manner of speech.
2. Students have the full right to express their views on any matter, subject to college regulations in regard to time, place, and manner of speech.
3. Disruptive behavior is defined as any action which interferes with the functions or activities of the College to the point where such functions or activities can no longer effectively continue. Examples of such functions or activities are classroom activities, athletic events, administrative activities, approved assemblies, meetings and programs, and construction work. Examples of disruptive activities are blocking access to college facilities, disrupting classroom activities to the point where the instructor, in his/her opinion, is no longer able to continue the class, heckling an assembly speaker so that the speaker cannot continue talking, and unauthorized use of sound equipment.

### Distribution of Materials

All persons using the areas of the college generally available to students, employees or members of the public shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas generally available to students, employees or members of the public. Material distributed in the areas generally available to students,



employees or members of the public that is discarded or dropped in or around the areas generally available to students, employees or members of the public other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas generally available to students, employees or members of the public that day. Placing fliers, leaflets, or other materials on vehicles parked in CSM parking lots is prohibited; violators will be charged with the costs related with cleaning such materials left in campus parking lots. (San Mateo City Ordinance 10.40.030)

### Campus Posting

The College provides bulletin boards and other designated locations for use in posting materials. All materials shall conform to the guidelines set forth by the Campus Posting Instructions, available from the Center for Student Life & Leadership Development and included below.

**General Posting Instructions** – Applies to all on-campus posting:

- All materials posted on campus must clearly indicate the group or organization sponsoring the event, activity or service being advertised.
- No items may be posted on doors, on painted or varnished surfaces, in restrooms, on lamp posts, or on any glass surfaces.
- Posting is not permitted in the College Center (Building 10).
- No posting is allowed on the outdoor bus stop or the Redi-Wheels stop.
- Posting of lawn signs on grass or landscaped areas is prohibited.
- Duplicates of the same posting in the same area are subject to removal.
- Placing fliers, leaflets, or other materials on vehicles parked in CSM parking lots is prohibited; violators will be charged with the costs related with cleaning such materials left in campus parking lots. (City of San Mateo Ordinance 10.40.030)

**College Posting Instructions** – Applies to all college-affiliated groups, including departments, students groups, etc.

All general posting instructions apply. In addition:

- All postings by college-affiliated groups must have a “Date to Be Removed” stamp from the Center for Student Life & Leadership Development before being posted.
- Posting is allowed on all interior bulletin boards not designated for a specific purpose.
- Posting is not allowed in the Theatre Lobby (Building 3), College Center (Building 10) or the Library (Building 9) without permission from the administrators in charge of those buildings.

- Posting on outdoor railings or balconies is not permitted without permission from the administrators in charge of those buildings.

**Community Posting Instructions** – Applies to all postings by non-college affiliated groups and organizations.

All general posting instructions apply. In addition:

- Posting on any interior bulletin boards, including bulletin boards in classrooms, is prohibited.
- Posting is only allowed on outdoor bulletin boards.

### Exceptions

Exceptions to any of the above policies require the approval of the Administrator responsible for the specific location in question.

## Privacy Policy (Website)

**Please read the following carefully. This page provides general information about the online privacy policy of the CSM website.** The contents of the CSM website are owned and operated by College of San Mateo (CSM), located at 1700 W. Hillsdale Boulevard, San Mateo, CA, 94402. You can contact us by email at [csmwebmaster@smccd.edu](mailto:csmwebmaster@smccd.edu). CSM is very concerned about the protection of online privacy for all our website visitors and especially children. CSM's policy is to respect and protect the privacy of our users. This statement tells you if and how we collect personally-identifying information from you and how we use it. Using the internet should be a fun and safe experience and we want to help you make it so.

### What information is collected?

We consider the following to be personally-identifying information: your first and last name, email address, home address, phone number, social security number and if linked with your other personally-identifying information, your date of birth and other personal interests and hobbies.

This website does not collect personally-identifying information about a user except for information that is voluntarily provided to us so that we can serve the user's needs and our legitimate business and/or educational purposes. A user's personally-identifying information may be used by CSM to help us improve the website. CSM does not collect personal information for marketing or advertising purposes. It will be treated confidentially within our institution. Our policy is not to share this information with third parties.

If you submit a form or send email to CSM, we may keep a record of that correspondence. Occasionally, CSM may ask visitors to participate voluntarily in surveys that we use for research purposes. If personal information is included in these surveys, a link to this Privacy Statement will be included.

### What are cookies?



Cookies are a small file located on the user's computer that provides the web server with information about you to help customize the site for you. Cookies can store and sometimes track information about you. A small amount of data is sent to your browser from a web server and stored on your computer's hard drive. When you return to a website, the cookie informs the web server who you are and what your preferences are and can then customize your browsing experience for that specific website.

The CSM web server does collect IP addresses for system administration purposes, to track system usage, or for security purposes. These IP addresses are kept in a log file and are a normal part of the web server. This information will not be distributed or shared with any third party unless directed by court order.

**Will CSM share my personal information?**

As a general rule, no. CSM will not disclose any personal information except when we have your permission or under special circumstances, such as when we believe in good faith that the law requires it. CSM does not sell or rent your information to anyone. CSM also does not share, rent or sell your personal financial or health-related information.

## Revision of Regulations

Any regulation adopted by the administration of College of San Mateo will be considered an official ruling and will supersede regulations on the same subject which appear in this Catalog and other official publications, provided that the new regulation has been officially announced and posted.

## Learning Support

---

### Academic Support and Learning Technologies

#### CSM Learning Center

The CSM Learning Center (LC) is host to a variety of services and resources to assist students in acquiring the skills and knowledge to achieve academic success. The LC offers academic peer tutoring, supplemental instruction student success workshops and access to computers with course software in Digital Media, CIS, Accounting, and Assistive Technology. In addition to electronic resources, the LC has a textbook reserve program, plus provides a quiet space for individual and group study.

For more information, visit the CSM [Learning Center website \(collegeofsanmateo.edu/learningcenter\)](http://collegeofsanmateo.edu/learningcenter) (College Center Building 10, Room 220, (650) 574-6570).

When using the CSM Learning Center, students will:

1. Have knowledge of the CSM Learning Center resources, including how to use them.

#### CSM Library

The CSM Library, an organizational unit under the division of Academic Support and Learning Technologies, provides human, material, and technological resources to support the Mission and Strategic Goals of College of San Mateo. The Library collections include a well-balanced selection of print, electronic, and microform resources that have been specifically selected to support the academic, workforce development, and basic skills curriculum of the college and to encourage the development of life skills that foster success beyond the academy.

When classes are in session, faculty librarians are available to provide research assistance in person, by phone, email, chat, text, and via other social media networks during all of the Library's open hours.

The online catalog represents nearly 64,000 items in the CSM Library and information about the collections of the 32 other libraries in the Peninsula Library System (PLS). Specialized holdings include a small collection of academic level books in the Spanish language for several disciplines and a variety of resources to support ESL students. Additionally, laptops, tools, and other equipment are available for loan.

A delivery system within PLS makes it convenient for faculty and students to request that items located in other PLS libraries be sent to the CSM Library for pickup. Also, items that have been checked out from any other library in the

PLS system can be returned to the CSM Library. A book drop, located near the accessibility ramp in front of the Library, is available for dropping off materials when the Library is closed.

The Library also provides free access to thousands of subscription and fee-based online information resources that are usually not available without a charge on the open Internet. This includes access to more than 322,000 e-book titles, as well as academic journal articles, streaming videos, high quality art images, and more. While on campus, faculty, students, and staff can easily access the Library's online resources from any computer that is connected to campus networks.

Many Library services and most online information resources are also available away from campus 24 hours a day via any computer that is connected to the Internet. A current Peninsula Library System (PLS) library card and PIN or an alternate remote authentication process is required for off-campus access to subscription or fee-based online databases and information resources.

The Library provides students with access to over 50 open access computers: 44 Windows PCs, 2 Apple Macintosh desktop workstations, and 9 Windows PC laptops. In addition to providing open access to the Internet, the Library's computers are loaded with Microsoft Office software. Computers are also loaded with website and advanced graphic design software including Adobe Dreamweaver, Photoshop, Illustrator, InDesign, and Acrobat Professional. Assistive technology is available on select computer workstations. Students can print in black and white or color from library workstations or from their own personal laptops. Alternatively, students may make digital scans of books, or other printed material and save to a USB personal storage device or email. The Library also offers a tool and equipment lending library, 3-D printing services and laser engraving and cutting services at its Makerspace.

#### Collaboration and Support for Classroom Instructors

CSM librarians are members of the faculty and are always interested in working with classroom faculty to support curriculum and student success. Librarians are available to present Library information literacy orientations or instructional workshops specifically tailored to support a course's overall objective or a particular research or class project. Orientations generally take place in the Library classroom, which is equipped with computer workstations and a projection unit.

Librarians welcome opportunities to collaborate with faculty in academic, workforce development, and basic





skills programs to design learning activities that foster development of core information research competencies.

Librarians can create online library research guides (LibGuides) expressly for classes or programs. Examples of librarian created research guides can be found at the [Library website \(libguides.collegeofsanmateo.edu\)](http://Library website (libguides.collegeofsanmateo.edu)).

To inquire about scheduling an instruction session or requesting the development of a research guide, please contact the Library Reference Desk at extension 6232 or email [csmlibrary@smccd.edu](mailto:csmlibrary@smccd.edu). One can also schedule an orientation online by filling out the request form on the Faculty Services page on the Library website. Special arrangements can be made to schedule orientations for evening, Saturday, and distance education classes.

Librarians can collaborate with faculty to create assignments that will help students produce better papers and projects. The Library also solicits faculty input in reviewing Library collections in their teaching areas and making recommendations for additional resources.

### Privileges and Services for Faculty

- **Borrowing Privileges:** The Library extends a special loan privilege to classroom faculty. Faculty members may borrow most books in the CSM circulating collection for an extended loan period of up to one semester. Extended loan requests must be made in person. Faculty must present a PLS Library Card to borrow all Library materials. The Library also waives CSM fines and fees for faculty.
- **College Reserves:** To improve student access to supplementary material or materials with limited availability, the Library maintains the College Reserves Collection. College Reserves help students by enabling instructors to place copies of textbooks, past exams, quizzes, solution manuals, article reprints, etc., in a restricted access collection held behind the circulation desk. Borrowing limits for these materials are set by classroom instructors.

The Library encourages faculty to request copies of course textbooks from publishers for the Library's College Reserves Collection. To learn more about placing materials on reserve, please contact the Circulation Desk at extension 6548. The [Course Reserves Request form \(smccd-czqfp.formstack.com/forms/csmlibrary\\_reserve\\_request\)](http://Course Reserves Request form (smccd-czqfp.formstack.com/forms/csmlibrary_reserve_request)) is available online. Copies of the form are also available in the Library. Bring your item(s) and a completed Course Reserves Request form to the Circulation desk near the entrance of the Library.

- **Intra-Library Loan:** The PLS integrated Online Public Access Catalog and delivery system enables easy access to materials available in all public and community college libraries in San Mateo County. Faculty and students with a valid PLS library card can place a hold on almost all circulating items at any PLS library and ask that it be sent to CSM for

pickup. For more information, see the [ILL Service webpage \(collegeofsanmateo.edu/library/research/interlibrary.php\)](http://ILL Service webpage (collegeofsanmateo.edu/library/research/interlibrary.php)).

- **Inter-Library Loan (ILL):** The Library can also borrow materials from public and academic libraries that are not in the PLS system. The CSM [WorldCat catalog \(csm.on.worldcat.org\)](http://WorldCat catalog (csm.on.worldcat.org)) provides an easy interface to search for items in PLS libraries and to extend the search to libraries throughout the world. Visit the [Library Faculty Services webpage \(collegeofsanmateo.edu/library/research/interlibrary.php\)](http://Library Faculty Services webpage (collegeofsanmateo.edu/library/research/interlibrary.php)) to locate forms to request books, articles, or other resources that are not available in the PLS system. You may also call the Library Reference Desk at extension 6232 for assistance.
- **Recommending Items for Purchase:** The Library welcomes faculty input and suggestions for additions to collections to support the curriculum. The Library does not purchase materials to support post-graduate level academic research but can aid researchers in borrowing material through ILL. Please contact the Director of Library and Learning Services or visit the online purchase suggestion link on the [Library Faculty Services webpage \(smccd-czqfp.formstack.com/forms/csmlibrary\\_purchase\)](http://Library Faculty Services webpage (smccd-czqfp.formstack.com/forms/csmlibrary_purchase)).

### Library and Information Competency

As of Fall 2010, Information Competency is a graduation requirement for all CSM students. Information about courses, tutorials, and information competency is available on the Library website. The Library offers for-credit courses, orientations, and online tutorials that promote student success through information competency.

Courses from any division that meet the criteria developed by the Curriculum Committee can satisfy the college's information competency graduation requirement. Courses that satisfy the requirement are listed on the [Information Competency webpage \(collegeofsanmateo.edu/library/services/information-competency.php\)](http://Information Competency webpage (collegeofsanmateo.edu/library/services/information-competency.php)). Faculty that are interested in modifying an existing course or creating a new course that can satisfy the requirement should contact their division's representative on the Curriculum Committee.

For information about Library services, policies, resources, classes, programs and current hours visit the [Library website \(collegeofsanmateo.edu/library\)](http://Library website (collegeofsanmateo.edu/library)) (Building 9, (650) 574-6100).

## Business and Technology Centers

### Business Computer Lab

The Business Computer Lab provides both classrooms for the Microcomputer Applications classes and for open lab sessions for Business, Business Computer, and Accounting students to use in improving their computer skills in a variety of applications (e.g., MS Word, Excel, PowerPoint, Access, etc.). During open



lab hours this resource is available to any student registered at CSM. For more information, visit the [Business Computer Lab website \(collegeofsanmateo.edu/labs/businesscomputercenter.asp\)](https://collegeofsanmateo.edu/labs/businesscomputercenter.asp) (South Hall Building 14, Rooms 101, 103, and 105; 574-6489).

When using the Business Computer Center, students will:

1. Have knowledge of the Business Computer Center resources, including how to access them.

### CIS Computer Lab

The CIS Computer Lab is used for both instruction and open lab sessions. As a support resource, it offers CIS students an opportunity to meet with faculty one on one or to receive assistance from instructional aides or student assistants. The software taught in the CIS courses is available at this location to support the students working on problems/projects or working to improve their skills. When classes are not being held in this lab, it is open to all students registered at CSM. (Emerging Technologies Building). For more information, visit the [CIS Computer Lab website \(collegeofsanmateo.edu/labs/cis.asp\)](https://collegeofsanmateo.edu/labs/cis.asp) (South Hall Building 14, Rooms 101, 103 and 105 until January 2024, then Emerging Technologies Building 19, Rooms 124 and 126; 574-6327).

When using the CIS Computer Lab, students will:

1. Have knowledge of the CIS Computer Lab resources, including how to access them.

## Creative Arts and Social Science Center

### Digital Media Computer Lab

The Digital Media Computer Lab is available during open lab for any student registered at CSM. Priority is given to Digital Media (DGME) and Electronic Music students. The lab offers students an opportunity to meet with faculty one on one or to receive assistance from an instructional aide. The software used in DGME and Electronic Music courses is available to support the students working on class projects or to improve their skills. For more information, visit the [Digital Media Computer Lab website \(collegeofsanmateo.edu/labs/digitalmedia.asp\)](https://collegeofsanmateo.edu/labs/digitalmedia.asp) (College Center Building 10, Room 161; 574-6446).

When using the Digital Media Computer Lab, students will:

1. Have knowledge of the Digital Media Computer Lab resources, including how to access them.
2. Be able to utilize computers to prepare and complete projects in media classes that support classroom instruction.
3. Be able to collaborate and learn from each other in a studio/lab setting.

## Language Arts Centers

### Communication Studies Center

The Communication Studies Center offers resources for students enrolled in Communication Studies courses. Students receive assistance in topic selection and development, outlining, delivery, and critiquing of presentations. Video recording and playback of speeches are available for students. For more hours and location information, visit the [Communication Studies Center webpage \(collegeofsanmateo.edu/communicationstudies/resourcecenter.asp\)](https://collegeofsanmateo.edu/communicationstudies/resourcecenter.asp) (College Center Building 10, Learning Center, Room 220; (650) 574-6257).

When using the Communication Studies Center, students will:

1. Have knowledge of the Communication Studies Center resources, including how to access them.
2. Be able to rehearse and deliver effective dyadic, small group, or one-to-many oral presentations.
3. Be able to view and evaluate recordings of dyadic, small group, or one-to-many oral presentations.
4. Be able to demonstrate mastery of course concepts through completion of lab modules.

### ESL Center

The ESL Center offers individualized instruction for multilingual students who are interested in improving their writing, listening and speaking, and reading skills. Individual and small-group instruction address students' specific needs, while a variety of resources (books and other print materials as well as computer programs) provide opportunities for language practice. The ESL Center also offers Peer Tutoring and is available as a general study space for multilingual students. For more information, visit the [ESL Center webpage \(collegeofsanmateo.edu/esl/eslcenter.php\)](https://collegeofsanmateo.edu/esl/eslcenter.php) (North Hall Building 18, Room 101; (650) 674-6437).

When using the Reading and ESL Center, students should:

1. Have knowledge of the Reading and ESL Center resources, including how to access them.
2. Be able to demonstrate improvement in listening, speaking, reading, and/or writing skills.

### Writing Center

The Writing Center offers diagnosis in writing skills; tutorial instruction in grammar, sentence structure, and essay composition; tutorial assistance in composing papers for a CSM class; and assistance in completing assignments from any CSM English composition class. For more information, visit the [Writing Center website \(collegeofsanmateo.edu/writing\)](https://collegeofsanmateo.edu/writing) (North Hall Building 18, Room 104; (650) 574-6436).

When using the Writing Center, students should:

1. Have knowledge of the Writing Center's resources, including how to access them.



2. Demonstrate mastery of specific writing skills after completion of tutorials.
3. Be able to identify, understand, and incorporate the writing skills that they need to work on after completing conferences with faculty.
4. Acquire a greater understanding and control of their writing process.

## Math and Science Centers

### Anatomy and Physiology Lab

The Anatomy and Physiology Lab provides study resources for students of anatomy and physiology at CSM. The lab is staffed by experienced anatomy and physiology instructors, and peer tutors who are available to tutor, demonstrate structures, answer questions and provide study skills training. Models, specimens, reference books and internet access are available for use by students. For more information, visit the [Anatomy and Physiology Lab website \(collegeofsanmateo.edu/anatomy\)](http://collegeofsanmateo.edu/anatomy) (Science Building 36, Room 217; (650) 574-6252).

When using the Anatomy and Physiology Center, students will:

1. Have knowledge of the Anatomy and Physiology Lab resources, including how to access them.
2. Demonstrate awareness of study strategies for anatomy and physiology courses.
3. Express increased optimism about their abilities to pursue science learning.

### Integrated Science Center

The Integrated Science Center (ISC) provides a study support environment to help CSM students succeed in their science courses. The ISC is staffed by experienced faculty from different science departments. The ISC offers a friendly, comfortable atmosphere, accessible to and popular with students. It provides students the opportunity to consult with faculty, receive tutoring from peer tutors, work with other students in study groups, or work individually in an academically stimulating environment. The ISC is open Monday - Friday during daytime hours, and an effort is made to be open 8:00 a.m. to 5:00 p.m. Mon-Thur and provide evening hours on some days. The ISC resources are targeted to students enrolled in any science course at CSM. This includes Astronomy, Biology, Chemistry, Engineering, Geology, Health Science, Nursing, Oceanography, Paleontology, and Physics.

Since Fall 2017, the ISC serves as the College MESA (Math Engineering Science Achievement) center. The CSM MESA program supports educationally and economically disadvantaged students to successfully transfer to four-year universities in pursuit of STEM-based (Science, Technology, Engineering and Math) degrees. MESA provides an extensive combination of STEM activities and academic support in a friendly and comfortable space, where

students gather to study and engage with others to form an encouraging and supportive STEM community.

The ISC is also available for meetings of student organizations. For more information, please visit the [Integrated Science Center website \(collegeofsanmateo.edu/labs/isc.asp\)](http://collegeofsanmateo.edu/labs/isc.asp). Science Building [Building 36], Room 110; (650) 574-6688.

When using the Integrated Science Center, students will:

1. Have knowledge of the Integrated Science Center resources, including how to access them.
2. Demonstrate awareness of study strategies for science courses.
3. Express increased optimism about their abilities to pursue science learning.

### Math Resource Center

The Math Resource Center (MRC) provides in-person and in Zoom assistance to students enrolled in any CSM Math Course. The MRC is staffed by student peer tutors, an instructional aide, and some Mathematics faculty who use the MRC for their office hours. The MRC is generally open 5 days a week during a regular semester and 4 days a week during the summer semester; the hours of service are posted at the start of each semester. For the convenience of our students, the MRC room on campus (18-202) has books, calculators and computers loaded with identical software used in some math classes.

For more information about the MRC, please visit the [Math Resource Center website \(collegeofsanmateo.edu/mrc\)](http://collegeofsanmateo.edu/mrc) or visit us at the North Hall [Building 18], room 202; 650-574-6540).

When using the Math Resource Center, students will:

1. Have knowledge of the MRC resources, including how to access them.
2. Be able to show improvement with the specific skills or in understanding course content for which they have requested assistance.

### Nursing Skills Lab

The Nursing Skills Lab provides instructional space for all of the nursing lab courses. In addition, Nursing 816, 817, 818, and 819, are offered during designated hours each week. Hours are posted in and outside of the lab. The lab houses 8 patient suites, including 2 designated simulation suites. Students have the opportunity to practice skills, demonstrate competencies, complete simulation scenarios, view media, study, and complete a variety of other assignments. For more information, visit the [Nursing Skills Lab webpage \(collegeofsanmateo.edu/labs/nursing.asp\)](http://collegeofsanmateo.edu/labs/nursing.asp) (Health and Wellness Building 5, Rooms 360 and 380; (650) 574-6213/6218).

When using the Nursing Skills Lab, students will:

1. Have knowledge of the Nursing Skills Lab resources, including how to access them.



2. Appraise own professional performance accurately.
3. Evaluate professional learning needs and take steps to meet them.



## Special Academic Programs

### ACCEL

The Adult-Education College and Career Educational Leadership (ACCEL) program provides support services for adult school students that seek to enroll at College of San Mateo (CSM) for career education training and/or transfer opportunities. ACCEL serves students enrolled in ESL and GED/HSE programs at San Mateo and La Costa Adult Schools by offering classroom presentations about CSM certificate and degrees, 1-on-1 assistance to support student enrollment, career and academic planning, and opportunities to earn college credit in select adult school programs. As a result of these efforts, students are confident about attending college and are prepared to succeed once enrolling at CSM. For more information, contact Kailani Bowers at [bowersk@smccd.edu](mailto:bowersk@smccd.edu) or visit the [ACCEL website \(collegeofsanmateo.edu/accel\)](http://collegeofsanmateo.edu/accel).

### Athletics

College of San Mateo participates as a member of the Coast Conference in the following intercollegiate sports: Baseball, Men's and Women's Basketball, Men's and Women's Cross-Country, Women's Softball, Men's and Women's Swimming, Men's and Women's Track and Field, Beach Volleyball, Women's Volleyball, and Women's Water Polo. For the sport of football, CSM is a member of the Northern California Football Conference. In order to be eligible a student must adhere to the California Community College Athletic Association Constitution and Coast Conference eligibility rules and regulations.

The following is a summary of eligibility regulations:

1. In order to be eligible, a student-athlete must be actively enrolled and attending in a minimum of 12 units during the season of sport of which 9 of those units must be non-activity courses. Such eligibility is required for non-conference, conference, and postconference participation.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units with a cumulative 2.0 grade point average and have passed a total of 6 units in their preceding full-time semester. These units must be completed prior to the beginning of the semester of the second season of competition. The student/athlete must also have a Student Educational Plan on file in DegreeWorks. All units must be completed and passed at a regionally accredited post-secondary institution.
3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in

residence prior to the beginning of the semester of competition. A maximum of 8 units may be earned during the summer session.

4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 grade point average in accredited post-secondary course work computed since the start of the semester of first participation.
5. The 12-unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past two years.
6. In meeting the unit requirements, courses in which grades of D, F, or NP were received may be repeated.

Student athletes who plan to transfer should meet with their counselor/advisor and verify eligibility status for transfer based on past work and test scores from high school.

Upon completion of the two-year eligibility at a California Community College, students who wish to seek financial assistance (athletic scholarship) and be eligible for competition at the four-year level must meet minimum NCAA requirements. Students are encouraged to contact the college to which they wish to transfer. Contact the Athletic Director for more information on athletic eligibility. Phone: (650) 574-6462.

College of San Mateo observes all recruiting regulations of the CCCAA, the governing body of California Community College intercollegiate athletics. In accordance with these regulations, athletic recruitment of any individual residing outside the state of California recruiting boundaries is prohibited. Likewise, any student of another California community college, regardless of residence, shall not be athletically recruited.

Student athletes who reside outside the state of California recruiting boundaries of College of San Mateo must make "first contact" with the College.

For more information, visit the [Athletics website \(collegeofsanmateo.edu/athletics\)](http://collegeofsanmateo.edu/athletics) (Health and Wellness Building 5, Room 343, (650) 574-6420). For more information on athletic eligibility and rules pertaining to intercollegiate athletics, please visit the [CCCA website \(www.cccaasports.org/services/constitution\)](http://www.cccaasports.org/services/constitution).

### MESA (Mathematics, Engineering, Science Achievement)

The MESA Community College Program supports students to successfully transfer to four-year universities in science, technology, engineering and math (STEM) majors.

Students must meet economically and educationally disadvantaged requirements to be eligible for the program. The MESA Community College Program is a partnership between MESA and the [California Community Colleges Chancellor's Office \(extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/MathematicsEngineeringScienceAchievement.aspx\)](https://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/MathematicsEngineeringScienceAchievement.aspx). The CSM MESA program is 1 of 36 MESA Community College program sites in California.

**Main components include:**

- **Academic excellence workshops.** Workshops in specific core math and science classes where students are taught how to successfully master complex technical ideas and principles through a collaborative approach.
- **Orientation.** New students learn skills to excel as math, science and engineering majors.
- **Academic advising/counseling.** Students receive individualized academic guidance and develop multi-year plans so they can take courses in the most effective sequence and transfer in a timely manner.
- **Student study center.** This dedicated multipurpose space is the hub for study, workshops, special activities and information sharing. It is a key element in building a close learning community. The MESA Student center is part of the Science Center located in Building 36, Room 110.
- **Assistance in the transfer process.** MESA provides counseling, workshops and visits to four-year universities.
- **Career development.** Students learn specifics about various STEM majors and job experiences. Industry mentors, job shadowing opportunities, career fairs, internships, scholarships and field trips to companies are also offered.
- **Links with student and professional organizations.** These resources provide mentors, guest speakers and tours of companies.
- **Professional development.** Through workshops and mock job fairs, students learn soft skills, corporate culture, resume writing and interviewing skills. MESA conferences include a MESA Leadership Retreat and more.
- **Industry partnerships.** The MESA program offers valuable connections between students and industry leaders. Corporate representatives, including MESA alumni, participate on boards and provide scholarships, strategic planning, summer internships, field trips, scholarships, employment opportunities and other resources.

For more information, visit the [MESA website \(collegeofsanmateo.edu/mesa\)](https://collegeofsanmateo.edu/mesa) (Science Building 36, Room 115, 574-6601).

## San Mateo Middle College

San Mateo Middle College is an alternative education collaboration between the San Mateo Union High School District and College of San Mateo. The program's primary goal is to provide a supportive and challenging environment, along with the opportunity for academic success and career exploration. SMUHSD recruits a variety of students, with special attention on students who are first-generation college students.

The program includes 200 high school juniors and seniors from the district's six schools.

As part of the Middle College program, these students take three SMUHSD-approved classes taught by SMUHSD instructors on the CSM campus; they round out their schedules with CSM courses. Students can earn both high school credits and college units. The Middle College program also includes comprehensive academic and career advising, social-emotional curriculum and support, and access to all of CSM's support services. For information, contact [middlecollege@smuhdsd.org](mailto:middlecollege@smuhdsd.org) or visit the [Middle College website \(collegeofsanmateo.edu/middlecollege\)](https://collegeofsanmateo.edu/middlecollege) (Building 12, Room 213, (650) 574-6536).

## STEM@CSM

STEM@CSM supports opportunities and resources for students who are interested in pursuing STEM majors (science, technology, engineering, and math). We are committed to helping students reach their goals through programs that foster an inclusive learning environment. Services include:

- **MESA Program:** The MESA Community College Program supports educationally and financially disadvantaged students to successfully transfer to four-year universities in science, technology, engineering and math (STEM) majors
- **Tutoring:** Embedded tutoring and drop-in tutoring in the Integrated Science Center (ISC), the Math Resource Center (MRC), and the Learning Center
- **Math and Science Jams:** Math and science workshops designed to sharpen students' math skills
- **Science-In-Action Speaker Series:** Semester-long speaker series to inspire, encourage, and educate prospective and current STEM students
- **Study Halls:** Extended study hours in the Integrated Science Center (ISC) during the last two weeks of each semester to help students prepare for finals
- **Internships and Opportunities:** Promotion of STEM-related internships and scholarships along with workshops to support the application process
- **Outreach:** Organized events throughout the year to promote and celebrate the STEM field

More Information can be found on the [STEM@CSM website \(collegeofsanmateo.edu/stem\)](https://collegeofsanmateo.edu/stem).



## Study Abroad

The San Mateo County Community College District Study Abroad Program, housed at Skyline College, offers students of all ages the opportunity to study and intern abroad. Students can earn up to 12 units a semester towards an A.A./A.S. degree which are transferable to the California State University System, the University of California System, Rennes School of Business in France, and most private colleges and universities. Upcoming study abroad destinations include:

- **Semester Abroad Programs:** Fall 2023 semester in Barcelona, Spain; Spring 2024 semester in Florence, Italy; and Fall 2024 in London, U.K.
- **Short-Term Study Abroad Programs:** Africa, Asia, Europe, and South America
- **Global Internships (in-person):** Two-month internships in Canada, Germany, New York, and San Francisco, and more in Summer 2023.
- **Transfer Abroad:** Students who complete an A.A./A.S. in Business or a related field from College of San Mateo may be eligible to transfer to the Rennes School of Business to finish their B.A. in one year in France.
- **Community Travel:** Educational travel tours for adults and lifelong learners. Please check the [District Community Travel Program website \(smccd.edu/studyabroad/communitytravel\)](https://smccd.edu/studyabroad/communitytravel) for up-to-date information.

Financial aid and scholarships are available for eligible students for Semester Abroad, Short-Term Study Abroad, Global Internships, and Transfer Abroad. Early planning is advisable. For more information and eligibility requirements, visit the [District Study Abroad website \(smccd.edu/studyabroad\)](https://smccd.edu/studyabroad) or email [studyabroad@smccd.edu](mailto:studyabroad@smccd.edu).



## Student Services

### Assessment Services

CSM Assessment Services conducts the college assessment program which includes English, Reading, ESL, and Mathematics assessment components. Assessment Services no longer utilizes placement tests for English and Math placement due to the Passage of Assembly Bill (AB) 705. AB 705 allows students to be placed into transfer-level English and math courses using multiple measurements, which include external exams, high school GPA and coursework, guided self-placement. The goal of AB 705 is to maximize the probability that a student will enter and complete transfer-level coursework in English and math within the first year at CSM.

Students are advised to discuss course placement results with a counselor so that they can assist with the development of a student educational plan (SEP). There are a variety of other assessments such as AP, SAT, ACT that can be used as well. For more information, visit [Assessment Services \(collegeofsanmateo.edu/welcomecenter/assessment.php\)](https://collegeofsanmateo.edu/welcomecenter/assessment.php).

For English as a Second Language (ESL) there is computerized testing. To take a computerized assessment test, [schedule an assessment appointment \(collegeofsanmateo.edu/welcomecenter/assessment.php\)](https://collegeofsanmateo.edu/welcomecenter/assessment.php) or call (650) 574-6175.

### Complete a Prerequisite Equivalency Form

If you have already successfully completed English and/or math courses at another college or university within the United States and are planning to enroll in an English or math course or a course that has an English or math prerequisite, then your previous coursework must be approved. Visit the [Prerequisites webpage \(collegeofsanmateo.edu/welcomecenter/prerequisites.php\)](https://collegeofsanmateo.edu/welcomecenter/prerequisites.php) for more information and to obtain the [Prerequisite Equivalency Form \(collegeofsanmateo.edu/forms/docs/counseling/PrerequisiteEquivalencyForm\\_Fillable.pdf\)](https://collegeofsanmateo.edu/forms/docs/counseling/PrerequisiteEquivalencyForm_Fillable.pdf).

### Bookstore

The CSM Bookstore is located in College Center Building 10 on the Second Floor. The bookstore is open one week prior to the start of each term and when classes are in session.

Textbooks are available in store and online one week prior to the start of each term. The bookstore hosts a textbook buyback during final exams week each term. Rental books and items are due on or before the last day of final exams in the term that they were rented.

For hours and dates of operation, placing orders, or more information, visit the [CSM Bookstore website](https://collegeofsanmateo.edu/bookstore)

([collegeofsanmateo.edu/bookstore](https://collegeofsanmateo.edu/bookstore)). (College Center Building 10, Second Floor, (650) 574-6367)

### CalWORKs Program

Additional services are available to students who are currently receiving TANF (Temporary Aid to Needy Families). CalWORKs (California Work Opportunity and Responsibility to Kids) is a state funded program designed to assist students complete their educational goal in order to obtain financial stability. Support services include: child care, books, transportation, work-study, academic counseling, career planning, and assistance meeting county requirements.

For more information, visit the [CalWORKs website \(collegeofsanmateo.edu/calworks\)](https://collegeofsanmateo.edu/calworks) (College Center Building 10, Room 112, (650) 574-6155).

### CARE Program/EOPS

The CARE Program (Cooperative Agencies Resources for Education) assists EOPS students who are single parents and are also receiving CalWORKs. The program is designed to help students increase their educational skills and to become more confident and self-sufficient. Support services include: child care, transportation, tutoring, peer advising, parenting workshops, books, and supplies.

For more information, visit the [CARE/EOPS website \(collegeofsanmateo.edu/eops\)](https://collegeofsanmateo.edu/eops) (College Center Building 10, Room 110, (650) 574-6154).

### Career Services

Located in the Counseling Support Center, College Center, Building 10, Room 340D, Career Services assists students in exploring college majors and career options. For more information, visit the [Career Services website \(collegeofsanmateo.edu/career\)](https://collegeofsanmateo.edu/career) (College Center Building 10, Room 340D, (650) 574-6296).

### Self-Assessment and Career Services

Career Services offers students self-assessment tools to assess potential college majors, occupational interests, personality traits, values and skills. These tools create profiles unique to each person that are helpful with the process of exploring college majors and career options. Self-assessment tools are available on our website for free and in Counseling (COUN) and Career classes (CRER); these classes may have small materials fees. Students are also welcome to schedule an appointment with a Career Counselor for free Myers-Briggs and Strong Interest Inventory assessment. Call (650) 574-6400 to schedule an appointment with a career counselor. Information on





careers, salaries, and employment outlook can be found on our website.

### Student Employment

College Central Network is the online job board for students who are looking for full-time and part-time jobs, internships, and volunteer opportunities. This system also has a resume and portfolio creator, and a career documents library and podcast library. In the fall semester, Career Services has a Major Fair, where students can network with professionals who have majors and careers students are interested in. In the spring semester, Career Services has a Job Fair to connect students with local employers. There is also ongoing individual campus recruitment in the College Center, Building 10 by the main doors near the Learning Center, during the fall and spring semesters.

## Center for Student Life and Leadership Development

College of San Mateo has a vibrant student life, supported through the Center for Student Life & Leadership Development, which provides students the chance to extend their learning outside the classroom. These activities allow students the opportunity to learn and develop skills in leadership, inter-personal communication, advocacy, and event planning.

Through the Associated Students, CSM's student government, students participate in the governance of the college. Members of student government also develop, promote, and implement programs and services that are of benefit to the general student population. Student clubs and organizations provide students the opportunity to interact with individuals who have shared interests and shared cultural backgrounds. Clubs and organizations also have the opportunity to sponsor campus-wide events and activities.

The Center is also one of the locations on campus where students and the general public are welcome to ask questions about any of the College's programs and services. The Center also provides services such as on- and off-campus referral services; local transit information, information regarding campus posting; and deals with issues related to on-campus vending machines.

For more information, visit the [Center for Student Life & Leadership Development website \(collegeofsanmateo.edu/studentlife\)](http://collegeofsanmateo.edu/studentlife) (Building 17, (650) 574-6141).

Special services provided for students by the Center include:

#### Student Activities Event Planning

The Student Life and Leadership Development Manager is available to assist campus organizations in the development, planning and approval of special campus programs and events. College policy questions, facilities

reservations, security planning, audio visual requests, insurance requirements, health and safety reviews, risk management planning, publicity and other considerations for special events are coordinated through this office.

#### Student Government & Club Information

Information concerning any aspect of student government, student activities or clubs may be obtained in the Center. This office also provides these groups with duplicating and publicity services.

#### Referral Services

The Center maintains current referral listings of services available through the College and community agencies. The Center assists students through referrals to the campus Health Services, Personal Counseling & Wellness Services, Child Development Center, and community agencies for such services as legal assistance, family planning, and women's services.

#### Transportation Information

Bus and train schedules, maps, and general transportation information is available through the Center.

#### Campus Posting

All signs, flyers, or similar materials must follow campus policies and instructions regarding campus postings. Copies of these regulations are available in the Center.

#### Vending Refunds

If campus food vending machines are not vending properly, refunds are available from the Center.

### Associated Students

The Associated Students of College of San Mateo (ASCSM) is the official representative student government organization at College of San Mateo. The Associated Students organization is charged with the responsibility of assessing and meeting student needs and of providing student input into the decision making process of the college. The Student Senate and its committees, the Advocacy Board, the Cultural Awareness Board and the Programming Board, carry out the activities of the organization. The Advocacy Board is primarily concerned with researching legislative bills and advocating on behalf of students. The Cultural Awareness Board plans, organizes, promotes, executes, and evaluates events that educate and promote issues of equity and social justice, and recognize and celebrate the unique diversity of the CSM community. The Programming Board is responsible for all of the cultural, social, and co-curricular events sponsored by the Associated Students. The Inter Club Council (ICC), which is also part of the Associated Students, coordinates and promotes all of the student organizations on campus.

Major elected and appointed officers and representatives of the association are: President, Vice President/Senate Chairperson, Secretary, Finance Director, and Student Senators.



In addition, students are selected by the Student Senate to serve on College and District committees, including Institutional Planning Committees, and District shared governance committees. A complete list of committees is available from the Center for Student Life & Leadership Development.

Further information about the Associated Students can be obtained by contacting current student officers through the Center. Meeting times for Associated Student groups are available through the [ASCSM website \(collegeofsanmateo.edu/ascsm\)](http://collegeofsanmateo.edu/ascsm).

### **Student Senate**

The Student Senate is responsible for the administrative affairs of the association including the monitoring of programs approved by the Student Senate and the representation of the association's viewpoint in college-wide matters.

The Student Senate is comprised of students elected at-large in an annual campus-wide election.

### **Advocacy Board**

The Advocacy Board is responsible for researching and advocating for legislation at the local, state, and national level that impacts CSM students and the community college system. The group meets with elected officials to express the student voice and promote issues of importance to students.

### **Cultural Awareness Board**

The Cultural Awareness Board is responsible for planning, coordinating, and executing activities that celebrate, highlight, and bring attention to issues of equity, social justice, and diversity.

### **Programming Board**

The Programming Board is responsible for planning, coordinating, and executing social, cultural, and co-curricular activities. The group plans events that will enhance students' college experience and that provide a sense of community on campus.

### **Public Relations Board**

The ASCSM Public Relations Board is responsible for planning, coordinating, and executing the advertising and promotion of ASCSM events, activities, services, and programs on campus, online, and as otherwise directed by the Student Senate.

### **Inter-Club Council**

The Inter-Club Council is comprised of representatives from each student club on campus. Its purpose is to provide an information exchange between clubs, coordinate events sponsored by more than one club, and has a very important role in advising the Student Senate regarding support for club activities.

### **Associated Student Body Card**

All students who have completed registration and paid the \$15 student body fee are entitled to a photo I.D. student

body card. After classes have begun, you may obtain your Student Body Card at the Center for Student Life & Leadership Development. This photo identification card entitles you to special discounts from 10% to 40% off at local businesses, movie theaters, shops and restaurants. On-campus discounts are available at the cosmetology salon and all athletic events. The funds collected from the student body fee help support numerous programs and services on campus including: scholarships, emergency student loans, child care, athletics, guest speakers and concerts. If you would like more information about the student body card benefits, or would like the student body fee reimbursed, please contact the Center at (650) 574-6141 before the last day to drop semester-long classes.

## **Student Clubs and Organizations**

College of San Mateo encourages students to augment their formal education by participating in extracurricular activities and events. Among the opportunities available is the privilege of starting and/or being a member of a formally recognized student club or organization. Each group elects its officers and plans its own program for the semester. The activities of each group depend largely upon the enthusiasm of its membership. Anyone interested in joining or starting a club or organization is welcome to stop by the Center for Student Life & Leadership Development (Building 17, Room 112, (650) 574-6141) for more information. In order to establish a new organization, there must be a minimum of six interested students, an approved faculty/staff advisor, and a constitution that meets college requirements.

Sororities and fraternities and other secret organizations are banned on community college campuses under the Education Code of the State of California.

A list of currently active clubs is available at the [Clubs website \(collegeofsanmateo.edu/clubs\)](http://collegeofsanmateo.edu/clubs).

## **Student Organizations**

The general purpose of all student groups as organized, recognized, and approved under the supervision of the college administration shall be in conformity with the provisions of California Education Code and the educational objectives of the College. All student organizations are subject to the regulations of and derive their authority from the California Education Code, the San Mateo County Community College District Board Policy and its Rules and Regulations, and College Regulations, in that order.

Denial of membership in any organization or of participation in any activity on the basis of sex, race, religion, sexual orientation or national origin is prohibited. Membership in secret societies is prohibited.

### **Permanent Student Organizations**

A. Definition: A recognized student organization is defined as a group which:



1. Operates under the advisory of a member of the college staff.
  2. Maintains in the Center for Student Life & Leadership Development a constitution which has been approved by the members of the organization and the Student Life and Leadership Manager, and a current list of officers. Membership is limited to registered students at College of San Mateo.
  3. Holds meetings regularly which are open to all students and announces its meetings through the Center for Student Life & Leadership Development and publications of general circulation on campus.
  4. Deposits all organizational funds in a college account as required by the California Education Code and established college procedures.
- B. Privileges: The privileges of recognized student organizations include:
1. The use of the name of College of San Mateo.
  2. The use of the buildings, grounds, equipment and services of the college when available and officially scheduled.
  3. Publicity through appropriate college channels.
  4. Appropriate advice and assistance from the Center for Student Life & Leadership Development.

### Ad-Hoc Student Organizations

A. Definition: An ad-hoc student organization is defined as a group which:

1. Is organized for a specific and temporary purpose that is compatible with the educational objectives of the college.
2. Operates under the advisory of a member of the college staff.
3. Files a statement of purpose with the Center for Student Life & Leadership Development and a roster of at least six (6) student members.
4. Normally operates for a period not to exceed thirty (30) school days.
5. Is composed entirely of students currently enrolled in the college.

B. Privileges: An ad-hoc student organization will be granted all the privileges of recognized student organizations and must follow the procedural requirements outlined above.

### Campus Facility Use by Student Organizations

Student organizations, as defined above, may request use of college facilities for events and activities as outlined below.

A. Procedure for the presentation of programs:

1. Programs intended for members of recognized student organizations require approval from the faculty advisor and the Student Life and Leadership Development Manager.

2. The presentation of programs by recognized student organizations require that the sponsor adhere to the following Center for Student Life & Leadership Development procedures:
    - a. In order to obtain authorization to present the program, the sponsor is required to furnish the Student Life and Leadership Development Manager with appropriate details regarding the planned program. The information provided is to include the nature of the program, date and time, anticipated attendance, services needed (e.g., custodial, ushering, security, publicity, audio visual, etc.), equipment required, proposed facility to be utilized and all details regarding admission charges or other funds to be collected in conjunction with the program. Upon review of this data and if the event is approved, the Student Life and Leadership Development Manager will begin the necessary paperwork to reserve the facility and place the event on the Campus Events Calendar. If approval is denied, the Student Life and Leadership Development Manager's decisions in this regard are subject to appeal and review by the Vice President, Student Services.
    - b. Program plans must demonstrate that the program will not present or create an undue health or safety risk to students, staff, or the public. The Vice President, Student Services may deny or cancel programs that cannot meet this requirement.
    - c. Programs must be presented in appropriate authorized areas.
    - d. Programs will end by 1:00 pm, unless approval to extend the program time is granted by the College President.
  3. Sponsors of events that involve professional performers, speakers, artisans, or such may pay these individuals for their services. This rate will be established by agreement between the performer, the sponsor, and the Student Life and Leadership Manager prior to the date of the event.
  4. Groups and individuals may be required to furnish a certificate of liability insurance as required by District and College policies.
- B. Reservation of facilities for meetings or other purposes by student groups:
1. The sponsor of an approved program must reserve the desired facility in accordance with established



procedures. When necessary, the Student Life and Leadership Development Manager or their designee will work with the appropriate departments to determine availability of facilities. A list of available facilities is available from the Center for Student Life & Leadership Development.

2. Public facilities and classrooms are normally available for special program use at during normal college business hours. Times outside of normal college business hours must receive prior approval from the Vice President, Student Services.
3. Requests for reservations for college facilities by student organizations are to be made through the Center for Student Life & Leadership Development. Details of the program being proposed must accompany the request for facilities and be submitted to the Student Life and Leadership Development Manager for review. Once the program plans have been reviewed and the availability of the facility has been established, the facility reservation will be confirmed with the college Facilities Rental Office through the use of a facilities contract form.
4. Programs must be produced in such a manner so as not to constitute interference with the instructional program. Only at times when classes are not in session may sound amplification equipment be used out of doors. Exceptions to this policy may be granted by the Vice President, Student Services or his/her designee under any of the following specific instructions:
  - a. The program includes a prominent speaker or presentation of campus-wide interest.
  - b. The program is a response to an imminent or continuing national or local crisis.
  - c. The program is of campus-wide interest and significance.
5. Before a request for an exception may be submitted to the Vice President, Student Services, the sponsor of the program must make every effort to schedule the program into authorized facilities during hours when classes are not in session. Sponsors must also verify that it is impossible to do so.

### Off-Campus Organizations

Individuals or groups wishing to make use of College space to exercise their right to free speech may do so in accordance with the Time, Place and Manner of Speech policies outlined in the College Policies section.

Individuals or groups wishing to make use of College space for making retail products or services available are subject to the On-Campus Vendor Policy, available through the Center for Student Life & Leadership Development.

Individuals or groups wishing to make use of College space for events and activities must contact the Facilities Rental Office (College Center Building 10, Room 439; (650) 574-6220) for policies and pricing.

## The Center for Global Engagement

The Center for Global Engagement (CGE), home of the International Education Program, serves our campus through a variety of global initiatives for students, faculty, and staff. As the campus hub for global initiatives and activities on campus; the center supports international students, global and cultural events, study abroad, global internships and campus globalization activities. We encourage a multicultural community that reflects and affirms global diversity and a rich cultural exchange where all of us learn from one another's experiences and perspectives.

The International Education Program, located in the CGE, welcomes and supports our international student population, offering an efficient admissions process, welcoming orientation, ongoing social and academic advising and transfer support as well as clubs and programming for international students from over 50 countries. The International Education Program also hosts the International Student Ambassador program, which offers peer support to our international student population, organizes events and activities, and provides information and tours for international visitors. We are committed to addressing the broad educational needs of the world community.

The Center for Global Engagement offers a meditation room, student lounge, meeting room, and main lobby that are open to all members of the CSM community.

For information, visit the [International Education Program website \(collegeofsanmateo.edu/international\)](https://collegeofsanmateo.edu/international) (College Center Building 10, Rooms 380-393, (650) 574-6525).

## Child Development Center

The Mary Meta Lazarus Child Development Center provides an equal opportunity child care program for children two and one-half through five years old who have a parent attending CSM, Skyline or Cañada.

Families may be eligible for financial assistance. Fees for subsidized child care services are based on family size, gross monthly income and need for child care in accordance with criteria set by California Department of Education and California Department of Social Services.

Fees for non-subsidized child care are based on the age of the enrolled child and the individual schedule (full-day or part-day). In addition, there is a registration fee charged each semester. Breakfast, lunch, and an afternoon snack



are provided. Meals meet the nutritional guidelines of the USDA and the CA Department of Social Services Child Nutrition Services.

Full tuition families are charged a \$50.00 registration fee each semester. All fees are assessed based on your child's regular schedule. You will be charged for days regularly scheduled including any days your child does not attend. Full days are defined as more than four and a half (4.5) hours. Part days are defined as less than four and a half (4.5) hours.

### Full tuition family fees are based on a daily rate as follows:

Child's Age	Full Day	Part Day
2 1/2-3 years	\$99	\$80
3-5 years	\$85	\$65

*\*Fees subject to change. Please visit the [Child Development Center Fees \(collegeofsanmateo.edu/childcenter/fees.asp\)](http://collegeofsanmateo.edu/childcenter/fees.asp) webpage for current info.*

### The following options are available for our full tuition families:

Full Day	Part Day
	Monday-Friday
Monday-Thursday	Monday-Thursday

The Child Development Center is open for the six-week summer session from 8 am to 4:30 pm, Monday through Thursday. For more information, visit the [Child Development Center website \(collegeofsanmateo.edu/childcenter\)](http://collegeofsanmateo.edu/childcenter) (Building 33, (650) 574-6279).

## Counseling Services

The College of San Mateo offers integrated services in the areas of academic, transfer, and career counseling. Available to all enrolled students, counseling services are designed to:

1. introduce students to educational options
2. help students make decisions and set educational and career goals
3. provide assistance with academic program planning to complete certificates, associate degrees, and/or university transfer requirements
4. acquaint students with campus services and resources
5. teach students about skills, strategies, and techniques to enhance academic and personal success

6. work with students to resolve personal concerns that may interfere with the ability to succeed in college

Counseling services are provided in "stages". The first stage of counseling services provides foundation information about college processes and policies, educational goals, and introduces students to educational planning. Counseling workshops also are an important component of counseling services. Through workshops, students can learn more about their targeted goals. Workshop topics vary but always include details about preparing to transfer, how to select a college major, and how to maximize the use of Degree Works to engage in academic and career planning. In one-on-one counseling appointments, students meet with a counselor for an in-depth discussion of goals and interests and to create a student educational plan in Degree Works. The student educational plan is an essential tool and maps out, semester by semester, the courses necessary to complete specific educational goals. For more information, visit the [Counseling Services website \(collegeofsanmateo.edu/counseling\)](http://collegeofsanmateo.edu/counseling) (College Center Building 10, 3rd Floor, Room 340; (650) 574-6400).

For personal counseling, please visit the [Personal Counseling & Wellness Services website \(collegeofsanmateo.edu/personalcounseling\)](http://collegeofsanmateo.edu/personalcounseling).

## Disability Resource Center (DRC)

The Disability Resource Center provides academic adjustments and support services for students who have a verified disability to ensure equal access to an education. The DRC serves all disabilities including (but not limited to) deaf/hard of hearing, blind/low vision, physical, autism spectrum disorder, acquired brain injury, attention deficit hyperactivity disorder, learning differences, and mental health. Also provided are accommodations for temporary disabilities such as a broken leg or arm, a pregnancy-related disability condition/childbirth or recuperation from surgery. The DRC provides academic accommodations such as note taking, test proctoring, textbooks in alternate formats (Braille, e-text, audio, or large print), reader/scribe for tests, interpreting services, and assistive technology services based on individual need.

College of San Mateo students who may benefit from disability-related academic support services are encouraged to use our [online application forms \(collegeofsanmateo.edu/dsps/gettingstarteddps.asp\)](http://collegeofsanmateo.edu/dsps/gettingstarteddps.asp). Once received, we will contact you to schedule an intake appointment with one of our DRC Counselors. Please contact us at [csmdrc@smccd.edu](mailto:csmdrc@smccd.edu) or (650) 574-6438 for any questions or assistance. For more information, visit the [Disability Resource Center website \(collegeofsanmateo.edu/drc\)](http://collegeofsanmateo.edu/drc).

**Learning Disability Assessment** is an opportunity for students who have a history of learning difficulties, but do



not have prior documentation, the possibility of completing diagnostic testing to determine eligibility for support services. Students who complete this evaluation process will learn about individual strengths, weaknesses, and strategies to utilize strengths while supporting weaknesses. Support services may include study and test-taking strategies.

**Assistive Technology Services** offers specialized instruction to enhance and support learning based on individual need. One-on-one instruction for DRC students in addition to LSKL courses utilizing a variety of text-to-speech, speech-to-text, and note taking software and/or hardware is available. Textbooks in alternate format are available for those who qualify for these services.

**Counseling** services include educational planning – class selection, disability management, transfer, and accommodation needs. Our counselor teaches a one-unit Counseling 111 - College Planning course.

**Adaptive Physical Education Wellness program** is designed for anyone who may have a disabling or limiting condition. We tailor our classes to help you achieve your fitness goals in a safe and successful environment. The objective of the program is to provide classes that increase cardiovascular fitness, muscular strength, improve overall flexibility and to provide a great place for socialization. Our ultimate goal is to improve the quality of your life through appropriate physical activity. For more information please contact Paul Sacomano at [sacomano@smccd.edu](mailto:sacomano@smccd.edu) (Health & Wellness Building 5, Room 170; (650) 378-7219).

## Distance Education

College of San Mateo is committed to meeting the evolving needs and expectations of its students and community through the expansion of alternative means of delivering instructional and student support services.

Distance education courses consist of online and hybrid courses. Online courses are conducted through a class website, and some courses may require an on-campus orientation meeting and proctored exams. Hybrid courses are conducted mostly online but do have of face-to-face instructional hours with online work. Most CSM distance education courses are applicable toward associate degree credit, and many satisfy transfer course requirements. Additionally, students enrolled in distance education courses have the same access to financial aid as those enrolled in on-campus courses.

Distance education courses may not be right for all students. They give students greater freedom of scheduling, but they also require more self-discipline than on-campus courses. How well distance education courses fit into your educational and career goals depends on many factors. It is important for first-time distance education students to review the information available on the Distance Education website. For those students who are able to create the right

environment, have the right study habits, and understand the technical and academic requirements, CSM's distance education courses can be as effective as on-campus courses in terms of student learning.

The Instructional Technologist and Distance Education Coordinator are available to assist students and answer questions in order to ensure College of San Mateo students have a successful distance learning experience. For more information, visit the [Distance Education website \(collegeofsanmateo.edu/distanceeducation\)](http://collegeofsanmateo.edu/distanceeducation) (North Hall Building 18, Room 18-206E, (650) 574-6279).

## DREAM Center

The CSM DREAM Center is a safe haven designed to holistically support and nurture the academic, social, emotional, and financial well-being of our undocumented community by providing counseling services, workshops, and connections to on and off-campus resources. For more information, contact DREAM Center office located in College Center Building 10, Room 180, (650) 574-6463, or visit the [DREAM Center website \(collegeofsanmateo.edu/dreamcenter\)](http://collegeofsanmateo.edu/dreamcenter). See also [Multicultural & DREAM Center](#).

## Extended Opportunity Programs and Services (EOPS)/CARE

EOPS provides support services to low-income and educationally eligible students attending the College of San Mateo. The mission of EOPS is to assist students to achieve their educational goals, which include earning: a certificate, an associate degree, and/or transfer to a four-year university.

Eligible students will receive "over and above" support services that include: priority registration, individual counseling, book service, tutoring, academic success and life skills workshops, transportation assistance, computer and printing access, transfer application fee waivers, and university tours. The program is funded by the State of California and the San Mateo County Community College District.

In order for a student to be considered for the EOPS program, the following criteria must apply:

1. Full-time (12 units) enrollment, unless authorized for less.
2. Qualification to receive the California College Promise Grant (CCPG), formerly known as the Board of Governors Fee Waiver (BOGFW).
3. Completion of fewer than 70 college-level units.
4. Meet the educational and income criteria determined by the EOPS guidelines.

For more information, visit the [CSM EOPS/CARE website \(collegeofsanmateo.edu/eops\)](http://collegeofsanmateo.edu/eops) (College Center Building 10, Room 110, (650) 574-6154).



## Financial Aid/Scholarships

The Financial Aid Office at College of San Mateo is dedicated to the concept that no individual should be denied an education solely for financial reasons. Financial aid can assist students in paying for enrollment fees, books, transportation, room and board, and other educational expenses. Any student applying for admission to the College who has a financial need for assistance is urged to apply for aid.

The Financial Aid Office administers the Scholarship program and several federal grant, loan, and work-study programs. There are four types of financial aid:

1. Grants
2. Scholarships
3. Employment
4. Loans

There are two primary sources of financial aid - the Federal government and the State of California. For a full list of financial aid options, see the chart on the [Types of Financial Aid page \(collegeofsanmateo.edu/finaid/types.php\)](https://collegeofsanmateo.edu/finaid/types.php).

For more information, visit the [District Financial Aid website \(smccd.edu/financialaid\)](https://smccd.edu/financialaid) (College Center Building 10, Room 360, (650) 574-6146). Applications for small emergency loans are available through the Financial Aid Office.

### Repayment of Federal Funds For Students Who Withdraw From School

College of San Mateo will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they received.

At College of San Mateo a student's withdrawal date is:

1. The date the student officially notified the Admissions Office of his or her intent to withdraw
2. The midpoint of the semester for a student who leaves without notifying the college
3. The student's last date of attendance at a documented academically-related activity

## Types of Financial Aid

Type of Aid	Annual Awards	Eligibility	Application	Priority Deadline
Federal Pell Grant Program	\$650 to \$9,292	Need based – U.S. citizen or eligible non-citizen	Free Application for Federal Student Aid (FAFSA) supplemental documents	60 days before end of academic term
California College Promise Grant (CCPG) (State Grant to cover enrollment fee)	Covers enrollment fees.	California resident - medium income or recipient of CalWORKS, SSI, GA. New eligibility regulations effective Fall 2016. Visit smccd.edu/faprobation.	Free Application for Federal Student Aid (FAFSA) or CCPG Application CalWORKS/SSI/GA	None
Federal Supplemental Educational Opportunity Grant (FSEOG)	\$100 to \$800	Need Based – U.S. citizen or eligible non-citizen	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2
Extended Opportunity Program Services Grant (EOPS) (State Grant)	Up to \$275	Need based – Meet EOPS eligibility criteria	Free Application for Federal Student Aid (FAFSA) and supplemental document	Priority date for Fall/ Spring
Cal Grant B (State Grant)	Up to \$6,024	California resident – financial need, low income, less than 16 units college work Attending California School	Free Application for Federal Student Aid (FAFSA)	March 2
Cal Grant C (State Grant)	Up to \$1,094	California resident – need based – subjective criteria and GPA considered Attending California School	Free Application for Federal Student Aid (FAFSA)	March 2
California Chafee Grant (CHAFEE)	Up to \$5,000	Applicants are required to be, or to have been, in foster care between their 16th and 18th birthdays, and to not have reached the age of 22 by July 1 of the award year.	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2





Type of Aid	Annual Awards	Eligibility	Application	Priority Deadline
Federal College Work-Study Program	Varies Maximum: Up to \$10,000	Need based – U.S. citizen or eligible non-citizen	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2
Federal Stafford Loan (Government subsidized and unsubsidized loans made by commercial lenders.)	Undergraduates up to \$3500 per year. Maximum: \$4500 total	U.S. citizen or eligible noncitizen	Free Application for Federal Student Aid (FAFSA) Stafford Application, and supplemental documents	60 days before end of academic term to receive aid for the current term
Federal Plus Loans to undergraduate students, plus loans for parents of dependent undergraduate students.	Parents: up to \$10,000 per academic year on behalf of the student	Parents must meet credit check. Loan amount may not exceed student's cost of attendance less financial aid award for loan period– U.S. citizen or eligible noncitizen	Free Application for Federal Student Aid (FAFSA) plus application and supplemental documents	60 days before end of academic term to receive aid for the current term
Scholarships	Varies	Scholarships for continuing and transferring students who have completed 12 graded units with a cumulative GPA of 2.75. Specific scholarships may require additional criteria to be met	Scholarship Application	March 2
Small Emergency Loans	\$200	Student must be enrolled in at least 6 units. Available only to students eligible for financial aid and have been approved for an award for the current term.	CSM Emergency Loan application	None



## Food Service

### Terrace Grill, Paws for Coffee, The Market & Le Bulldog

The Terrace Grill, Paws for Coffee and the Market are located on the second floor of the College Center, Building 10. Le Bulldog snack shop is located in the Health and Wellness Building 5. Catering services by Pacific Dining are also available. To place an order, call (650) 574-6582. For more information and hours of operation, visit the [Food Service website \(collegeofsanmateo.edu/foodservice\)](https://collegeofsanmateo.edu/foodservice).

### Free Groceries

SparkPoint at College of San Mateo offers students and members of the public access to free weekly groceries. The program offers a variety of fresh vegetables and fruit, protein, including chicken and milk, and dry goods, including pasta and rice. Interested individuals must complete a one-time self-declaration form. There is no proof of income or citizenship required. This form, which is required by SparkPoint, only needs to be completed once. Once done, a student/member of the public may visit the pantry on a weekly basis.

For additional information, visit the [SparkPoint at College of San Mateo website \(collegeofsanmateo.edu/sparkpoint\)](https://collegeofsanmateo.edu/sparkpoint) (Location: Center for Equity, Leadership & Community Building 17, Room 154).

## Health Services

(See Wellness Center)

## Learning Communities

Learning Communities are cohort-based programs that link instructors across disciplines and connect people who share common academic goals and attitudes. CSM's learning communities offer an innovative and exciting approach to learning designed for student success. While each program is unique, common features include:

- Two or more classes working together with common themes, content, and materials
- A group of students and faculty working collaboratively in a friendly, supportive atmosphere
- An exploration of the connections between disciplines
- Specialized counseling and transfer support, free tutoring, mentoring, and academic support
- Enrichment activities like university field trips, cultural events, and guest speakers
- Community involvement and internships

We offer Cultural Communities (Mana, Puente Project and Umoja), Interest Communities (Honors Project and Writing in the End Zone) and a Transitional Community (Project Change). For more information, please

visit the [Learning Communities \(collegeofsanmateo.edu/learningcommunities\)](https://collegeofsanmateo.edu/learningcommunities) website.

With **Honors Project**, students accepted into this unique interdisciplinary community will join a dedicated group of faculty and students working together to create a rich, intellectual experience at CSM. Students will earn honors credit in selected transfer courses by developing and successfully completing advanced research projects. Students are required to concurrently enroll in an Honors Project research seminar. Students must be accepted into the Honors Project before registering for seminars. For more information, contact David Laderman at [laderman@smccd.edu](mailto:laderman@smccd.edu) or visit the [Honors Project \(collegeofsanmateo.edu/honorsproject\)](https://collegeofsanmateo.edu/honorsproject) website.

**Mana** is a transfer and support program with the goal of increasing proficiency in culturally responsive communication skills for success in college, work, and life. The Mana program focuses on the Pacific Islander American student experience and is open to all students. The three primary components of the program are Ethnic Studies, Communication Studies, and Academic Support. For more information, contact Finausina Tovo at [tovof@smccd.edu](mailto:tovof@smccd.edu) or visit the [Mana website \(collegeofsanmateo.edu/mana\)](https://collegeofsanmateo.edu/mana).

**Project Change** is the first learning community to provide wrap-around student support services and direct access to postsecondary education for current and formerly incarcerated youth. This program unites CSM and San Mateo County community organizations together in a joint effort to help students make the transition to community college. For more information, visit the [Project Change website \(collegeofsanmateo.edu/projectchange\)](https://collegeofsanmateo.edu/projectchange).

The **Puente Project** is a transfer support program with English, Counseling and mentoring components. This learning community focuses on Latino literature and experiences and spans two semesters. Students are required to enroll in the English and Career classes concurrently each semester as well as attend out of class field trips and activities. Interested students must first attend a Puente Project Orientation for registration access. For more information, contact Jennifer De La Cruz at [delacruzjen@smccd.edu \(mailto:delacruzjen@smccd.edu\)](mailto:delacruzjen@smccd.edu) or visit the [Puente Project website \(collegeofsanmateo.edu/puente\)](https://collegeofsanmateo.edu/puente).

**Umoja** is a transfer support program that focuses on the African American experience through the study of culture, history, literature, and identity. The courses offered through this program are Ethnic Studies, English, and Counseling. Students must enroll in Ethnic Studies 105 in the fall and Ethnic Studies 288 in the spring. Students are also strongly encouraged to enroll in designated Umoja English and Counseling courses. For more information, contact Jeramy Wallace at [wallacej@smccd.edu](mailto:wallacej@smccd.edu) or visit the [Umoja website \(collegeofsanmateo.edu/umoja\)](https://collegeofsanmateo.edu/umoja).



**Writing in the End Zone** (WEZ) is an interest-based learning community that links collegiate football and English composition. While exploring the demands and rewards of being student-athletes, WEZ students will strengthen their reading, writing, and critical thinking skills. All WEZ students enroll in sections of ENGL 105 and ENGL 110, which are linked to fitness and theory of football classes associated with active participation in the College of San Mateo football program. For more information, contact Teeka James at [james@smccd.edu](mailto:james@smccd.edu) or Bret Pollack at [pollack@smccd.edu](mailto:pollack@smccd.edu) or visit the [Writing in the End Zone website](http://collegeofsanmateo.edu/wez) ([collegeofsanmateo.edu/wez](http://collegeofsanmateo.edu/wez)).

## Multicultural & DREAM Center

The Multicultural & Dream Center (MCCDC) is a one-stop student services program that provides a culturally relevant community space for underrepresented students. The MCCDC provides resources and programming for a variety of students including English language learners, former foster youth, and LGBTQIA+ students. The MCCDC is a safe haven designed to holistically support and nurture the academic, social, emotional, and financial well-being of our AB540 & undocumented community by providing counseling services, workshops, and connections to on and off-campus resources. For more information, visit the [Multicultural Center](http://collegeofsanmateo.edu/multicultural) ([collegeofsanmateo.edu/multicultural](http://collegeofsanmateo.edu/multicultural)) and [DREAM Center](http://collegeofsanmateo.edu/dreamcenter) ([collegeofsanmateo.edu/dreamcenter](http://collegeofsanmateo.edu/dreamcenter)) websites (College Center Building 10, Room 180, (650) 574-6120).

## OnTRAC Scholars

OnTRAC Scholars is a program designed to assist students with overcoming academic challenges and moving towards their goals. OnTRAC Scholars helps students:

- have personalized check-ins with a counselor and the OnTRAC coordinator to assist in achieving their goals
- communicate with their instructors regarding their progress
- learn effective ways to achieve good academic standing by utilizing instructional and Student Support Services

## Personal Counseling and Wellness Services

(See Wellness Center)

## Promise Scholars Program

Students have the opportunity to apply for consideration to be accepted to the Promise Scholars Program. The program is geared towards first-time, full-time, California residents, looking to attain their associates degree or certificate at the College of San Mateo. The Promise Scholars Program

supports students' completion of an associates degree or certificate.

## SparkPoint

SparkPoint at College of San Mateo offers students and members of the public access to financial coaching, public benefits enrollment, and free weekly groceries. Meet with a financial coach to create a budget, develop your credit, eliminate debt, and/or sign up for benefits like CalFresh or MediCal. The program offers a variety of fresh vegetables and fruit, protein, including chicken and milk, and dry goods, including pasta and rice. Interested individuals must complete a one-time self-declaration form. There is no proof of income or citizenship required. SparkPoint is located in Center for Equity, Leadership & Community Building 17, Room 154. For additional information, visit the [SparkPoint at College of San Mateo website](http://collegeofsanmateo.edu/sparkpoint) ([collegeofsanmateo.edu/sparkpoint](http://collegeofsanmateo.edu/sparkpoint)).

## Transfer Services

Located within the Counseling Center in College Center Building 10, Room 340, transfer services provide important services to assist students in planning for transfer to a four-year college or university. Information and workshops are offered on transfer requirements, transfer planning, writing the application essay, choosing a college, and completing transfer admission applications. Transfer Services also schedules representatives from other universities and colleges, including UC, CSU and private universities, to meet with students on a regular basis. CSM has Transfer Admission Agreements with a number of four-year institutions which can guarantee transfer admission. For more information, visit the [Transfer Services website](http://collegeofsanmateo.edu/transfer) ([collegeofsanmateo.edu/transfer](http://collegeofsanmateo.edu/transfer)) (College Center Building 10, Room 340, (650) 358-6839).

## Veterans Services

College of San Mateo offers instruction to veterans, service members, dependents and survivors of veterans and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students' educational programs for veterans benefits. Honorably discharged veterans with at least 18 months of active military service are eligible for educational benefits for a period of 10 years following discharge. Benefits are also available to members of the active reserve who pursue approved college studies.

To initiate benefit payments, an eligible student must complete the college enrollment process and request that certification of enrollment be sent to the Department of Veterans Affairs. For more information, visit the [Veterans Resource & Opportunity Center \(VROC\) website](http://collegeofsanmateo.edu/veterans) ([collegeofsanmateo.edu/veterans](http://collegeofsanmateo.edu/veterans)) (Building 16, Room 150, 574-6675).



## Wellness Center

### Health Services

The Health Services Center is located in Public Safety Medical Services Building 1, Room 147. In the Fall 2023 semester, the Health Services Center will move to Building 5, Room 302, (650) 574-6396, and is open Mondays through Thursdays from 8:30 am - 6 pm, Friday hours vary, during fall and spring semesters, and the 6-week summer session. Summer hours may vary. Health center appointments are free and are available in person or virtually over zoom with the CSM Nurse Practitioners and College Physician. Students are seen for health appointments regardless if they have health insurance or not, and there is no copay charged or limit to the number of health appointments that can be scheduled. Health Center services include: medical advice, treatment of illnesses and injuries, women's health services (such as birth control, pap smears, and pregnancy testing), STD testing and treatment, family planning, tuberculosis screenings and testing, vaccines (such as flu shots, HPV, tetanus, and hepatitis b), medication and prescriptions, COVID testing, physicals, lab work, and referrals. For the most up-to-date information about services offered through the CSM Health Center visit the [Wellness Center website \(collegeofsanmateo.edu/wellnesscenter\)](https://collegeofsanmateo.edu/wellnesscenter).

Accidents on campus should be reported to the Health Services Center in Public Safety/Medical Services Building 1, Room 147, and once the Health Center moves these should then be reported to their new location on campus, Building 5, Room 302, (650) 574-6396, [csmwellness@smccd.edu](mailto:csmwellness@smccd.edu), and to Business Services, located in the College Center Building 10, Room 439, (650) 574-6220. Limited campus insurance coverage is offered for student injuries on campus or on a college-sponsored trip.

### Personal Counseling

Personal Counseling offers free confidential counseling to students at College of San Mateo during the 6-week summer session, and Fall and Spring semesters - counseling is available in person or virtually over zoom (based on preference). The personal counselors have a wide variety of backgrounds and experiences, and offer counseling in several languages including Spanish. Appointments consist of 50-minute sessions on a weekly basis. Appointments are made by emailing [csmwellness@smccd.edu](mailto:csmwellness@smccd.edu), calling (650) 574-6396, or stopping by in person during hours of operation. Personal Counseling is currently located in Building 1, Room 147, and during the Fall 2023 semester will move with the Health Services Center to Building 5, Room 302.

CSM students have access to a free resource called TimelyCARE. TimelyCARE has licensed therapists available to provide counseling 24/7. To create an account visit their [website \(timelycare.com/SMCCD\)](https://timelycare.com/SMCCD) or download the TimelyCARE app and use your CSM email address (not a

personal email address). TimelyCARE is a great resource during breaks, evenings, weekends, etc.



# Credit for Prior Learning

---

## Credit for Prior Learning

Credit for Prior Learning (CPL) may be earned for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, and institutional Credit by Examination (CBE). Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Defense Language Proficiency Test (DLPT)
- Satisfactory completion of an institutional examination, known as Credit by Examination (CBE), administered by the college faculty in lieu of completion of an active course listed in the current college catalog

Determination of Eligibility for Credit for Prior Learning (CPL):

- The student must be in good standing in the San Mateo County Community College District (SMCCCD)
- The student must be currently registered in the SMCCCD
- Students must have a current Student Education Plan (SEP) on file
- The course requesting CPL must be listed in a current SMCCCD Catalog
- The student is not currently enrolled in the course requesting CPL

Credits earned from Prior Learning do not satisfy unit load requirements for enrollment status for programs such as financial aid, athletics, veterans' benefits, or for graduation residency requirements. Credits earned from Prior Learning do not count toward determining the 12 semester hours of credits earned in residence as required for an associate degree.

### Defense Language Proficiency Test (DLPT)

San Mateo Community College District may award three semester units in CSU GE Breadth Subarea C2 utilizing the [American Council on Education \(ACE\) recommendations \(acenet.edu/national-guide\)](https://www.acenet.edu/national-guide).

Students who completed a DLPT exam can request an official [Defense Language Institute Foreign Language \(DLIFLC\) Transcript \(dliflc.edu/administration/registrar/transcripts-records\)](https://dliflc.edu/administration/registrar/transcripts-records).

NOTE: If you did not attend DLIFLC, but I took a foreign language test you can request ACE credit recommendations by completing a [DLIFLC FORM 420 \(dliflc.edu/administration/registrar/transcripts-records\)](https://dliflc.edu/administration/registrar/transcripts-records).

### Credit by Examination (CBE)

A currently enrolled student in good standing may be permitted to take a test for credit in lieu of a course, because of previous training or instruction. By completing an examination approved by the faculty of the appropriate division, credit will be recorded. Testing is not allowed for a course for which credit has previously been granted or if credit has been earned in a more advanced course in the same sequence. Credit by Examination may not be used in order to improve a grade already received for a course. A maximum of 12.0 units toward an Associate Degree or 6 units toward a certificate may be earned through Credit by Examination, however, it may not be counted in determining the 12.0 semester units in residence. The student's academic record shall be annotated to reflect that credit was earned by examination. Credit by Examination can only be taken for a course once, regardless of outcome (Passed/Not-Passed or Letter Grade).

To pursue the Credit by Examination option, obtain a Credit by Examination form from Admissions and Records. Admissions and Records approves eligibility. The student must submit the approved form to the division offering the course. If the course is available using the Credit by Examination option, a faculty member will arrange for the examination(s) to be administered and graded. All grades issued upon completion of Credit by Examination will be used in the calculation of the student's grade point average and for determining scholarship awards.

## External Exams

Credit units earned through the Advanced Placement Test (AP), College Level Examination Program (CLEP), or the International Baccalaureate Examination (IB).



## Advanced Placement Exams (AP)

The California Community College System, the California State University (CSU) System, and the University of California (UC) System all award credit for AP Exams. The San Mateo County Community College District (SMCCCD) grants credit toward its local Associate degrees and CSU General Education (GE) and Intersegmental General Education Transfer Curriculum (IGETC) certification patterns to students who attain scores of 3, 4, or 5 on the AP Exams of the [College Board](https://collegeboard.org) ([ap.collegeboard.org](https://collegeboard.org)).

Students can earn a minimum of 3 semester units of credit for each AP exam satisfactorily passed. [The Advanced Placement Equivalency Guide](https://smccd.edu/creditforpriorlearning/Equivalency%20Guide.php) ([smccd.edu/creditforpriorlearning/Equivalency%20Guide.php](https://smccd.edu/creditforpriorlearning/Equivalency%20Guide.php)) identifies how AP exam credit can be applied. Students should meet with a counselor for specific information regarding AP exam placement and credits awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its AP credit policy.

To receive credit, students must submit their official AP scores to their SMCCD College. For information about obtaining a transcript, contact the College Board. Information is available on their [website](https://collegeboard.org) ([collegeboard.org](https://collegeboard.org)).

## College Level Examination Program (CLEP)

The San Mateo County Community College District (SMCCCD) grants credit for successful completion of certain CLEP examinations to students who attain satisfactory scores. Access the [CLEP Equivalency Guide](https://smccd.edu/creditforpriorlearning/Equivalency%20Guide.php) ([smccd.edu/creditforpriorlearning/Equivalency%20Guide.php](https://smccd.edu/creditforpriorlearning/Equivalency%20Guide.php)) to identify how CLEP credit can be applied. The University of California does not award units for CLEP. CLEP credits do not apply to IGETC requirements.

Students can earn a minimum of 3 semester units of credit for each exam satisfactorily passed. Students should meet with a counselor for specific information regarding CLEP placement and credits awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its CLEP credit policy.

To receive credit, students must submit an official CLEP to their SMCCD College. For information about obtaining a transcript, contact the College Board. Information is available on the [College Board website](https://collegeboard.org) ([collegeboard.org](https://collegeboard.org)).

## International Baccalaureate Examination (IB)

The San Mateo County Community College District (SMCCCD) grants credit for successful completion of certain IB examinations to students who attain satisfactory scores. The San Mateo County Community College District (SMCCCD) grants credit toward its local Associate degrees and CSU General Education (GE) and Intersegmental General Education Transfer Curriculum (IGETC) certification patterns to students who attain scores of 4 or higher. Access the [IB Equivalency Guide](https://smccd.edu/creditforpriorlearning/Equivalency%20Guide.php) ([smccd.edu/creditforpriorlearning/Equivalency%20Guide.php](https://smccd.edu/creditforpriorlearning/Equivalency%20Guide.php)) to identify how IB exam credit can be applied.

Students should meet with a counselor for specific information regarding IB exam placement and credits awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its IB credit policy.

To receive credit, students must submit an official IB transcript to their SMCCD College. For information about obtaining a transcript, contact the International Baccalaureate. Information is available on the [International Baccalaureate Organization website](https://ibo.org) ([ibo.org](https://ibo.org)).

## Advanced Placement Exams (AP)

### Advanced Placement Test Policy 2023-2024

Advanced Placement courses are offered in high schools and allow high school students to take a national, standardized test at the end of the course to earn college credit.

If you took an advanced placement course and passed a College Board Advanced Placement (AP) exam with a minimum score of three (3) in a subject matter, you can:

*Request your official AP test scores ([apcentral.collegeboard.org/exam-administration-ordering-scores/ordering-fees](https://apcentral.collegeboard.org/exam-administration-ordering-scores/ordering-fees)) to be sent to your SMCCCD college.*

*NOTE : If you have submitted your scores to another institution outside our district, you will need to submit your scores again to SMCCCD.*

Upon receipt of your official AP scores, we will determine course/unit equivalencies according to the SMCCCD Advanced Placement Credit equivalency guide, and post coursework and units to your SMCCCD transcripts. You should meet with a counselor upon notification to determine if you wish to accept, decline or appeal the Advanced Placement course equivalency.



The following chart outlines the application of credit for College Board Advanced Placement (AP) towards each SMCCCD College's Coursework, Associate Degree General Education (GE) requirements, California State University General Education (CSU GE) Breadth Certification, and Intersegmental General Education Transfer Curriculum (IGETC) Certification.

If your SMCCCD college does not offer a course similar in content to an AP exam, the college will award credit for the General Education area shown on the SMCCCD AP equivalency guide below. If there is no General Education area that aligns to the AP exam, the College may award elective credit.

**Please note:**

- Grades and Grade Points will not be assigned to AP credit.
- The catalog year of the Advanced Placement Test Policy at the time in which the exam was taken, will be applied when determining credit earned.
- If you have any questions regarding Math and English placement or Advanced Placement (AP) credit please contact your counselor.

If you plan to transfer to another institution, please be aware that every college/university has its own policies regarding Credit for Prior Learning. What was accepted at SMCCCD may not be accepted at another institution. Please consult your intended transfer institution.

**All units listed are semester units.**

### SMCCCD AP Credit Equivalency Guide

Advanced Placement Test Score of 3, 4, or 5	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3 semester units unless otherwise indicated)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area (3 semester units unless otherwise indicated)	IGETC Area (3 semester units unless otherwise indicated)	UC Credit Units (Units not applied at SMCCCD)
Art History	N/A	<b>Skyline &amp; Cañada:</b> C1 or C2 <b>CSM:</b> E5C	6	C1 or C2	3A or 3B	5.3
Biology	N/A	<b>Skyline &amp; Cañada:</b> B2 and B3 (4 units) <b>CSM:</b> E5A (4 Units)	6	B2 and B3 (4 units)	5B and 5C (4 units)	5.3
Calculus AB	Math 251 (4 or 5) Math 241 (3)	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency (5 Units) <b>CSM:</b> C1 and EC2 (5 Units)	3 (1)	B4	2	2.6 (2)



Advanced Placement Test Score of 3, 4, or 5	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3 semester units unless otherwise indicated)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area (3 semester units unless otherwise indicated)	IGETC Area (3 semester units unless otherwise indicated)	UC Credit Units (Units not applied at SMCCCD)
Calculus BC	Math 251 and 252 (4 or 5), see AB subscore for (3)	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency (5 Units) <b>CSM:</b> C1 and EC2 (5 Units)	6 (1)	B4	2	5.3 (2)
Calculus BC / AB Subscore (3)	If BC score (1,2, or 3) then use AB subscore same as AB test	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency (5 Units) <b>CSM:</b> C1 and EC2 (5 Units)	3 (1)	B4	2	2.6 (2)
Chemistry	CHEM 192 (Score: 3,4) CHEM 210 (Score: 5)	<b>Skyline &amp; Cañada:</b> B1 and B3 <b>CSM:</b> E5A <b>AA/AS Units:</b> CHEM 210 (5 Units), CHEM 192 (4 Units)	6	B1 and B3 (4 units)	5A and 5C (4 units)	5.3
Chinese Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Comparative Government and Politics	N/A	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Computer Science A	N/A	N/A	3 (1)	N/A	N/A	5.3
Computer Science Principles	N/A	<b>Skyline:</b> A3 <b>Cañada:</b> A3 Meets Math Competency <b>CSM:</b> C1 and E2C	6 (1)	B4	N/A	5.3





Advanced Placement Test Score of 3, 4, or 5	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3 semester units unless otherwise indicated)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area (3 semester units unless otherwise indicated)	IGETC Area (3 semester units unless otherwise indicated)	UC Credit Units (Units not applied at SMCCCD)
English Language and Composition	ENGL 100	<b>Skyline:</b> A2 Meets the Writing/ Reading Competency <b>Cañada:</b> A2 Meets the English & Reading Competency <b>CSM:</b> C2 and E2A	6	A2	1A	5.3 (4)
English Literature and Composition	ENGL 110	<b>Skyline:</b> A2 and C2 Meets Writing/ Reading Competency (6 units) <b>Cañada:</b> A2 and C2 Meets the English and Reading Competency (6 Units) <b>CSM:</b> C2 and E2A and E5C (6 Units)	6	A2 and C2 (6 units)	1A or 3B	5.3 (4)
Environmental Science	ENVS 100 & ENVS 101 (Skyline & CSM Only)	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 Units)	4	B1 and B3 (4 units)	5A and 5C (3 units only, so additional 4 units is needed)	2.6
European History	HIST 101	<b>Skyline &amp; Cañada:</b> C2 or D <b>CSM:</b> E5B or E5C	6	C2 or D	3B or 4	5.3
French Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3



<b>Advanced Placement Test Score of 3, 4, or 5</b>	<b>SMCCCD Course Equivalent</b>	<b>SMCCCD Associate Degree GE Area</b> (3 semester units unless otherwise indicated)	<b>CSU Credit Units</b> (Units not applied at SMCCCD)	<b>CSU GE Breadth Area</b> (3 semester units unless otherwise indicated)	<b>IGETC Area</b> (3 semester units unless otherwise indicated)	<b>UC Credit Units</b> (Units not applied at SMCCCD)
German Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Human Geography	GEOG 110	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Italian Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Japanese Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Latin	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Macroeconomics	ECON 100	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Microeconomics	ECON 102	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Physics 1	PHYS 210	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (4 units)	5.3 (6)
Physics 2	PHYS 220	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (4 units)	5.3 (6)



<b>Advanced Placement Test Score of 3, 4, or 5</b>	<b>SMCCCD Course Equivalent</b>	<b>SMCCCD Associate Degree GE Area (3 semester units unless otherwise indicated)</b>	<b>CSU Credit Units (Units not applied at SMCCCD)</b>	<b>CSU GE Breadth Area (3 semester units unless otherwise indicated)</b>	<b>IGETC Area (3 semester units unless otherwise indicated)</b>	<b>UC Credit Units (Units not applied at SMCCCD)</b>
Physics C: Electricity and Magnetism	PHYS 260	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (3 units)	2.6 (6)
Physics C: Mechanics	PHYS 250	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (3 units)	2.6 (6)
Psychology	PSYC 100	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Seminar	N/A	0	3	N/A	N/A	N/A
Spanish Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Spanish Literature and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Statistics	MATH 200	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency (4 Units) <b>CSM:</b> C1 and E2C (4 Units)	3	B4	2A	2.6
Studio Art: 2D Design	N/A	N/A	3	N/A	N/A	5.3 (7)
Studio Art: 3D Design	N/A	N/A	3	N/A	N/A	5.3 (7)
Studio Art: Drawing	N/A	N/A	3	N/A	N/A	5.3 (7)



Advanced Placement Test Score of 3, 4, or 5	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3 semester units unless otherwise indicated)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area (3 semester units unless otherwise indicated)	IGETC Area (3 semester units unless otherwise indicated)	UC Credit Units (Units not applied at SMCCCD)
U.S. Government and Politics	N/A	<b>Skyline:</b> D and US-2 <b>Cañada:</b> D <b>CSM:</b> E5B	3	D and US-2	4	5.3
U.S. History	HIST 201	<b>Skyline:</b> C2 or D & US-1 <b>Cañada:</b> C2 or D <b>CSM:</b> E5B or E5C	6	C2 or D and US-1	3B or 4	5.3
World History: Modern	HIST 106	<b>Skyline &amp; Cañada:</b> C2 or D <b>CSM:</b> E5B or E5C	3	C2 or D	3B or 4	5.3

(1) Maximum Credit: If a student passes more than one AP exam in Calculus or Computer Science, only one examination may be applied to the baccalaureate for CSU.

(2) Maximum Credit: 5.3 semester units for both MATH AB and BC Exams; 2.7 semester units for both AB and the AB Subscore for UC

(3) Students who take the BC exam and earn a subscore of 3 or higher on the AB portion will receive credit for the AB exam, even if they do not receive a score of 3 or higher on the BC exam for UC.

(4) Maximum Credit: 5.3 semester units for both English Language and Composition and English Literature and Composition exams for UC

(5) Maximum Credit: 4 semester units toward GE and 6 semester units toward transfer for all Physics exams passed for CSU.

(6) Maximum Credit: 5.3 semester units for all Physics exams for UC.

(7) Maximum Credit: 5.3 semester units for all Studio Art exams for UC.

## International Baccalaureate Exams (IB)

### International Baccalaureate (IB) Credit Policy 2023-2024

The International Baccalaureate (IB) exam assesses student work and measures students' academic, intercultural and basic skills.

Credit may be earned for the International Baccalaureate (IB) examinations with scores of 4 or higher.

A score of 5, 6, or 7 on Higher Level exams is required to grade credit for IGETC certification

If you took an IB exam and received a minimum score of 4 or higher in a subject matter, you can:

*Request your official IB Score Reports ([ibo.org/programmes](http://ibo.org/programmes)) to be sent to your SMCCCD college*

*NOTE : If you have submitted your scores to another institution outside our district, you will need to submit your scores again to SMCCCD.*



Upon receipt of your official IB scores, course/unit equivalencies will be determined according to the SMCCCD IB Credit equivalency guide, and post coursework and units to your SMCCCD transcripts. You should meet with a counselor upon notification to determine if you wish to accept, decline or appeal the IB course equivalency.

The following chart outlines the application of credit for International Baccalaureate (IB) towards each SMCCCD College's Coursework, Associate Degree General Education (GE) requirements, California State University General Education (CSU GE) Breadth Certification, and Intersegmental General Education Transfer Curriculum (IGETC) Certification.

If your SMCCCD college does not offer a course similar in content to an IB exam, the college will award credit in the General Education area shown on the California Community College General Education IB List. If there is no General Education area that aligns to the IB exam, the College may award elective credit.

**Please note:**

- Grades and Grade Points will not be assigned to IB Credit.
- The catalog year of the International Baccalaureate Credit Policy at the time in which the exam was taken, will be applied when determining credit earned.
- An acceptable IB scores for IGETC equates to either 3 semester or 4 quarter units for certification purposes.
- Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.
- If you have any questions regarding Math and English placement or International Baccalaureate (IB) credit please contact your counselor.
- If you plan to transfer to another institution, please be aware that every college/university has their own policies about Credit for Prior Learning. What was accepted at SMCCCD may not be accepted at another institution. Please consult your intended transfer institution.

**All units listed are semester units.**

## SMCCCD IB Credit Equivalency Guide

IB Examination HL	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3 semester units with a minimum score of 5, unless otherwise indicated)	CSU Credit Units (A minimum score of 5, unless otherwise indicated) (Units not applied at SMCCCD)	CSU GE Breadth Area (3 semester units with a minimum score of 5, unless otherwise indicated)	IGETC Area (3 semester units with a minimum score of 5)	UC Credit Units (Units not applied at SMCCCD)
Biology	N/A	<b>Skyline &amp; Cañada:</b> B2 and B3 (4 units) <b>CSM:</b> E5A (4 units)	6	B2	5B	5.3
Chemistry	CHEM 192 (score: 5,6) CHEM 210 (score: 7)	<b>Skyline &amp; Cañada:</b> B1 and B3 <b>CSM:</b> E5A  AA/AS Units: CHEM 210 (5 units), CHEM 192 (4 units)	6	B1	5A	5.3



<b>IB Examination HL</b>	<b>SMCCCD Course Equivalent</b>	<b>SMCCCD Associate Degree GE Area</b> (3 semester units with a minimum score of 5, unless otherwise indicated)	<b>CSU Credit Units</b> (A minimum score of 5, unless otherwise indicated) (Units not applied at SMCCCD)	<b>CSU GE Breadth Area</b> (3 semester units with a minimum score of 5, unless otherwise indicated)	<b>IGETC Area</b> (3 semester units with a minimum score of 5)	<b>UC Credit Units</b> (Units not applied at SMCCCD)
Economics	N/A	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	6	D	4	5.3
Geography	GEOG 100	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	6	D	4	5.3
History (any Region)	N/A	<b>Skyline &amp; Cañada:</b> C2 or D <b>CSM:</b> E5B or E5C	6	C2 or D	3B or 4	5.3
Language A Literature (Any Language)	N/A	<b>Skyline &amp; Cañada:</b> C2 (Minimum Score of 4) <b>CSM:</b> E5C (Minimum Score of 4)	6 (Minimum Score of 4)	C2 (Minimum Score of 4)	3B (1)	5.3
Language A Language and Literature (Any Language)	N/A	<b>Skyline &amp; Cañada:</b> C2 (Minimum Score of 4) <b>CSM:</b> E5C (Minimum Score of 4)	6 (Minimum Score of 4)	C2 (Minimum Score of 4)	N/A	5.3
Language B (any language)	N/A	N/A	6 (Minimum Score 4)	N/A	6A	5.3



IB Examination HL	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3 semester units with a minimum score of 5, unless otherwise indicated)	CSU Credit Units (A minimum score of 5, unless otherwise indicated) (Units not applied at SMCCCD)	CSU GE Breadth Area (3 semester units with a minimum score of 5, unless otherwise indicated)	IGETC Area (3 semester units with a minimum score of 5)	UC Credit Units (Units not applied at SMCCCD)
Mathematics	MATH 251	<b>Skyline &amp; Cañada:</b> A3 (Minimum Score of 4) Meets Math Competency Requirement (5 units) <b>CSM:</b> C1 and E2C (Minimum Score of 4) (5 units)	6	B4 (Minimum Score of 4)	2	5.3
Physics	PHYS 210, PHYS 220	<b>Skyline &amp; Cañada:</b> B1 (4 units) <b>CSM:</b> E5A (4 units)	6	B1	5A	5.3
Psychology	PSYC 100	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5C	3	D	4	5.3
Theatre	N/A	<b>Skyline &amp; Cañada:</b> C1 (Minimum Score of 4) <b>CSM:</b> E5C (Minimum Score of 4)	6	C1 (Minimum Score of 4)	3A	5.3

(1) Students earn IGETC area 3B and 6A if they pass IB Language A Literature or Language A Language and Literature with any language except English.

## College Level Examination Program (CLEP)

### College Level Examination Program (CLEP) 2023-2024

CLEP Exams are offered by the College Board to give students an opportunity to demonstrate their knowledge in academic subjects through a national, standardized exam.

If you received a score of at least 50 on a CLEP exam, you can:

*Request your [official CLEP scores \(clep.collegeboard.org/clep-exams\)](https://clep.collegeboard.org/clep-exams) to be sent from "My CLEP Account" on the College Board website to your SMCCCD college.*



*NOTE : If you have submitted your scores to another institution outside our district, you will need to submit your scores again to SMCCCD.*

Upon receipt of your official CLEP scores, we will determine course/unit equivalencies according to the SMCCCD CLEP Credit equivalency guide, and post coursework and units to your SMCCCD transcripts. You should meet with a counselor upon notification to determine if you wish to accept, decline or appeal the CLEP course equivalency.

The following chart outlines the application of credit for College Level Examination Program (CLEP) towards each SMCCCD College's Coursework, Associate Degree General Education (GE) requirements, California State University General Education (GE) Breadth Certification.

If your SMCCCD college does not offer a course similar in content to an CLEP exam, the college will award credit in the General Education area shown on the California Community College General Education CLEP List. If there is no General Education area that aligns the CLEP exam, the College may award elective credit.

**Please note:**

- Grades and Grade Points will not be assigned to CLEP Credit.
- The catalog year of the College Level Examination Program Policy at the time in which the exam was taken, will be applied when determining credit earned.
- If a student passes more than one CLEP test in the same language other than English, then only one examination may be applied for credit. For each test in a language other than English, a passing score of 0 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.
- If you have any questions regarding Math and English placement or College Level Examination Program (CLEP) credit please contact your counselor.
- If you plan to transfer to another institution, please be aware that every college/university has their own policies about Credit for Prior Learning. What was accepted at SMCCCD may not be accepted at another institution. Please consult your intended transfer institution.

**All units listed are semester units.**

**SMCCCD CLEP Credit Equivalency Guide**

Subject Exam	SMCCCD Course Equivalent	Passing Score	SMCCCD Associate Degree GE Area (3 Semester Units)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area	CSU GE Breadth Units
American Government	N/A	50	<b>Skyline &amp; Cañada: D</b> <b>CSM: E5B</b>	3	D	3
American Literature	LIT 202	50	<b>Skyline &amp; Cañada: C2</b> <b>CSM: E2C or E5C</b>	3	C2	3
Analyzing and Interpreting Literature	N/A	50	<b>Skyline &amp; Cañada: C2</b> <b>CSM: E2C or E5C</b>	3	C2	3
Biology	N/A	50	<b>Skyline &amp; Cañada: B2</b> <b>CSM: E5A</b>	3	B2	3





Subject Exam	SMCCCD Course Equivalent	Passing Score	SMCCCD Associate Degree GE Area (3 Semester Units)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area	CSU GE Breadth Units
Calculus	N/A	50	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency <b>CSM:</b> C1 and E2C	3	B4	3
Chemistry	N/A	50	<b>Skyline &amp; Cañada:</b> B1 <b>CSM:</b> E5A	3	B1	3
College Algebra	N/A	50	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency <b>CSM:</b> C1 and E2C	3	B4	3
College Algebra - Trigonometry	N/A	50	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency <b>CSM:</b> C1 and E2C	3	B4	3
College Composition	N/A	50	N/A	0	N/A	0
College Composition-Modular	N/A	50	N/A	0	N/A	0
College Mathematics	N/A	50	N/A	0	N/A	0
English Composition (no essay)	N/A	50	N/A	0	N/A	0
English Composition (with essay)	N/A	50	N/A	0	N/A	0
Financial Accounting	N/A	50	N/A	3	N/A	0
French Level I	N/A	50	N/A	6	N/A	0



Subject Exam	SMCCCD Course Equivalent	Passing Score	SMCCCD Associate Degree GE Area (3 Semester Units)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area	CSU GE Breadth Units
French Level II	N/A	59	<b>Skyline &amp; Cañada: C2</b> <b>CSM: E5C</b>	9	C2	3
Freshman College Composition	N/A	50	N/A	0	N/A	0
German Level I	N/A	50	N/A	6	N/A	0
German Level II	N/A	60	<b>Skyline &amp; Cañada: C2</b> <b>CSM: E5C</b>	9	C2	3
History, United States I	N/A	50	<b>Skyline &amp; Cañada: D</b> Meets US History Specific Area <b>CSM: E5B</b>	3	D and US 1	3
History, United States II	N/A	50	<b>Skyline &amp; Cañada: D</b> Meets US History Specific Area <b>CSM: E5B</b>	3	D and US 1	3
Human Growth and Development	N/A	50	<b>Skyline &amp; Cañada: E</b> <b>CSM: E5B</b>	3	E	3
Humanities	N/A	50	<b>Skyline &amp; Cañada: C2</b> <b>CSM: E5C</b>	3	C2	3
Information System and Computer Applications	N/A	50	N/A	3	N/A	0
Introduction to Educational Psychology	N/A	50	N/A	3	N/A	0
Introductory Business Law	BUS 201	50	N/A	3	N/A	0



Subject Exam	SMCCCD Course Equivalent	Passing Score	SMCCCD Associate Degree GE Area (3 Semester Units)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area	CSU GE Breadth Units
Introductory Psychology	PSYC 100	50	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	3
Introductory Sociology	SOCI 100	50	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	3
Natural Sciences	N/A	50	<b>Skyline &amp; Cañada:</b> B1 or B2 <b>CSM:</b> E5A	3	B1 or B2	3
Pre-Calculus	N/A	50	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency <b>CSM:</b> C1 and E2C	3	B4	3
Principles of Accounting	N/A	50	N/A	3	N/A	0
Principles of Management	N/A	50	N/A	3	N/A	0
Principles of Marketing	BUS 180	50	N/A	3	N/A	0
Principles of Macroeconomics	ECON 100	50	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	3
Principles of Microeconomics	ECON 102	50	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	3
Social Sciences and History	N/A	50	N/A	0	N/A	0
Spanish Level I	N/A	50	N/A	6	N/A	0
Spanish Level II	N/A	63	N/A	9	C2	3
Western Civilization I	N/A	50	N/A	3	C2 or D	3



Subject Exam	SMCCCD Course Equivalent	Passing Score	SMCCCD Associate Degree GE Area (3 Semester Units)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area	CSU GE Breadth Units
Western Civilization II	N/A	50	N/A	3	D	3

## Additional Information on External Exams

These charts identify how SMCCCD applies AP, IB, and CLEP credit to associate degree general education area requirements, CSU GE areas, and IGETC areas in the same manner as the CSU system applies AP, IB, and CLEP credit to CSU GE area requirements.

Issues around credit for external exams are complex. Where there is common use for general education areas as noted above, the application of units for admission, the use of external exams to meet major requirements, and more, is complex and specific to the receiving transfer institution.

Each transfer institution determines if or how external exam results are applied. Students are strongly encouraged to speak with a counselor for assistance.

References to use for information about external exams are:

California State University ([www2.calstate.edu/apply/transfer/pages/advanced-placement-ap.aspx](http://www2.calstate.edu/apply/transfer/pages/advanced-placement-ap.aspx)), retrieved 4/12/2021

Standards, Policies and Procedures for Intersegmental General Education Transfer Curriculum Version 2.1 ([icas-ca.org/standards-policies-and-procedures-manual](http://icas-ca.org/standards-policies-and-procedures-manual)), June 2020

University of California ([admission.universityofcalifornia.edu/admission#requirements/ap#exam#credits](http://admission.universityofcalifornia.edu/admission#requirements/ap#exam#credits)), retrieved 4/6/2021

CCC Chancellor's Office: Memo Code AA 17-20: Policy Change: Advanced Placement Credit, March 30, 2017

Refer to the college catalog of your transfer destination to learn more about how external exam credit is applied on that campus.



# Alternate Assessment

---

## Student Rights with Placement

### Assembly Bill (AB) 705

Assembly Bill (AB) 705 is a bill signed by the Governor that requires California Community Colleges to maximize the probability that students will enter and complete transfer-level coursework in math and English within a one-year timeframe. AB 705 gives students the right to access and enroll into the first transfer-level or first transfer-level with co-requisite support courses in math and English. Non-native speakers of English that might place into English as a Second Language coursework have the opportunity to use multiple measures for placement. See [Student Rights with Placement \(collegeofsanmateo.edu/welcomecenter/ab705.php\)](http://collegeofsanmateo.edu/welcomecenter/ab705.php) for more information.

### Automated Placement at College of San Mateo

College of San Mateo uses the following measures collected through CCCApply to provide a preliminary math and English course recommendation:

- High school grade point average (GPA)
- High school coursework
- High school grades
- Intended program of study

### More Information on AB 705

Please visit the following website(s) for more information about AB 705:

- [California Community Colleges: Assessment and Placement \(assessment.cccco.edu/ab-705-implementation\)](http://assessment.cccco.edu/ab-705-implementation)

## Alternate Assessment/Placement Test Results to Meet Course Prerequisites

CSM uses Accuplacer computerized test for English as a Second Language (ESL). ACCUPLACER - ESL Reading Skills, ESL Sentence Meaning, ESL Language Use and ESL Listening (Computerized Placement Tests) (The College Board)

Alternate assessment and placement tests are intended to measure skills in English and Math. Students are advised to discuss course placement results with a counselor so that they can assist them to develop an educational plan.

Refer to the course listing in this catalog for titles, descriptions and prerequisites for the courses in the following placement charts. Students are encouraged to consult with a counselor/advisor regarding course selection and planning.

ENGLISH/ESL and MATH placement results, for the purpose of course placement and prerequisite skill level assessment do not “timeout” and remain valid indefinitely. If, however, a significant amount of time has passed since the ESL test was completed, the student may select to repeat the placement test to secure an accurate assessment of current skill level.

## Alternate Assessment used for Course Placement and/or Credit:

If English or math course placement has been identified through the use of one of the alternate methods listed below, visit the [Assessment Services \(collegeofsanmateo.edu/welcomecenter/assessment.php\)](http://collegeofsanmateo.edu/welcomecenter/assessment.php) page and complete the English/Math Assessment Request Form to allow for registration in the approved math or English courses.

### For Placement into English 100 or 105:

1. US high school transcript
2. IB Language A1/English HL (International Baccalaureate Exam) results with a score of 4 or higher.
3. SAT results with Critical Reading score of 500 or higher or Writing Subject score of 660 or higher.
4. ACT English (Usage/Mechanics, Rhetorical Skills) with score of 22 or higher.
5. CSU English Placement Test with a score of 147 or higher.



## For Placement into English 110 or 165:

1. AP Exam, English Language and Composition, with a score of 3 or higher
2. AP Exam, English Literature and Composition, with a score of 3 or higher

## For Placement into Math Courses:

1. US high school transcript
2. AP Math CALC AB\* results: with a score of 3 you are eligible for Math 251; with a score of 4 or 5 you are eligible for Math 252 and/ or Math 268.
3. AP Math CALC BC\* results: with a score of 3 you are eligible for Math 252 and/or Math 268; with a score of 4 or 5 you are eligible for Math 253 and/or Math 270.
4. IB Math HL (International Baccalaureate Exam) results with a score of 4 or higher meet the associate degree math competency requirement and allow placement into Math 125, 130, 145, 200, or 241.

\*Although AP results allow eligibility to enroll, be advised that if your college major requires Math 251, 252, and 253, your AP results may not meet major requirements for the associate degree and/or transfer. There are many instances when AP results will not be used to meet major course requirements. Meet with a counselor for course selection assistance.



# Transfer Planning

College of San Mateo can help students plan an educational program at CSM which will prepare them to transfer to the University of California, California State University or a private college or university to earn a bachelor's degree. Students are encouraged to meet regularly with a CSM counselor and use the resources of CSM's Transfer Services to develop an educational plan which will assure a smooth transition to the transfer institution of their choice. While completing transfer requirements, students may also want to earn units toward an Associate in Arts or Associate in Science degree at CSM. With careful planning, both objectives can be reached by taking essentially the same set of transferable courses.

## Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from numbers assigned to courses by local California community colleges. You can find C-ID approved course on the [C-ID website \(c-id.net\)](http://C-ID website (c-id.net)) by community college. A C-ID number next to a course signals that the course is comparable in content and scope to all courses with the same C-ID course number, regardless of their unique titles or local course numbers. The C-ID designation is used to identify comparable courses at different community colleges. However, courses with same C-ID numbers do not necessarily carry the same transfer articulation. Always use [ASSIST \(assist.org\)](http://ASSIST (assist.org)) to confirm how each college's courses will be accepted/applied at a CSU or UC campus.

The C-ID numbering system is useful for students attending more than one community college. It is also an important part of the Associate Degrees for Transfer (AA-T, AS-T). All AA/AS-T degrees include course requirements that are part of the C-ID system. As you review the chart below, be advised that courses are being added to the CSM C-ID list on an ongoing basis. For more information, meet with a College Counselor.

College of San Mateo Course	C-ID Number
Accounting 121	C-ID ACCT 110
Accounting 131	C-ID ACCT 120
Administration of Justice 100	C-ID AJ 110
Administration of Justice 102	C-ID AJ 200

College of San Mateo Course	C-ID Number
Administration of Justice 104	C-ID AJ 120
Administration of Justice 106	C-ID AJ 124
Administration of Justice 108	C-ID AJ 160
Administration of Justice 120	C-ID AJ 140
Administration of Justice 125	C-ID AJ 220
Administration of Justice 185	C-ID AJ 150
Anthropology 110	C-ID ANTH 120
Anthropology 125	C-ID ANTH 110
Anthropology 127	C-ID ANTH 115L
Anthropology 350	C-ID ANTH 150
Art 101	C-ID ARTH 110
Art 102 & 103	C-ID ARTH 120
Art 105	C-ID ARTH 130
Art 204	C-ID ARTS 110
Art 207	C-ID ARTS 200
Art 214	C-ID ARTS 270
Art 223	C-ID ARTS 210
Art 225	C-ID ARTS 210
Art 231	C-ID ARTS 210
Art 301	C-ID ARTS 100
Art 401	C-ID ARTS 101
Biology 210 & 220	C-ID BIOL 130S
Biology 210 & 220 & 230	C-ID BIOL 135S
Biology 230	C-ID BIOL 190



College of San Mateo Course	C-ID Number
Biology 250	C-ID BIOL 110B
Biology 260	C-ID BIOL 120B
Biology 310	C-ID NUTR 110
Business 100	C-ID BUS 110
Business 103	C-ID BUS 140
Business 201	C-ID BUS 125
Business-Windows 418	C-ID BSOT 112 X
Chemistry 192	C-ID CHEM 101
Chemistry 210	C-ID CHEM 110
Chemistry 210 & 220	C-ID CHEM 120S
Chemistry 231	C-ID CHEM 150
Chemistry 231 & 232	C-ID CHEM 160S
Communication Studies 110	C-ID COMM 110
Communication Studies 115	C-ID COMM 115
Communication Studies 130	C-ID COMM 130
Communication Studies 140	C-ID COMM 140
Communication Studies 150	C-ID COMM 150
Communication Studies 170	C-ID COMM 170
Computer Info Systems 110	C-ID IT IS 120
Computer Info Systems 111	C-ID IT IS 130
Computer Info Systems 132	C-ID IT IS 180
Computer Info Systems 151	C-ID IT IS 150
Computer Info Systems 254	C-ID COMP 112
Computer Info Systems 255	C-ID COMP 122
Computer Info Systems 256	C-ID COMP 132
Computer Info Systems 262	C-ID COMP 152

College of San Mateo Course	C-ID Number
Computer Info Systems 264	C-ID COMP 142
Computer Info Systems 278	C-ID COMP 122
Computer Info Systems 279	C-ID COMP 132
Computer Info Systems 482	C-ID IT IS 160
Computer Info Systems 501	C-ID COMP 132
Dental Assisting 721 & 722	C-ID DENA 105X
Dental Assisting 770	C-ID DENA 100X
Digital Media 100	C-ID JOUR 100
Digital Media 103	C-ID ARTS 100
Digital Media 113	C-ID FTVE 130
Digital Media 122	C-ID CMUS 120X
Digital Media 150	C-ID FTVE 125
Economics 100	C-ID ECON 202
Economics 102	C-ID ECON 201
Electronics Technology 111 & 112	C-ID EET 100X
Electronics Technology 421	C-ID EET 155X
Engineering 100	C-ID ENGR 110
Engineering 210	C-ID ENGR 150
Engineering 215	C-ID ENGR 220
Engineering 230	C-ID ENGR 130
Engineering 260	C-ID ENGR 260 & ENGR 260L
Engineering 270	C-ID ENGR 140B
English 100	C-ID ENGL 100
English 105	C-ID ENGL 100
English 110	C-ID ENGL 120
English 161	C-ID ENGL 200
English 165	C-ID ENGL 105
Ethnic Studies 108	C-ID SJS 110





College of San Mateo Course	C-ID Number
Film 100	C-ID FTVE 105
Fire 715	C-ID FIRE 100X
Fire 720	C-ID FIRE 110X
Fire 730	C-ID FIRE 140X
Fire 740	C-ID FIRE 130X
Fire 745	C-ID FIRE 120X
Fire 748	C-ID FIRE 150X
Geography 100	C-ID GEOG 110
Geography 110	C-ID GEOG 120
Geography 150	C-ID GEOG 125
Geology 100	C-ID GEOL 100
Geology 101	C-ID GEOL 100L
History 100	C-ID HIST 170
History 101	C-ID HIST 180
History 201	C-ID HIST 130
History 202	C-ID HIST 140
Kinesiology 101	C-ID KIN 100
Kinesiology 119	C-ID KIN 101
Literature 201	C-ID ENGL 130
Literature 202	C-ID ENGL 135
Literature 220	C-ID ENGL 140
Literature 221	C-ID ENGL 145
Literature 231	C-ID ENGL 160
Literature 232	C-ID ENGL 165
Math 125	C-ID MATH 130
Math 200	C-ID MATH 110
Math 222	C-ID MATH 155
Math 241	C-ID MATH 140
Math 251	C-ID MATH 210

College of San Mateo Course	C-ID Number
Math 252	C-ID MATH 220
Math 253	C-ID MATH 230
Math 268	C-ID MATH 160
Math 270	C-ID MATH 250
Math 275	C-ID MATH 240
Music 100	C-ID MUS 110
Music 111	C-ID MUS 125
Music 112	C-ID MUS 135
Music 113	C-ID MUS 145
Music 114	C-ID MUS 155
Music 120	C-ID CMUS 150X
Music 131	C-ID MUS 120
Music 132	C-ID MUS 130
Music 133	C-ID MUS 140
Music 134	C-ID MUS 150
Music 202	C-ID MUS 100
Music 286	C-ID CMUS 140
Music 290 & 291	C-ID CMUS 100X
Music 423	C-ID MUS 185
Music 424	C-ID MUS 185
Music 425	C-ID MUS 185
Music 430	C-ID MUS 180
Music 452	C-ID MUS 180
Music 470	C-ID MUS 180
Music 501	C-ID MUS 160
Music 502	C-ID MUS 160
Music 503	C-ID MUS 160
Music 504	C-ID MUS 160
Nursing 630	C-ID HIT 103X



College of San Mateo Course	C-ID Number
Paleontology 110	C-ID GEOL 110
Paleontology 111	C-ID GEOL 110L
Philosophy 100	C-ID PHIL 100
Philosophy 160	C-ID PHIL 130
Philosophy 175	C-ID PHIL 140
Philosophy 200	C-ID PHIL 110
Philosophy 244	C-ID PHIL 120
Physics 210 & 220	C-ID PHYS 100S
Physics 210	C-ID PHYS 105
Physics 220	C-ID PHYS 110
Physics 250	C-ID PHYS 205
Physics 260	C-ID PHYS 210
Physics 270	C-ID PHYS 215
Physics 250 & 260 & 270	C-ID PHYS 200S
Political Science 100	C-ID POLS 150
Political Science 110	C-ID POLS 130
Political Science 130	C-ID POLS 140
Political Science 150	C-ID POLS 120
Political Science 200	C-ID POLS 110
Psychology 100	C-ID PSY 110
Psychology 110	C-ID SOCI 130
Psychology 120	C-ID PSY 200
Psychology 120	C-ID POLS 160
Psychology 121	C-ID SOCI 125
Psychology 121	C-ID MATH 110
Psychology 200	C-ID PSY 180
Psychology 201	C-ID CDEV 100
Psychology 220	C-ID PSY 150
Psychology 300	C-ID PSY 170

College of San Mateo Course	C-ID Number
Psychology 410	C-ID PSY 120
Social Science 302	C-ID ADS 140X
Social Science 307	C-ID ADS 180X
Social Science 308	C-ID ADS 130X
Social Science 310	C-ID ADS 195X
Social Science 315 & 316	C-ID ADS 200X & ADS 210X
Social Science 317	C-ID ADS 170X
Social Science 319	C-ID ADS 190X
Social Science 333	C-ID ADS 160X
Sociology 100	C-ID SOCI 110
Sociology 105	C-ID SOCI 115
Sociology 110	C-ID SOCI 130
Sociology 121	C-ID POLS 160
Sociology 121	C-ID SOCI 120
Sociology 141	C-ID SOCI 150
Sociology 160	C-ID SOCI 140
Spanish 110	C-ID SPAN 100
Spanish 120	C-ID SPAN 110
Spanish 131 & 132	C-ID SPAN 200
Spanish 140	C-ID SPAN 210



## Transfer of Credit

Students planning to transfer can complete their freshman and sophomore level of transfer classes at College of San Mateo and transfer to the baccalaureate institution with junior standing. Students must complete a minimum of 60 transferable semester units in order to transfer as juniors. Typically, students must complete units that apply to an approved general education pattern and lower division major preparation as transfer preparation.

## Associate Degree for Transfer Can Benefit Students Intending to Transfer to the CSU System

College of San Mateo offers associate degrees (AA-T and AS-T) designed to support transfer to the California State University system. Students who complete the requirements for an Associate Degree for Transfer are eligible for an associate degree AND meet minimum admissions requirements for junior standing at a California State University. Although earning an Associate Degree for Transfer does not guarantee a student admission to all California State University campuses or majors, it does secure priority admission consideration to his/her local CSU campus.

To enhance a student's competitiveness and success as a CSU applicant, in addition to completing the requirements for the associate degree for transfer, it is strongly recommended that students utilize the [ASSIST website \(assist.org\)](http://assist.org) to see if there are additional courses suggested or required for a particular major at a specific campus.

On page 104 find a list of current Associate Degrees for Transfer available at College of San Mateo. They are noted as "AA-T or AS-T" on the list.

## CSM Transfer Services

Visit the [Transfer Services website \(collegeofsanmateo.edu/transfer\)](http://collegeofsanmateo.edu/transfer). CSM's Transfer Services provides information and offers workshops on choosing a college, transfer admission requirements, completing transfer admission application forms and writing the application essay. Transfer Services staff can provide details about special Transfer Admission Guarantees that CSM has developed with a number of four-year UC and private institutions which can guarantee students transfer admission.

Students with a clear transfer objective stand the best chance of meeting requirements in a timely manner. They can make the best use of their time and course work by deciding on a transfer institution and major as soon as possible. Students unable to make these decisions when they enter College of San Mateo may follow a general transfer pattern of courses while taking advantage of Transfer Services resources in making transfer plans.

Once students choose a major and the university to which they plan to transfer, they should use [www.assist.org](http://www.assist.org), an online student transfer information system, to see how courses completed at College of San Mateo are applied when transferring to a university. This website also lists courses required for majors. Transfer Services staff and CSM counselors can assist students in planning for transfer, and four-year university representatives often visit CSM to meet with students interested in transferring to their institutions. It is wise for students to consult the catalog of the university to which they plan to transfer to become familiar with specific transfer admission requirements. Many college and university catalogs are available for reference both in the Transfer Services Office and online. Students may also write directly to the admissions office of the institution to obtain an information bulletin which outlines requirements for admission as a transfer student.

Transfer Services is located with the Counseling Center in Building 10, Room 340.

## Requirements for Transfer Students

A student can transfer from College of San Mateo to a four-year college or university as a junior without loss of time or credits by completing the following:

1. Lower Division Preparation for the Major These courses provide the necessary background to prepare the transfer student to enter the major as a junior. Use the Assist website for this information.
2. General Education Requirements (Sometimes called "Breadth Requirements") These are the courses required to obtain a bachelor's degree regardless of major. Courses in writing, critical thinking, sciences, humanities and social sciences are included in general education.
3. Electives Upon completion of major and general education requirements, elective courses can be taken to bring the total number of transferable units to the required 60 units for transfer to UC and CSU.

## Students Request General Education Certification Prior to Transfer to a UC or CSU Campus

The UC and CSU systems ask community college transfer students to provide verification of completion of lower division general education requirements. To accomplish this, students must request the Admissions and Records Office (the request can be made on WebSMART) to send a CSU GE or IGETC Certification with the final transcript to the transfer institution. This certification is used by the transfer



destination, in addition to the official transcripts, to confirm full or partial completion of CSU GE or IGETC requirements.

Students who transfer without CSU GE or IGETC Certification will be required to meet the general education requirements of the specific UC or CSU campus to which they transfer. Meeting these local general education requirements requires taking additional general education courses after transfer.

## Transfer Admission Procedures

Students should take the following steps to apply for admission as a transfer student to a four-year college or university:

1. Request an application from the Admissions Office of the transfer institution approximately one year in advance of planned transfer. Applications for the University of California and the California State University are available online at the following websites: [UC website, \(admission.universityofcalifornia.edu\)](http://admission.universityofcalifornia.edu) [CSU website \(calstate.edu/apply\)](http://calstate.edu/apply)
2. Submit completed application during the specified filing period. Students are discouraged from sending them early as they will not be accepted before the initial filing date.
3. If an entrance exam (SAT, ACT) is required for transfer admission, register for the exam at least six months in advance of transfer.
4. Submit a request to the CSM Office of Admissions and Records to have a transcript of your academic record sent to the transfer institution at the time(s) specified by that institution. Transcripts must be requested well in advance of the date required. Four-year colleges and universities will also require transcripts of work completed at all other educational institutions.
5. After admitted to a CSU or UC campus, request a CSU GE or IGETC certification to be sent with your final transcript.

## California State University

The California State University offers instruction to undergraduate and master's degree students in the liberal arts and sciences, applied fields, and professions, including teaching. Nearly 1,500 degree programs in 240 subject areas are offered. CSU assigns high priority to California community college transfer students who have completed the first two years of their baccalaureate program, including those applying for impacted programs.

The California State University has twentythree campuses: Bakersfield, California Maritime Academy, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, East Bay (Hayward), Humboldt, Long Beach, Los Angeles, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino,

San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma and Stanislaus.

## University of California

The University of California offers bachelor's, master's and doctoral degree programs in a broad array of subject areas. Last year, more than 6,000 students transferred from California's community colleges to the University, and more than one-fifth of UC's bachelor degrees were awarded to students who started out at a community college. The University is encouraging even more community college students to take this step in the coming years.

The University of California has a long-established relationship with College of San Mateo and has developed several special programs to help community college students with the transfer process. The University's articulation agreements with CSM make it possible for prospective transfer students to select appropriate courses. Community college students receive priority consideration for transfer admission. The Intersegmental General Education Transfer Curriculum allows prospective transfer students to satisfy the lower division breadth/general education requirements of any UC campus before transferring.

While all of the campuses have similar requirements for undergraduate admission, they differ in size, enrollment, and in academic programs offered. In addition, the campuses vary in styles of campus life, with student populations reflecting a variety of cultures from the United States and abroad. The University of California includes nine general campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. A tenth campus in San Francisco offers graduate and professional programs in the health sciences.

## California Independent Colleges and Universities

There are more than 300 privately supported (or independent) degree-granting colleges and universities in California. Independent institutions enroll about one-quarter of all students attending four-year colleges and universities in California. The most distinctive feature of California's accredited independent colleges and universities is their diversity of character, academic emphasis, and programs. They include both religious and secular institutions, non-profit and profit-making institutions, and professional schools that offer only a single occupational specialty as well as universities offering a full array of bachelor's, master's, and doctoral degree programs.

When choosing from among the privately supported colleges and universities in California, you may wish to review the type of certification a particular institution has received. Note: In selecting a California independent college



or university, students are advised to give first priority to those institutions which are fully accredited by the Western Association of Schools and Colleges. If you would like more information about the certification process as specified in California's Education Code, please contact the California Postsecondary Education Commission at (916) 445-1000.

## CSM Courses Transferable to the California State University System (CSU)

The following is a list of courses designated by College of San Mateo Curriculum Committee as appropriate for baccalaureate credit. The courses are accepted by all California State Universities as applicable toward a baccalaureate degree.

Use the [ASSIST \(assist.org\)](https://assist.org) website as the most reliable and up-to-date resource to determine how course credit earned at College of San Mateo can be applied when transferred to the CSU system and individual colleges within the system. On the ASSIST website the following information is essential for transfer planning.

- CSM courses that are transferable to CSU
- CSM courses that can be applied to CSU General Education Certification.
- CSM courses that can be applied to lower division major requirements for CSU campuses and majors
- CSM to CSU course equivalencies
- CSM courses that can be applied to meet the CSU graduation requirement for US History, Constitutions, and California State and Local government

**IMPORTANT:** There are instances when a CSM course is approved for a CSU GE area or lower division major preparation but the same course at one of our sister colleges (Skyline College or Cañada College) is not approved and does not carry the same articulation. View the CSU information for the college in which you are enrolled in the course to confirm the articulation.

**Accounting: ACTG** 100, 103, 106, 107, 108, 118, 119, 121, 131, 144, 145, 175, 176, 181, 182, 183, 261, 262, 263, 264, 265, 266, 276, 277, 665s, 680-690

**Administration of Justice: ADMJ** 100, 102, 104, 106, 108, 120, 125, 185, 680-690

**American Sign Language: ASL** 100, 110

**Anthropology: ANTH** 110, 125, 127, 180, 350, 680-690

**Architecture: ARCH** 100, 120, 140, 146, 210, 220, 225, 666, 680-690

**Art: ART** 101, 102, 103, 104, 105, 124, 129, 200, 203, 204, 205, 206, 207, 208, 209, 213, 214, 215, 216, 223, 224, 225, 226, 230, 231, 233, 243, 244, 247, 251, 252, 253, 254, 255, 301, 347, 348, 350, 351, 352, 353, 381, 383, 384, 385, 388,

391, 392, 393, 394, 396, 397, 398, 399, 401, 405, 406, 409, 410, 411, 412, 417, 418, 680-690

**Astronomy: ASTR** 100, 101, 103, 115, 125, 210, 680-690

**Biology: BIOL** 100, 102, 110, 121, 122, 123, 124, 126, 127, 128, 130, 132, 145, 184, 195, 210, 220, 230, 240, 250, 260, 310, 311, 680-690

**Business: BUS.** 100, 101, 103, 113, 115, 123, 125, 127, 136, 150, 171, 173, 174, 176, 180, 201, 203, 205, 206, 207, 208, 209, 230, 232, 233, 401, 680-690

**Business Applications-Windows: BUSW** 418, 680-689

**Career and Life Planning: CRER** 100, 126, 127, 155, 680-690

**Chemistry: CHEM** 192, 210, 220, 231, 232, 410, 420, 680-690

**Chinese: CHIN** 111, 112, 121, 122, 131, 132, 134, 201, 211, 212, 681-690

**Communication: COMM** 110, 115, 130, 140, 150, 170, 171, 690

**Computer and Information Science: CIS** 110, 111, 113, 114, 117, 121, 124, 127, 128, 129, 132, 133, 135, 137, 138, 140, 145, 151, 254, 255, 256, 262, 264, 278, 279, 363, 364, 380, 479, 480, 481, 482, 483, 493, 500, 501, 502, 503, 680-690

**Cooperative Education: COOP** 620, 670

**Counseling: COUN** 111, 114, 115, 120, 124, 128, 129, 240

**Dance: DANC** 100, 116.1-116.4, 117.1-117.4, 121.1-121.4, 128.1-128.4, 130.1-130.4, 140.1-140.4, 151.1-151.4, 167.1-167.4, 390, 400.1-400.4, 680-690

**Dental Assisting: DENT** 753

**Digital Media: DGME** 100, 101, 102, 103, 104, 105, 107, 110, 113, 114, 118, 119, 128, 133, 134, 135, 164, 165, 167, 168, 169, 170, 211, 215, 216, 220, 230, 250, 680-690

**Drafting Technology: DRAF** 110, 111, 113, 121, 122, 130, 680-690

**Economics: ECON** 100, 102, 680-690

**Electronics Technology: ELEC** 111, 112, 231, 232, 405, 421, 422, 441, 442, 445, 680-690

**Engineering: ENGR** 100, 130, 210, 215, 230, 240, 260, 270, 680-690

**English: ENGL** 100, 105, 110, 161, 162, 163, 165, 680-690

**English as a Second Language: ESL** 400

**Ethnic Studies: ETHN** 101, 103, 104, 105, 106, 107, 108, 109, 122, 123, 265, 288, 300, 585, 680-690

**Film: FILM** 100, 120, 121, 122, 123, 130, 135, 140, 145, 153, 154, 200, 215, 680-690

**Fire Technology: FIRE** 680-690, 714, 715, 720, 725, 730, 740, 745, 748, 797



**Geography: GEOG** 100, 110, 150, 680-690

**Geology: GEOL** 100, 101, 680-690

**Global Studies: GBST** 101, 102, 650

**Health Science: HSCI** 100, 680-690

**History: HIST** 100, 101, 104, 106, 201, 202, 260, 261, 262, 310, 680-690

**Interdisciplinary Studies: IDST** 101, 102, 103, 104, 110

**Kinesiology-Adaptive: ADAP** 100, 110, 140, 155

**Kinesiology-Aquatics: AQUA** 109.1-109.4, 127.1-127.4, 133.1-133.4, 135.1-135.4

**Kinesiology-Fitness: FITN** 112.1-112.4, 116.1-116.4, 134, 201.1-201.4, 220, 225, 226, 235.1-235.4, 301.1-301.4, 332.1-332.4, 334.1-334.4, 335.1-335.4, 336, 336.1-336.4, 339

**Kinesiology-Individual Sports: INDV** 121.1-121.4, 251.1-251.4

**Kinesiology: KINE** 101, 102, 103, 106, 107, 119, 125, 126, 127, 135, 136, 190, 191, 200, 201, 202, 203, 204, 205, 206, 300, 301

**Kinesiology-Physical Education: P.E.** 101, 102, 103, 104, 106, 680-690

**Kinesiology-Team Sports: TEAM** 105, 111.1-111.4, 116, 118, 119, 135, 148.1-148.4, 150, 158, 165, 171.1-171.4, 180, 182, 186, 194

**Kinesiology-Intercollegiate: VARS** 100, 105, 110, 130, 133, 134, 160, 172, 185, 300, 320, 340, 342, 400

**Learning Center: LCTR** 100, 105, 240

**Library Studies: LIBR** 100, 680-690

**Literature: LIT.** 101, 105, 113, 115, 150, 151, 154, 155, 156, 201, 202, 220, 221, 231, 232, 266, 430, 680-690

**Mathematics: MATH** 125, 130, 145, 200, 222, 225, 241, 242, 251, 252, 253, 268, 270, 275, 280, 680-690

**Management: MGMT** 100, 102, 103, 104, 106, 151, 152, 154, 215, 220, 265, 680-690

**Music: MUS.** 100, 111, 112, 113, 114, 120, 124, 125, 131, 132, 133, 134, 202, 210, 222, 231, 232, 233, 234, 250, 275, 280, 286, 289, 290, 291, 292, 293, 296, 297, 298, 301, 302, 303, 304, 314, 315, 316, 317, 371, 372, 373, 374, 398, 401, 402, 403, 404, 423, 424, 425, 429, 430, 452, 454, 470, 501, 502, 503, 504, 680-690

**Nursing: NURS** 211, 212, 221, 222, 225, 231, 232, 235, 241, 242, 245, 610, 615, 620, 630, 666, 680-690

**Oceanography: OCEN** 100, 680-690

**Paleontology: PALN** 110, 111, 680-690

**Philosophy: PHIL** 100, 103, 160, 175, 200, 244, 300, 680-690

**Physics: PHYS** 100, 126, 127, 128, 130, 210, 211, 220, 221, 250, 260, 270, 271, 680-690

**Political Science: PLSC** 100, 110, 130, 150, 200, 210, 215, 310, 680-690

**Psychology: PSYC** 100, 105, 106, 110, 120, 121, 200, 201, 220, 225, 230, 300, 301, 310, 320, 330, 410, 680-690

**Public & Nonprofit Administration: PNPA** 100, 101, 102

**Real Estate: R.E.** 100, 110, 121, 680-690

**Social Science: SOSC** 301, 302, 304, 307, 308, 310, 314, 315, 316, 317, 319, 321, 325, 333, 680-690

**Sociology: SOCI** 100, 105, 110, 121, 141, 160, 680-690

**Spanish: SPAN** 110, 112, 120, 122, 131, 132, 140, 680-690

## Intersegmental General Education Transfer Curriculum (IGETC)

### Standards, Policies, and Procedures

Students are advised to use the information below in consultation with a community college counselor.

Completion of the IGETC will permit a student to transfer from a California Community College to a California State University or University of California campus without the need, after transfer, to take additional lowerdivision, general education courses to satisfy campus general education requirements. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion. However, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education. A list of those UC colleges and majors can be found on the [UC \(admission.universityofcalifornia.edu\)](http://admission.universityofcalifornia.edu) website.

Students transferring to a CSU with a completed IGETC will still need to complete 9 semester units of upper division general education and may be held to other campus specific graduation requirements outside of general education and major coursework.

Completion of IGETC is not an admissions requirement or admission guarantee for transfer, nor is it the only way to fulfill lowerdivision general education requirements prior to transfer. For student applying only to the CSU system, the CSU GE pattern is a better choice. For the UC system, each school and college at every campus has its own set of requirements, accounting for more than 40 general education patterns within the UC system. Using IGETC is often the better option, especially for those applying to more than one UC campus or for students applying both to CSU and UC campuses. Engineering students and students completing majors that have high lower division



unit requirements are advised to focus on completing the premajor requirements while meeting minimum admissions requirements and to speak with a community college counselor.

It is the student's responsibility to request IGETC Certification. A student may be IGETC certified if he/she has completed coursework at the California Community College(s) without regard to current enrollment status or number of units accrued at a CCC. The last CCC attended for a regular (fall or spring) semester/quarter provides the certification upon request.

Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to a different UC or CSU campus may use IGETC. Students who initially enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmits" and cannot use IGETC. Questions should be directed to the specific UC or CSU campus.

Foreign courses may be applied to IGETC if the foreign institution has United States regional accreditation and if the certifying community college carefully evaluates coursework equivalency. All other foreign coursework cannot be applied to IGETC. However, IGETC allows eligible foreign coursework completed at a non-US institution to be applied to Area 6. College Board Advanced Placement Exams (AP) and International Baccalaureate Exams (IB) may be applied to IGETC as noted by the charts on the Advanced Placement Exams (AP) page and the International Baccalaureate Exams (IB) page.

A course must have a minimum unit value of 3 semester or 4 quarter units to meet IGETC requirements. A minimum "C" grade is required in each college course for IGETC. The [ASSIST \(assist.org\)](https://assist.org) website identifies how coursework completed at any California Community College is applied to IGETC certification. Courses from all other United States regionally accredited institutions are carefully reviewed for equivalency (course content, prerequisites, texts, units), and placed, if approved, in the same subject areas as those for the community college completing the certification. Usually, IGETC Area 1B is not met with courses completed outside of the California Community College system since few courses meet the specific composition and critical thinking components unique to this requirement.

Full certification is defined as successfully completing all IGETC area courses required by the specific transfer system (UC or CSU). Partial certification is defined as completing all but two courses on the IGETC pattern. The student petitions for certification and the complete or partial certification is sent by the CCC to the UC or CSU. It is the responsibility of the UC or CSU campus to inform a student that has submitted a partial certified IGETC of the specific timelines, conditions, and courses needed to complete the IGETC. The UC or CSU is then responsible for verifying that the missing IGETC course(s) have been completed.

Area 6, Language Other Than English (LOTE), competence may be demonstrated through one of the following mechanisms and official documentation is required.

1. Satisfactory completion to two years of high school coursework of the same language other than English, with a grade of C or better in each course.
2. Completion of an coursework approved to meet competency listed on the community college IGETC pattern under area 6.
3. Satisfactory completion, with C grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.
4. Satisfactory score on the SATII: Subject Test in languages other than English. Before May 1995 use the first score and if taken after May 1995 use the 2nd score:  
Chinese with listening: 500/520  
Hebrew (Modern): 500/470  
Korean/Korean with listening: /500  
French/French with listening: 500/540  
Italian: 500/520  
Latin: 500/530  
German/German with listening: 500/510  
Japanese with listening: 500/510  
Spanish/Spanish with listening: 500/520
5. Satisfactory score, 3 or higher, in the College Board Advanced Placement examinations in languages other than English.
6. Satisfactory score, 5 or higher, in the International Baccalaureate Higher Level Examinations in language other than English.
7. Language other than English "O" level exam with grade of A, B, or C.
8. Language other than English International "A" Level exam with a score of 5, 6, or 7
9. Seventh and eighth grade courses with grades of C or higher MAY be considered if the courses are approved as comparable in content to those offered at the high school and the student begins the same language in high school at a higher level.

## UC Transfer Admission Minimum Requirements

To be eligible for admission to UC as a transfer student, the following minimum criteria must be met.

1. Complete 60 units of UC transferable college credit with a GPA of at least 2.4 and no more than 14 units taken Pass/No Pass.
2. Complete two approved transferable college courses in English composition, 6 semester units.
3. Complete one approved transferable college course in mathematical concepts and quantitative reasoning, 3 semester units.



- Complete four approved transferable college courses chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences, 12 semester units.

## Transfer Selection Criteria

When the number of applicants to a particular campus or major exceeds the number of available spaces, as is often the case, the campus has to choose among qualified students. In this case, the minimum requirements will not result in admissions, and the campus looks at “selection” criteria. Selection criteria includes completion of lower division major requirements, achieving a grade point average higher than 2.4 and that is competitive with other high achieving applicants, and completing lower division general education requirements. In addition, some colleges and majors have specific GPA requirements for certain courses, or other unique requirements associated with the college or major. Finally, using a process called comprehensive review, admission officers look beyond the required coursework and grades to evaluate applicants’ academic achievements in light of opportunities available to them and the capacity each student demonstrates to contribute to the intellectual life of the campus. More information is usually available on the ASSIST website and the university website.

## CSM Courses Transferable to the University of California System (UC)

Important: At the time of the publication of the Catalog, the UC Transfer Course Agreement (UC TCA) for 2023-2024 was not available. The following is the 2023-2023 UC TCA. Courses for 2023-2024 approval are submitted in June 2023 and the results are available on the ASSIST website in September 2023.

Use the [ASSIST website \(assist.org\)](https://assist.org) as the most reliable and up-to-date resource to determine how course credit earned at College of San Mateo can be applied when transferred to the UC and CSU systems and individual colleges within the systems. On the ASSIST website the following information is essential for transfer planning:

- CSM courses transferable to UC and CSU
  - CSM courses that can be applied to IGETC (Intersegmental General Education Transfer Curriculum) for UC and CSU General Education Certification
  - CSM courses that can be applied to lower division MAJOR requirements for UC and CSU campuses and majors
  - Lists of CSM to UC and CSU course equivalencies
  - CSM courses that can be applied to meet the CSU graduation requirement for US History, Constitutions and California State and Local Government
- IMPORTANT:** There are instances when a CSM course is approved for an IGETC area or lower division major preparation but the same course at one of our sister colleges (Skyline College or Cañada College) is not approved and does not carry the same articulation. View the UC information for the college in which you are enrolled in the course to confirm the articulation.
- Accounting: ACTG** 100, 121, 131
- Administration of Justice: ADMJ** 100, 102, 104, 106, 108, 125
- American Sign Language: ASL** 100, 110
- Anthropology: ANTH** 110, 125, 127, 180, 350
- Architecture: ARCH** 100, 120, 140, 210, 220, 666
- Art: ART** 101, 102, 103, 104, 105, 124, 129, 200, 203, 204, 205, 206, 207, 208, 209, 213, 214, 215, 216, 223, 224, 225, 226, 230, 231, 233, 243, 244, 247, 251, 252, 253, 254, 255, 301, 347, 348, 350, 351, 352, 353, 381, 383, 384, 385, 388, 391, 392, 393, 394, 396, 397, 398, 399, 401, 405, 406, 409, 410, 411, 412, 417, 418
- Astronomy: ASTR** 100, 101, 103, 115, 125, 210
- Biology: BIOL** 100, 102, 110, 130, 132, 145, 184, 195, 210, 220, 230, 240, 250, 260, 310
- Business: BUS.** 100, 103, 113, 123, 125, 126, 136, 201, 203, 205, 208, 209
- Career and Life Planning: CRER** 100, 155
- Chemistry: CHEM** 192, 210, 220, 231, 232
- Chinese: CHIN** 111, 112, 121, 122, 131, 132
- Communication: COMM** 110, 115, 130, 140, 150, 170, 171
- Computer and Information Science: CIS** 110, 111, 113, 114, 117, 121, 124, 127, 128, 129, 132, 133, 135, 137, 138, 140, 145, 151, 254, 255, 256, 262, 264, 278, 279, 363, 364, 380, 479, 500, 501, 502, 503
- Counseling: COUN** 111, 120, 124, 128, 240
- Dance: DANC** 100, 116.1-116.4, 117.1-117.4, 121.1-121.4, 128.1-128.4, 130.1-130.4, 140.1-140.4, 151.1-151.4, 167.1-167.4, 390, 400.1-400.4,
- Digital Media: DGME** 100, 102, 103, 105, 164, 211, 215, 216
- Drafting Technology: DRAF** 121, 122, 130
- Economics: ECON** 100, 102
- Engineering: ENGR** 100, 130, 210, 215, 230, 240, 260, 270
- English: ENGL** 100, 105, 110, 161, 162, 163, 165
- English as a Second Language: ESL** 400
- Ethnic Studies: ETHN** 101, 103, 104, 105, 106, 107, 108, 109, 122, 265, 288, 300, 585





**Film: FILM** 100, 120, 121, 122, 123, 130, 135, 140, 145, 154, 200, 215

**Geography: GEOG** 100, 110, 150

**Geology: GEOL** 100, 101

**Global Studies: GBST** 101, 102

**Health Science: HSCI** 100

**History: HIST** 100, 101, 104, 106, 201, 202, 260, 261, 262, 310

**Interdisciplinary Studies: IDST** 110

**Kinesiology-Adaptive: ADAP** 100, 110, 140, 155

**Kinesiology-Aquatics: AQUA** 109.1-109.4, 127.1-127.4, 133.1-133.4, 135.1-135.4

**Kinesiology-Fitness: FITN** 112.1-112.4, 116.1-116.4, 134, 201.1-201.4, 220, 225, 226, 235.1-235.4, 301.1-301.4, 332.1-332.4, 334.1-334.4, 335.1-335.4, 336.1 – 336.4, 339

**Kinesiology-Individual Sports: INDV** 121.1-121.4, 251.1-251.4

**Kinesiology: KINE** 101, 102, 103, 107, 110, 119, 190, 191, 300

**Kinesiology-Physical Education: P.E.** 101, 102, 103, 104, 106

**Kinesiology-Team Sports: TEAM** 105, 111.1-111.4, 116, 118, 119, 135, 148.1-148.4, 150, 158, 165, 171.1-171.4, 180, 182, 186

**Kinesiology-Intercollegiate: VARS** 100, 105, 110, 130, 133, 134, 160, 172, 185, 300, 320, 340, 342, 400

**Learning Center: LCTR** 240

**Library Studies: LIBR** 100

**Literature: LIT.** 101, 105, 113, 115, 150, 151, 154, 155, 156, 201, 202, 220, 221, 231, 232, 266, 430

**Mathematics: MATH** 125, 145, 200, 222, 225, 241, 242, 251, 252, 253, 268, 270, 275, 280

**Music: MUS.** 100, 111, 112, 113, 114, 120, 124, 125, 131, 132, 133, 134, 202, 210, 222, 231, 232, 233, 234, 250, 275, 280, 286, 290, 291, 292, 293, 296, 297, 298, 301, 302, 304, 314, 315, 316, 317, 371, 372, 373, 374, 398, 401, 402, 403, 404, 423, 424, 425, 429, 430, 452, 454, 470, 501, 502, 503, 504

**Oceanography: OCEN** 100

**Paleontology: PALN** 110, 111

**Philosophy: PHIL** 100, 103, 160, 175, 200, 244, 300

**Physical Science: PSCI** 141, 142

**Physics: PHYS** 100, 130, 210, 211, 220, 221, 250, 260, 270, 271

**Political Science: PLSC** 100, 110, 130, 150, 200, 210, 215, 310

**Psychology: PSYC** 100, 105, 106, 110, 120, 121, 200, 201, 220, 225, 230, 300, 301, 310, 320, 330, 410

**Sociology: SOCI** 100, 105, 110, 121, 141, 160

**Spanish: SPAN** 110, 112, 120, 122, 131, 132, 140

## WHEN TO APPLY FOR ADMISSION TO THE UNIVERSITY OF CALIFORNIA AS A TRANSFER STUDENT

To ensure that you will be considered for admission to the UC campus you want to attend, you must file your online\* application for admission during the appropriate filing period. You may apply to any number of the ten undergraduate campuses using a single application. For further transfer information, visit the [Transfer Services website \(collegeofsanmateo.edu/transfer\)](http://collegeofsanmateo.edu/transfer) (College Center Building 10, Room 340; (650) 358-6839). For UC transfer information visit the [UC Admission Transfer website \(admission.universityofcalifornia.edu/transfer\)](http://admission.universityofcalifornia.edu/transfer).

\*Note: To apply for admission visit the [UC Admission Apply website \(universityofcalifornia.edu/apply\)](http://universityofcalifornia.edu/apply).

## University of California

The following is a listing of contact information for the individual campuses comprising the University of California system. For information about the UC system in general, visit the [UC \(ucop.edu\)](http://ucop.edu) website.

### Berkeley

University of California  
Berkeley, CA 94720-1500  
(510) 642-6000  
[www.berkeley.edu](http://www.berkeley.edu)

### Davis

University of California  
One Shields Avenue  
Davis, CA 95616-8558  
(530) 752-1011  
[www.ucdavis.edu](http://www.ucdavis.edu)

### Irvine

University of California  
Irvine, CA 92697  
(949) 824-5011  
[www.uci.edu](http://www.uci.edu)

### Los Angeles

University of California  
Los Angeles, CA 90095-1405  
(310) 825-4321  
[www.ucla.edu](http://www.ucla.edu)

### Merced

University of California



5200 N. Lake Rd.  
Merced, CA 95344  
(209) 724-4400  
[www.ucmerced.edu](http://www.ucmerced.edu)

#### **Riverside**

University of California  
Riverside, CA 92521  
(951) 827-1012  
[www.ucr.edu](http://www.ucr.edu)

#### **San Diego**

University of California  
La Jolla, CA 92093-0005  
(858) 534-3135  
[www.ucsd.edu](http://www.ucsd.edu)

#### **San Francisco**

University of California  
San Francisco, CA 94143-0402  
(415) 476-9000  
[www.ucsf.edu](http://www.ucsf.edu)

#### **Santa Barbara**

University of California  
Santa Barbara, CA 93106  
(805) 893-8000  
[www.ucsb.edu](http://www.ucsb.edu)

#### **Santa Cruz**

University of California  
1156 High Street  
Santa Cruz, CA 95064  
(831) 459-0111  
[www.ucsc.edu](http://www.ucsc.edu)

## **California State University (CSU)**

The following is a listing of contact information for the individual campuses comprising the California State University system. System-wide information is available on the [CSU Mentor \(calstate.edu/apply\)](http://CSU Mentor (calstate.edu/apply)) webpage and [CalState \(calstate.edu\)](http://CalState (calstate.edu)) webpage.

#### **California State University, Bakersfield**

9001 Stockdale Highway  
Bakersfield, CA 93311-1099  
(661) 654-2782  
[www.csub.edu](http://www.csub.edu)

#### **California State University, Channel Islands**

One University Drive  
Camarillo, CA 93012  
(805) 437-8520  
[www.csuci.edu](http://www.csuci.edu)

#### **California State University, Chico**

400 W. First Street  
Chico, CA 95929-0722  
(530) 898-4636  
[www.csuchico.edu](http://www.csuchico.edu)

#### **California State University, Dominguez Hills**

1000 East Victoria Street  
Carson, CA 90747  
(310) 243-3696  
[www.csudh.edu](http://www.csudh.edu)

#### **California State University, East Bay**

25800 Carlos Bee Blvd.  
Hayward, CA 94542-3035  
(510) 885-3000  
[www.csueastbay.edu](http://www.csueastbay.edu)

#### **California State University, Fresno**

5150 North Maple Avenue  
Fresno, CA 93740-0057  
(559) 278-4240  
[www.csufresno.edu](http://www.csufresno.edu)

#### **California State University, Fullerton**

800 North State College Boulevard  
Fullerton, CA 92834-6900  
(714) 278-2011  
[www.fullerton.edu](http://www.fullerton.edu)

#### **Humboldt State University**

1 Harpst Street  
Arcata, CA 95521-4957  
(707) 826-4402  
[www.humboldt.edu](http://www.humboldt.edu)

#### **California State University, Long Beach**

1250 Bellflower Blvd.  
Long Beach, CA 90840-0106  
(562) 985-4111  
[www.csulb.edu](http://www.csulb.edu)

#### **California State University, Los Angeles**

5151 State University Drive  
Los Angeles, CA 90032-8530  
(323) 343-3000  
[www.calstatela.edu](http://www.calstatela.edu)

#### **California Maritime Academy**

200 Maritime Academy  
Drive PO Box 1392 Vallejo, CA 94590  
(707) 654-1000  
[www.csum.edu](http://www.csum.edu)

#### **California State University, Monterey Bay**

100 Campus Center Drive  
Seaside, CA 93955-8001  
(831) 582-5100  
[www.csumb.edu](http://www.csumb.edu)

#### **California State University, Northridge**

18111 Nordhoff Street  
Northridge, CA 91330-8207  
(818) 677-1200  
[www.csun.edu](http://www.csun.edu)

#### **California State Polytechnic University, Pomona**

3801 West Temple Ave.  
Pomona, CA 91768-4003



(909) 869-7659  
[www.cpp.edu](http://www.cpp.edu)

**California State University, Sacramento**

6000 J Street  
 Sacramento, CA 95819-6048  
 (916) 278-6011  
[www.csus.edu](http://www.csus.edu)

**California State University, San Bernardino**

5500 University Parkway  
 San Bernardino, CA 92407-2397  
 (909) 537-5000  
[www.csusb.edu](http://www.csusb.edu)

**San Diego State University**

5500 Campanile Drive  
 San Diego, CA 92182-7455  
 (619) 594-5200  
[www.sdsu.edu](http://www.sdsu.edu)

**San Francisco State University**

1600 Holloway Ave.  
 San Francisco, CA 94132-4002  
 (415) 338-1111  
[www.sfsu.edu](http://www.sfsu.edu)

**San Jose State University**

One Washington Square  
 San Jose, CA 95192-0009  
 (408) 924-1000  
[www.sjsu.edu](http://www.sjsu.edu)

**California Polytechnic State University, San Luis Obispo**

San Luis Obispo, CA 93407  
 (805) 756-1111  
[www.calpoly.edu](http://www.calpoly.edu)

**California State University, San Marcos**

333 S. Twin Oaks Valley Road  
 San Marcos, CA 92096-0001  
 (760) 750-4848  
[www.csusm.edu](http://www.csusm.edu)

**Sonoma State University**

1801 East Cotati Ave.  
 Rohnert Park, CA 94928-3609  
 (707) 664-2880  
[www.sonoma.edu](http://www.sonoma.edu)

**California State University, Stanislaus**

801 West Monte Vista Ave.  
 Turlock, CA 95382  
 (209) 667-3122  
[www.csustan.edu](http://www.csustan.edu)

## CSU GE Advising

### California State University General Education (CSU GE)

Transfer students should review the [ASSIST website](http://ASSIST website) ([assist.org](http://assist.org)) for the most accurate list of approved CSU GE

courses and for a list of lower division courses required for a major. In addition, use counseling services to review all transfer requirements—general education, major, units, campus/major selection criteria, and GPA, and to determine if an Associate Degree for Transfer/SB 1440 is suggested to improve transfer success. (See page 68 for more information about the Associate Degree for Transfer/SB1440.) Full CSU GE CERTIFICATION provides official recognition that the GE portion of transfer requirements has been completed and it permits students to transfer from College of San Mateo to any California State University campus without having to take additional lower-division general education courses after transfer. As the last step in the transfer process, students should request a CSU GE CERTIFICATION be sent with the final transcript to the transfer destination. The Office of Enrollment Services is responsible for transcripts and certifications. Students with coursework from other colleges or universities within the United States should use the District Transcript Evaluation service to determine if and how prior coursework can be applied to CSU GE certification.

To track the courses you have completed for certification, the [CSU GE Worksheet](http://CSU GE Worksheet) ([collegeofsanmateo.edu/forms/docs/counseling/CSUGE\\_Worksheet\\_23-24.pdf](http://collegeofsanmateo.edu/forms/docs/counseling/CSUGE_Worksheet_23-24.pdf)) is available online or on page 410-11 of the 2023-2024 Catalog PDF.

### Use DegreeWorks to monitor progress to CSU GE completion

Within [WebSMART](http://WebSMART) ([collegeofsanmateo.edu/webSMART](http://collegeofsanmateo.edu/webSMART)) under Student Services, students can find DegreeWorks. DegreeWorks is a web-based tool to help students monitor progress toward multiple educational goals.

### Important information regarding CSU GE

1. Request a CSU GE CERTIFICATION, through the Admissions and Records Office to be sent to your transfer destination with your final transcript.
2. Courses listed in more than one area can be used to satisfy only one area, except for courses listed for the U.S. History, U.S. Constitution and California State and Local Government requirement. Any courses used to meet the U.S. History, U.S. Constitution and California State and Local Government requirement can be also used to meet GE areas C, D or F as applicable.
3. Completion of CSU GE does not guarantee admission to any CSU campus.
4. A maximum of 39-40 units of lower division general education units required by CSU can be completed at College of San Mateo. Of the 39-40 units, a maximum of 30 can be certified in Areas B, C, D, E, and F.
5. Courses applied to meet area A and B4 must be completed with a grade of C- or higher.



6. Transfer students pursuing a high unit major that requires extensive lower-division major preparation may not be able to complete all lower division general education requirements prior to transfer. Speak with a counselor about course selections.
7. Coursework from other accredited colleges/ universities, other than California community colleges, may be approved as long as the courses meet CSU standards. However, the Critical Thinking requirement (Area A3) is a course developed with collaboration from the CSU, UC, and CCC systems and, typically, out of state courses will not be considered equivalent.
8. Generally, CSU campuses urge transfer students to complete all lower division general education and pre-major courses prior to transfer. Use the [ASSIST \(assist.org\)](https://assist.org) and [CSU \(calstate.edu/apply\)](https://calstate.edu/apply) websites as resources.

## IGETC Advising Form Information

### Intersegmental General Education Transfer Curriculum (IGETC)

Transfer students should review the [ASSIST website \(assist.org\)](https://assist.org) for the most accurate list of approved IGETC courses and for a list of lower division course required for a major. In addition, use counseling services to review all transfer requirements –general education, major, units, campus/major selection criteria, and GPA. Full IGETC CERTIFICATION provides official recognition that the GE portion of transfer requirements has been completed and permits students to transfer from College of San Mateo to any California State University or University of California campus without having to take additional lower-division general education courses after transfer. As the last step in the transfer process, students should request an IGETC CERTIFICATION be sent with the final transcript to the transfer destination. The Office of Enrollment Services is responsible for transcripts and certifications. Students with coursework from other colleges or universities within the United States should use the District Transcript Evaluation service to determine if and how prior coursework can be applied to IGETC certification.

To track the courses you have completed for certification, the [IGETC Worksheet \(collegeofsanmateo.edu/forms/docs/counseling/IGETC\\_Worksheet\\_23-24.pdf\)](https://collegeofsanmateo.edu/forms/docs/counseling/IGETC_Worksheet_23-24.pdf) is available online or on page 412 of the 2023-2024 Catalog PDF.

### Use DegreeWorks to monitor progress to IGETC completion

Within [WebSMART \(collegeofsanmateo.edu/websmart\)](https://collegeofsanmateo.edu/websmart) under "Student Services," students can find DegreeWorks. DegreeWorks is a web-based tool to help students monitor progress to IGETC completion and other goals.

### Important information regarding completing IGETC

1. The IGETC certification permits students to transfer from College of San Mateo to any campus of the California State University (CSU) or University of California (UC) systems without having to take additional lower-division general education after transfer.
2. Completion of the IGETC is not an admission requirement or guarantee for transfer to CSU or UC, nor is it the only way to fulfill lower-division general education requirements for CSU or UC prior to transfer. Engineering students and students completing majors with high lower division unit requirements are advised to focus on completing the pre-major requirements while meeting minimum admission requirements.
3. Courses listed in more than one area can be used to satisfy only one area unless noted otherwise.
4. All courses applied to IGETC must be completed with a grade of C or higher (C- grades are not acceptable).
5. Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to a different UC or CSU campus MAY use IGETC.
6. Students who initially enroll at a UC campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmits" by the UC. Such students cannot use the IGETC.
7. If the Language Other than English Requirement was satisfied in high school, the student's official high school transcript must be submitted prior to certification.
8. Coursework from other accredited colleges/ universities, other than California community colleges, may be approved as long as the courses meet IGETC standards; the exception is Area 1B (Critical Thinking).
9. Be sure to request IGETC certification with your final transcripts to be sent to your choice of university or college.
10. The IGETC is not advisable for all transfer students.
  - UC Berkeley - Haas School of Business and colleges of Engineering, Environmental Design and Chemistry have extensive prescribed major prerequisites and IGETC is not appropriate preparation for majors in these colleges.
  - UC Los Angeles - The Henry Samueli School of Engineering and Applied Science does not accept IGETC.
  - UC Riverside - The Marlan and Rosemary Bourns College of Engineering accepts completion of IGETC but additional breadth coursework may be required



after enrollment. College of Natural/Agricultural Science does not accept IGETC.

- UC San Diego - Eleanor Roosevelt and Revelle Colleges accept IGETC but additional general education coursework will be required after transfer.
- UC Santa Cruz - Transfer students pursuing any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC as it will not provide them with lower division preparation for their majors.

# Associate Degree Requirements

## AA/AS Degree Requirements

The awarding of an associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Graduation from College of San Mateo with the Associate in Arts or Science degree is based upon the completion of 60 units of lower-division college-level work. A student pursuing an associate degree must declare a major field of study. The major is comprised of specific courses within a discipline or related discipline as specified by the appropriate division and recorded in the college catalog. A list of College of San Mateo degree programs, with courses and units required for each major, can be found in the catalog. A minimum of 18 units must be completed in a major. Some majors require more than 18 units. Courses applied to the major may also be applied to meet general education requirements. A grade point average of 2.0 in the major is required. All classes applied to the major (core and selective) must receive a grade of "C" or better or "pass".

Either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at one or more of the San Mateo County Community Colleges (College of San Mateo, Cañada College, Skyline College). A maximum of 12 units from courses in which the student has elected a Pass/No Pass option may be applied toward an associate degree. An application for the degree must be filed in the Office of Admissions and Records during the last semester of attendance (refer to calendar for the college year for deadline).

To track the courses you have completed for certification, the [Associate in Arts/Science Degree Requirements Worksheet](https://collegeofsanmateo.edu/forms/docs/counseling/AAAS_DegreeWorksheet_23-24.pdf) ([collegeofsanmateo.edu/forms/docs/counseling/AAAS\\_DegreeWorksheet\\_23-24.pdf](https://collegeofsanmateo.edu/forms/docs/counseling/AAAS_DegreeWorksheet_23-24.pdf)) is available online or on pages 416-17 of the 2023-2024 Catalog PDF.

## Philosophy of General Education

Central to an associate degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive

their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College-educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.

## Student Catalog Rights

Graduation requirements are listed in the Catalog. Each catalog covers an academic year that reflects enrollment beginning with the fall term and includes subsequent spring and summer terms. Having "catalog rights" means students are held to the graduation requirements listed in the catalog at the time enrollment begins. Students may choose to use catalog rights for any subsequent year of continuous enrollment at Cañada College, College of San Mateo, and Skyline College. Catalog rights apply to enrollment in any of the San Mateo County Community College District colleges.

For the purpose of this policy, "continuous enrollment" means attending at least one term (fall, spring, summer) each academic year. Attendance is required through the fourth week of instruction for semester-length classes or thirty percent (30%) of summer classes and semester classes that are shorter than the full semester.

Catalog rights gained at a college outside of the San Mateo Community College District are not applicable at Cañada College, College of San Mateo, or Skyline College.

Catalog rights cannot supersede any State or Federal Regulation or requirement in effect at the time of graduation.

## Additional Associate Degrees and Certificates

A student may earn multiple associate degrees and certificates from College of San Mateo. Each additional degree and Certificate of Achievement will be posted to the student's academic record and the student will receive diplomas for each degree and Certificate of Achievement earned. For additional degrees and certificates any course used to meet the prescribed graduation requirements may count toward more than one degree and certificate. Courses used for one major may be used to meet requirements for additional majors. Courses used to meet the competency requirements and general education requirements for the first degree may be used to fulfill these requirements for additional degrees, provided the student has maintained "continuous enrollment" (see Graduation Requirements and Student Catalog Rights). If a break in enrollment occurs, a student must comply with the



competency, general education, and major requirements in effect at the time the student resumes attendance or those in effect in subsequent years of the student's enrollment.

Students with external coursework, coursework completed at colleges and universities outside the San Mateo County Community District (SMCCCD), should use Transcript Evaluation Service (TES) to determine how it will be applied for degrees and certificates. For more information, visit the [District Transcript Evaluation Service website](https://smccd.edu/transcript) ([smccd.edu/transcript](https://smccd.edu/transcript)) or call (650) 574-6234.

## Bachelor Degree to Associate Degree

### A pathway to the associate degree for students who have already achieved a bachelor's degree

Students who wish to pursue an associate degree at College of San Mateo who have already been awarded a bachelor's degree from a regionally accredited college or university in the United States may be exempt from College of San Mateo local associate degree general education requirements. This pathway does not apply to Associate Degrees for Transfer (AA/AS-Ts). Students must still complete a minimum of 12 units in residence at College of San Mateo. For the major, at least 12 units, or 50% of the units required for the major, whichever is fewer, must be completed at College of San Mateo. All other local requirements may be waived if the completed bachelor's degree includes coursework that fulfills the Title 5 minimum requirements for the associate degree as noted below.

Title 5 (55063) Associate Degree Requirements:

1. Minimum of 60 units of lower division degree applicable coursework
2. Completion of Freshman Composition (ENGL 100 equivalent at College of San Mateo)
3. Completion of Intermediate Algebra or higher-level math course
4. Completion of a transfer-level course in Ethnic Studies
5. Completion of at least 12 units in residence at College of San Mateo
6. Completion of at least 12 units or 50% of the major, whichever is less, completed within the San Mateo County Community College colleges (College of San Mateo, Cañada College, Skyline College)

7. Completion of 18 units of general education:

- a. 3 semester units course in Natural Sciences
- b. 3 semester units course in Social and Behavioral Sciences
- c. 3 semester units course in Humanities
- d. 6 semester units in Language and Rationality
- e. 3 semester units transfer level course in Ethnic Studies

Students with external coursework, coursework completed at colleges and universities outside the San Mateo County Community District (SMCCCD), should use Transcript Evaluation Service (TES) to determine how it will be applied for degrees and certificates. For more information, visit the District [smccd.edu/transcript](https://smccd.edu/transcript).

## Associate Degree to Associate Degree

### A pathway to the associate degree for students who have already achieved an associate degree

Students who wish to pursue an associate degree at College of San Mateo who have already been awarded an associate degree from a regionally accredited college or university in the United States may be exempt from College of San Mateo local associate degree general education requirements. This pathway does not apply to the Associate Degrees for Transfer (AA-T or AS-T). Students must still complete a minimum of 12 units in residence at College of San Mateo. For the major, at least 12 units, or 50% of the units required for the major, whichever is fewer, must be completed at College of San Mateo. All other local requirements may be waived if the completed associate degree includes coursework that fulfills the Title 5 minimum requirements for the associate degree as noted below.

Title 5 (55063) Associate Degree Requirements:

1. Minimum of 60 units of lower division degree applicable coursework
2. Completion of Freshman Composition (ENGL 100 equivalent at College of San Mateo)
3. Completion of Intermediate Algebra or higher-level math course
4. Completion of a transfer-level course in Ethnic Studies
5. Completion of at least 12 units in residence at College of San Mateo
6. Completion of at least 12 units or 50% of the major, whichever is less, completed within the San Mateo County Community College colleges (College of San Mateo, Cañada College, Skyline College)

7. Completion of 18 units of general education:
  - a. 3 semester unit course in Natural Sciences
  - b. 3 semester unit course in Social and Behavioral Sciences
  - c. 3 semester unit course in Humanities
  - d. 6 semester unit in Language and Rationality
  - e. 3 semester units transfer level course in Ethnic Studies

Students with external coursework, coursework completed at colleges and universities outside the San Mateo County Community District (SMCCCD), should use Transcript Evaluation Service (TES) to determine how it will be applied for degrees and certificates. For more information, visit the District [smccd.edu/transcript](http://smccd.edu/transcript).

## Course Substitutions for Associate Degree and Certificate Requirements

Courses required to meet certificate programs and associate degrees are listed in the College Catalog. Course substitutions are not approved if the required courses or course options are available and offered on a regular or rotating basis. A course substitution would be appropriate if the student has catalog rights for an earlier catalog and the required course listed in the earlier catalog is no longer offered. For more information go to the [Counseling Forms webpage \(collegeofsanmateo.edu/forms/counseling.asp\)](http://collegeofsanmateo.edu/forms/counseling.asp) and view the Course Substitution Form.

## Associate Degrees for Transfer (AA-T or AS-T) at College of San Mateo

As a result of the Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749), California community colleges now offer associate degrees for transfer to the California State University (CSU) system. These degrees are referred to as Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T). The degrees are designed to provide students with a clear educational planning pathway to a CSU major and baccalaureate degree. California community college students who are awarded an AA-T or AS-T degree are guaranteed admission to a California State University campus with junior standing and given priority admission consideration to their local CSU campus and to a program that is deemed similar to their AA-T or AS-T major. This priority does not guarantee admission to any specific majors or campuses within the CSM system. In addition to transfer priority, the SB 1440/AA/AS-T opportunity allows students who have been awarded an AA-T or AS-T the

guarantee that, to complete their remaining requirements for the 120-unit baccalaureate degree, they need only to complete an additional selected 60 semester units of course work at the CSU.

Currently available AA/AS-T degrees are listed on [AA/AS Degree and the Certificate Programs page \(collegeofsanmateo.edu/degrees\)](http://collegeofsanmateo.edu/degrees).

To track the courses you have completed for certification, the [Associate in Arts/Science for Transfer Degree Requirements Worksheet \(collegeofsanmateo.edu/forms/docs/counseling/AATAST\\_DegreeWorksheet\\_23-24.pdf\)](http://collegeofsanmateo.edu/forms/docs/counseling/AATAST_DegreeWorksheet_23-24.pdf) is available online or on page 418 of the 2023-2024 Catalog PDF.





# Career and Technical Education

---

## Career and Technical Education

Career and Technical Education programs are offered in many fields (visit AA/AS Degree and the Certificate Programs page for full list) for students planning to prepare for gainful employment. Advisory committees composed of representatives from the business and industrial community provide consultation to college faculty and staff.

## Two-Year Career and Technical Programs: AA or AS Degree

Most two-year programs lead to an Associate in Arts or Associate in Science degree. Many of the units earned in career and technical programs are accepted by four-year colleges as meeting certain requirements.

## Certificate Programs

Certificates are awarded upon successful completion of selected career and technical programs and upon application to the Office of Admissions and Records. Some certificates require less than two years of full-time study. To be eligible for a certificate, a student must pass all required certificate courses with a grade of C or higher, unless specified otherwise (see specific program) a maximum of 6 units from courses in which the student has elected a Pass/No Pass option may be applied toward a certificate. At least 50% of the units required for a certificate must be taken at College of San Mateo.

Certificate requirements for an individual student are those listed in the College of San Mateo Catalog of the year in which the student begins studies at CSM. Those requirements may be followed throughout the student's course of study. However, if a break in attendance occurs before the certificate is earned, the certificate requirements shall become those listed in the College Catalog which is current at the time studies are resumed.

Certificates may be earned through day or evening part-time or full-time enrollment.

## Certificates of Achievement

The higher of the two levels of certificates, Certificates of Achievement, are awarded upon successful completion of 16 units or more in designated courses. These certificates appear on transcripts

## Certificates of Specialization

Certificates of Specialization are awarded upon successful completion of designated courses (fewer than 16 units, not state approved) in a specific discipline. Some Certificates

of Specialization can be earned in eight- or sixteen-week accelerated programs that prepare students for entry-level positions. These certificates do not appear on transcripts.

## Program Planning and Enrollment Management

Students enrolling at College of San Mateo should plan a program of study that will meet their educational and career goals. All enrolled students have access to counseling services and should consult with a counselor early in the educational process for guidance and academic planning assistance. Students often have multiple goals and plan to complete a college certificate, an Associate degree, and/or transfer to a university to complete a Baccalaureate degree.

If in the course of enrollment at College of San Mateo, students find it advisable to change their program of study or educational goal, they may do so. These changes should be discussed with a counselor and students should be aware that any changes may result in extending the time necessary to fulfill the certificate or degree or transfer requirements. Ultimately, students maintain full responsibility for planning their educational programs and for their enrollment management.

Students are responsible to maintain current and accurate information in their [WebSMART \(collegeofsanmateo.edu/webSMART\)](https://collegeofsanmateo.edu/webSMART) accounts and update personal contact information, educational goal information, manage registration and enrollment, retrieve grades and placement test results, and monitor academic standing.



## Transfer Opportunities: Subject Areas and Majors

---

### **Transfer Opportunities: Subject Areas and Majors**

College of San Mateo enables students to complete lower-division preparation (i.e., the first two years of the baccalaureate degree) in the following subject areas and majors offered at California's public and private universities, including all campuses of the University of California (UC) and the California State University (CSU). Upon completion of lower division requirements, CSM students are eligible for transfer admission to colleges and universities that offer these programs and majors. The following is only a partial list. For more information about transfer majors, please visit the [Transfer Services \(collegeofsanmateo.edu/transfer\)](https://collegeofsanmateo.edu/transfer) website, the [California Postsecondary Education Commission \(cpec.ca.gov/CollegeGuide/CollegeGuide.asp\)](https://cpec.ca.gov/CollegeGuide/CollegeGuide.asp) website or the [ASSIST \(assist.org\)](https://assist.org) website.



<p><b>Biological &amp; Life Sciences</b>            Aquatic Biology            Biotechnology            Cell Biology            Developmental Biology            Ecology            Ecosystems            Entomology            Genetics &amp; Plant Biology            Horticulture            Integrative Biology            Kinesiology            Marine Biology            Microbiology            Molecular &amp; Cell Biology            Neurobiology &amp; Physiology            Neuroscience            Plant Sciences            Zoology</p> <p><b>Business &amp; Public Administration</b>            Accounting            Agricultural Business            Business Administration            Business Economics            Healthcare Management            Hotel &amp; Restaurant Management            Information Systems            Management            Marketing            Marketing &amp; Wine Business Strategies            Public Administration            Recreation Administration            Taxation</p> <p><b>Communication</b>            Broadcast and Electronic Media            Communication Studies            Film            Interpersonal Communication            Journalism            Mass Communication            Public Relations            Radio-Television            Technical &amp; Professional Writing            TV, Film &amp; Media Production</p>	<p><b>Computer Science, Engineering &amp; Technology</b>            Aeronautical Science &amp; Engineering            Aerospace Engineering            Architecture            Artificial Intelligence            Biomedical Engineering            Chemical Engineering            Civil Engineering            Computer Science/Engineering            Construction Management            Electrical Engineering            Fire Protection Administration            Industrial Design            Manufacturing Technology            Marine Transportation            Materials Science &amp; Engineering            Mechanical Engineering            Software Systems</p> <p><b>Environmental Studies &amp; Agriculture</b>            Animal Science            Botany &amp; Plant Sciences            Earth &amp; Environmental Sciences            Environmental Sciences            Fisheries            Forestry            Horticulture            Resource Management            Soil &amp; Water Science            Wildlife &amp; Conservation Biology</p> <p><b>Ethnic &amp; Area Studies</b>            African American Studies            American Studies            Asian American/Asian Studies            Celtic Studies            Chicano Studies            Chinese Studies            Global Cultures            Japanese Studies            Jewish Studies            Latin American Studies            Middle Eastern Studies            Native American Studies            Russian Studies            World Cultures</p>
--	--



<p><b>Health Professions, Education &amp; Counseling</b></p> <p>Alcohol &amp; Drug Studies            Child Development            Counseling            Dental Hygiene            Education            Gerontology            Nursing            Nutritional Sciences            Rehabilitation Counseling            Special Education            Speech Pathology            Teaching ESL</p> <p><b>Humanities, Art &amp; Foreign Languages</b></p> <p>Art            Art History            Arts Management            Classical Civilizations            Comparative Literature            Dance            Design/Media Arts            Dramatic Art            English            Ethnomusicology            Film &amp; Digital Media            Humanities            Linguistics            Medieval Studies            Music            Music History            Philosophy            Photography            Religious Studies            Renaissance Studies            Rhetoric            Sculpture            Studio Art            Chinese            Italian            Japanese            Spanish</p>	<p><b>Mathematics &amp; Physical Sciences</b></p> <p>Astrophysics            Chemistry            Earth &amp; Planetary Science            Earth Systems Science            Fiber &amp; Polymer Science            Financial Mathematics &amp; Statistics            Geology/Geological Sciences            Geophysics            Mathematics            Paleobiology            Pharmacological Chemistry            Physics            Statistics</p> <p><b>Pre-Professional</b></p> <p>Pre-Chiropractic            Pre-Dentistry            Pre-Law            Pre-Medicine            Pre-Optometry            Pre-Pharmacy            Pre-Physical Therapy            Pre-Veterinary</p> <p><b>Social Sciences</b></p> <p>Administration of Justice/Criminology            Anthropology            Archeology            Cognitive Science            Economics            Geography            History            Human Development            Human Sexuality            Law &amp; Society            Liberal Studies            Multicultural Studies            Peace &amp; Conflict Studies            Political Science            Psychology            Public Policy            Social Welfare            Sociology/Social Science            Women's Studies</p>
--	--

## Degrees & Certificates

For information regarding CSM transfer programs, please refer to [Transfer Opportunities: Subject Areas and Majors](#). In addition, meet with a CSM counselor/advisor and use the resources of [Transfer Services \(collegeofsanmateo.edu/transfer\)](http://collegeofsanmateo.edu/transfer) to develop an educational plan leading to transfer in your specific area of study.

Degree or Certificate Program	Award Type	Units
<b>ACCOUNTING</b>		
Accounting	AA	60 units
Accounting	CA	23.5 units
Accounting Assistant	CS	10 units
Accounting Essentials for Business Professionals	CS	6 units
Advanced Accounting Knowledge	CS	12 - 15 units
Enrolled Agent Exam Preparation	CS	13 units
Individual Tax Professional	CS	15.5 units
Personal Financial Planning	CS	6 units
Tax Preparer I	CS	11 units
Tax Preparer II	CS	15.5 units
<b>ADDICTION STUDIES</b>		
Addiction Studies	AA	60 units
Addiction Studies	CA	39 units
Case Management	CS	15 units
Co-Occurring Disorders	CS	15 units
<b>ADMINISTRATION OF JUSTICE</b>		
Administration of Justice	AS	60 units
Administration of Justice	AS-T	60 units
Administration of Justice	CA	24 units
Basic Police Academy (AJPS)	CA	22 units
<b>ANTHROPOLOGY</b>		
Anthropology	AA-T	60 units
<b>ARCHITECTURE</b>		
Architecture	AS	60 units
<b>ART</b>		
Art: Art History	AA	60 units
Art: Photography	AA	60 units
Fine Arts: General Studio Art	AA	60 units
Art History	AA-T	60 units
Studio Art	AA-T	60 units
Art History	CA	18 units
<b>ASTRONOMY</b>		



Degree or Certificate Program	Award Type	Units
Astronomy	AS	60 units
<b>BIOLOGY</b>		
Biology	AS	60 units
Biology: Pre-Nursing	AS	60 units
Biology	AS-T	60 units
Nutrition and Dietetics	AS-T	60 units
Biotechnology	CS	10 - 11 units
<b>BUILDING INSPECTION TECHNOLOGY</b>		
Building Inspection	AS	60 units
Building Inspection	CA	31.5 - 33.5 units
Commercial Building Inspection	CS	13.5 units
Residential Building Inspection	CS	15 units
<b>BUSINESS</b>		
Business Administration	AS	60 units
Business Analytics	AS	60 units
International Business	AS	60 units
Business Administration 2.0	AS-T	60 units
Business Analytics	CA	21 units
Entrepreneurship and Small Business Management	CA	29.5 - 30 units
International Business	CA	24 units
Entrepreneurship - The Start Up	CS	15 units
International Business	CS	15 units
Marketing Specialist	CS	15 units
Small Business Management	CS	14.5 - 15 units
<b>CHEMISTRY</b>		
Chemistry	AS	60 units
<b>COMMUNICATION STUDIES</b>		
Communication Studies	AA	60 units
Communication Studies 2.0	AA-T	60 units
Communication Studies	CS	12 units
<b>COMPUTER AND INFORMATION SCIENCE</b>		
Computer Science Applications and Development	AS	60 units
Computer and Information Science	AS	60 units
Web and Mobile Application Development	AS	60 units
Computer Science Applications and Development	CA	30 - 34 units
Web and Mobile Application Development	CA	34 - 36 units
Applied Python Programming	CS	12 units



Degree or Certificate Program	Award Type	Units
C++ Programming	CS	8 units
Data Science and Big Data	CS	14 - 15 units
Database Programming	CS	14 - 15 units
Enterprise Cybersecurity	CS	15 units
Internet of Things (IoT) Programming	CS	15 units
Java Programming	CS	8 units
Web Programming	CS	13 units
Web/Mobile App Development	CS	15 units
<b>COSMETOLOGY</b>		
Cosmetology	AA	60 units
Cosmetology	CA	38 units
Braiding and Hair Design	CS	3 units
<b>DENTAL ASSISTING</b>		
Dental Assisting	AS	60 units
Dental Assisting	CA	37.5 units
<b>DIGITAL MEDIA</b>		
Digital Media: Broadcast and Electronic Media	AA	60 units
Digital Media: Graphic Design	AA	60 units
Digital Media: Mobile App and Web Design	AA	60 units
Film, Television, and Electronic Media	AS-T	60 units
Digital Media: Graphic Production	CA	21 units
Digital Media: Mobile App and Web Design	CA	21 units
Digital Media	CS	12 units
Digital Media: Applied Audio and Video Production	CS	12 units
Digital Media: Broadcast and Electronic Media	CS	12 units
Digital Media: Mobile App and Web Design	CS	12 units
<b>DRAFTING TECHNOLOGY</b>		
CAD/Drafting Technology	AS	60 units
CAD/Drafting Technology	CA	18 units
Computer-Aided Design	CS	15 units
<b>ECONOMICS</b>		
Economics	AA-T	60 units
<b>ELECTRICAL APPRENTICESHIP</b>		
Apprenticeship: Electrical Technology: Inside Wireman	AS	60 units
Apprenticeship: Electrical Technology: Inside Wireman	CA	35 units
<b>ELECTRONICS TECHNOLOGY</b>		
Electrical Technology: Electrical Power Systems and Instrumentation	CA	20 units



Degree or Certificate Program	Award Type	Units
Telecommunications Fundamentals	CS	8 units
<b>ENGINEERING</b>		
Engineering	AS	60 units
Engineering Technology: General	AS	60 units
<b>ENGLISH</b>		
English	AA	60 units
English	AA-T	60 units
Creative Writing	CA	18 units
<b>ENGLISH SECOND LANGUAGE</b>		
Academic English Advanced Level 4	CS	11 units
Academic English High-Intermediate Level 3	CS	11 units
Academic English Low-Intermediate Level 2	CS	11 units
<b>ETHNIC STUDIES</b>		
Ethnic Studies	AA	60 units
Critical Pacific Islands and Oceania Studies	CA	18 - 20 units
<b>FILM</b>		
Film	AA	60 units
<b>FIRE TECHNOLOGY</b>		
Fire Technology	AS	60 units
Fire Technology	CA	33 - 40 units
<b>GEOLOGY</b>		
Geological Science	AS	60 units
Geology	AS-T	60 units
<b>HISTORY</b>		
History	AA-T	60 units
<b>INTERDISCIPLINARY STUDIES</b>		
Interdisciplinary Studies, Option 1: Intercultural Studies	AA	60 units
Interdisciplinary Studies, Option 2: Contemporary Issues	AA	60 units
Interdisciplinary Studies, Option 3: Science and Society	AA	60 units
<b>KINESIOLOGY</b>		
Dance	AA	60 units
Kinesiology	AA	60 units
Kinesiology	AA-T	60 units
Specialized Pilates Instructor	CA	18 - 21 units
Athletic Coaching	CS	9.5 - 11 units
Comprehensive Pilates Instructor	CS	13 units
Pilates Mat Instructor	CS	7 units





Degree or Certificate Program	Award Type	Units
Pilates Mat and Reformer Instructor	CS	10 units
Yoga Teacher Training - 200 Hour	CS	10 units
Yoga Teacher Training - 300 Hour	CS	15 units
<b>MANAGEMENT</b>		
Management	AA	60 units
Leadership	CA	21 units
Management	CA	19 units
Human Resources Management	CS	15 units
Management	CS	15 units
Project Management	CS	15 units
<b>MATHEMATICS</b>		
Mathematics	AS	60 units
Mathematics	AS-T	60 units
<b>MUSIC</b>		
Electronic Music	AA	60 units
Music	AA	60 units
Music	AA-T	60 units
Electronic Music	CA	21 units
Commercial Music	CS	14 - 15 units
<b>NURSING</b>		
Nursing	AS	60 units
<b>PHILOSOPHY</b>		
Law, Public Policy, and Society	AA-T	60 units
Philosophy	AA-T	60 units
<b>PHYSICAL SCIENCE</b>		
Physical Science	AS	60 units
<b>PHYSICS</b>		
Physics	AS	60 units
Physics	AS-T	60 units
<b>POLITICAL SCIENCE</b>		
Political Science	AA-T	60 units
<b>PSYCHOLOGY</b>		
Psychology	AA-T	60 units
Psychology: Pre-Counseling	CS	6 units
<b>PUBLIC AND NONPROFIT ADMINISTRATION</b>		
Public and Non-Profit Administration	AS	60 units
Public and Non-Profit Administration	CA	21 units



Degree or Certificate Program	Award Type	Units
<b>REAL ESTATE</b>		
Real Estate Professional	CS	15 units
Real Estate Salesperson	CS	9 units
<b>SOCIAL SCIENCE</b>		
Social Science	AA	60 units
<b>SPANISH</b>		
Spanish	CS	12 units
<b>UNIVERSITY TRANSFER</b>		
University Transfer Option 1: California State University General Education Certification (CSUGE)	CA	39 - 40 units
University Transfer Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU)	CA	37 units
University Transfer Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)	CA	34 units



# ACCOUNTING

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

## University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

For students who wish to transfer as a Business Administration major, refer to Business.

## AA Associate in Arts Degree Program

Accounting.....60 units

## CA Certificate of Achievement

Accounting.....23.5 units

## CS Certificate of Specialization

Accounting Assistant..... 10 units  
Accounting Essentials for Business Professionals..... 6 units  
Advanced Accounting Knowledge..... 12 - 15 units  
Enrolled Agent Exam Preparation..... 13 units  
Individual Tax Professional.....16.5 units  
Personal Financial Planning..... 6 units  
Tax Preparer I.....11 units  
Tax Preparer II.....15.5 units

## Recommended high school preparation

Coursework in Mathematics, English, and use of microcomputers, including spreadsheet and word processing applications.

## University Transfer Program

Use Assist to identify lower division major preparation for Business and Accounting for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

# AA Accounting

The associate degree in Accounting prepares students for a variety of positions in the accounting field. Many students find part-time employment after completing the initial accounting courses in the program and continue to work while fulfilling program requirements.

Lower division accounting courses are required for all business administration degree programs. These accounting courses provide an important foundation for students who plan to transfer to a four-year bachelor's degree program.

## Program Learning Outcomes

Students completing this program will be able to:

1. Accounting/Financial Accounting - Understand and apply accounting principles to prepare financial statements.
2. Accounting Software - Use QuickBooks to track and service business transactions in a small business.

## Major Requirements

Required Core Courses: 17.5 units		Units
ACTG 100	Accounting Procedures	3 units
<b>OR</b>		
ACTG 119	Personal Financial Planning	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUSW 418	Spreadsheets	3 units

Required Selective Courses: 6 units	Units
A minimum of 6 units of any other ACTG courses or any BUS. courses.	

**Total Required Major Units: 23.5**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



## CA Accounting

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

### Requirements

Required Core Courses: 17.5 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUSW 418	Spreadsheets	3 units

### Required Selective Courses: 6 units

A minimum of 6 units of any other ACTG courses or any BUS. courses.

**Total Required Units: 23.5**

## CS Accounting Assistant

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

### Requirements

Required Core Courses: 10 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units

ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUSW 418	Spreadsheets	3 units
CRER 127	Career Choices II: Job Search	0.5 units

**Total Required Units: 10**

## CS Accounting Essentials for Business Professionals

This certificate will give non-business majors an understanding of the essential concepts of accounting and finance needed to communicate effectively with accounting and finance professionals.

### Career Opportunities

The classes in this certificate will enable non-business majors, such as program managers or business developers, to succeed in a business career.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the concepts of accounting and finance needed to effectively communicate with accounting and finance professionals.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

### Requirements

Required Core Courses: 6 units		Units
ACTG 106	Accounting Cycle Survey	1 unit
ACTG 107	Time Value of Money Survey	1 unit
ACTG 108	Financial Statement Analysis Survey	1 unit
ACTG 169	Accounting Ethics	3 units

**Total Required Units: 6**

## CS Advanced Accounting Knowledge

This certificate prepares students who are looking to expand their advanced accounting foundation knowledge



or who are considering taking the CPA exam in the future. The courses in this certificate cover advanced accounting theory which is also a significant portion of the CPA exam. The courses within this certificate, as well as all CSM accounting courses qualify as accounting units to sit for the CPA exam and meet the 150-semester hour requirement for licensure in California. For more information about how to prepare for the CPA exam visit the CSM accounting department website at <http://collegeofsanmateo.edu/accounting/>

### Career Opportunities

Jobs in the accounting profession. Helps students obtain a deeper level of accounting knowledge.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the relevant concepts and applications of advanced accounting courses needed to succeed in advanced positions in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

### Requirements

**Required Core Courses: 12-15 units of any combination of the following courses:**

		Units
ACTG 119	Personal Financial Planning	3 units
ACTG 161	Intermediate Accounting I	4 units
ACTG 162	Intermediate Accounting II	4 units
ACTG 163	Auditing	3 units
ACTG 164	Governmental & Nonprofit Accounting	3 units
ACTG 165	Cost Accounting	3 units
ACTG 167	Advanced Accounting	4 units
ACTG 168	Financial Management for Accountants	3 units
ACTG 169	Accounting Ethics	3 units

**Total Required Units: 12 - 15**

## CS Enrolled Agent Exam Preparation

The Certificate of Specialization in Enrolled Agent Exam Preparation provides students with the knowledge that is essential for passing the Special Enrollment Examination (SEE).

### Career Opportunities

This certificate prepares students to start their own tax preparation business or to work as specialized tax preparers in CPA and EA firms.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

### Requirements

**Required Core Courses: 13 units**

**Units**

		Units
ACTG 176	Enrolled Agent Exam Preparation	3 units
ACTG 181	Taxation of Individuals Using Tax Software	4 units
ACTG 182	Taxation of Business Entities Using Tax Software	4 units
ACTG 183	Taxation of Trusts, Gifts, and Estates Using Tax Software	2 units

**Total Required Units: 13**

## CS Individual Tax Professional

The Certificate of Specialization in Individual Tax Professional Program provides students with the knowledge that is essential for being successful in preparation of taxes for individuals and bookkeeping for a small business.

### Career Opportunities

This certificate prepares students to start their own tax preparation business or to work as specialized tax preparers in CPA and EA firms.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

### Requirements

**Required Core Courses: 14.5 units**

**Units**

		Units
ACTG 100	Accounting Procedures	3 units



ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 175	Volunteer Income Tax Preparation	2.5 units
ACTG 181	Taxation of Individuals Using Tax Software	4 units
ACTG 262	Depreciation, Business & Repair Expenses	0.5 units
ACTG 263	Taxation of Small Business	0.5 units
ACTG 264	Lacerte Tax Software Basics	0.5 units
ACTG 265	Taxation of Rental Real Estate	1 unit
ACTG 276	VITA Intermediate	1 unit

*It is recommended that students take ACTG 181 prior to or concurrently with the other courses in this certificate.*

**Required Selective Courses: 1 unit (select from the following courses)** **Units**

ACTG 277	VITA Advanced	1 unit
<b>OR</b>		
ACTG 261	Tax Research & IRS Representation	0.5 units
<b>AND</b>		
ACTG 266	Tackling K-1s and Common Tax Deductions/Credits	0.5 units

**Total Required Units: 15.5**

## CS Personal Financial Planning

This certificate is designed to help students reach two goals:

- Learn the financial planning skills needed to develop a personal financial plan for one's own benefit.
- Provide the background to succeed in the future course work required to sit for the CFP® Board's CFP® Certification Examination. For more information about becoming a Certified Financial Planner (CFP®), visit the CFP Board at [www.cfp.net](http://www.cfp.net).

### Career Opportunities

The courses in this certificate will give students the background they need to succeed in future course work to become a financial planner and sit for the CFP® Board's CFP® Certification Examination.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the concepts and calculations needed to prepare a personal financial plan.

### Requirements

**Required Core Courses: 6 units** **Units**

ACTG 118	Personal Investing	3 units
ACTG 119	Personal Financial Planning	3 units

**Total Required Units: 6**

## CS Tax Preparer I

The Certificate of Specialization in Tax Preparer I provides students with the basic knowledge that is essential for beginning a new career as a tax preparer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

### Requirements

**Required Core Courses: 11 units** **Units**

ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 181	Taxation of Individuals Using Tax Software	4 units
BUSW 418	Spreadsheets	3 units
CRER 127	Career Choices II: Job Search	0.5 units

**Total Required Units: 11**

## CS Tax Preparer II

The Certificate of Specialization in Tax Preparer II provides students with the basic knowledge of bookkeeping for a small business and beginning a career as a tax preparer.

### Career Opportunities

This certificate prepares students to start their own tax preparation business or to work as specialized tax preparers in CPA and EA firms.



**Program Learning Outcomes**

Students completing this program will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

**Requirements**

<b>Required Core Courses: 15.5 units</b>		<b>Units</b>
ACTG 121	Financial Accounting	4 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
<b>OR</b>		
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
ACTG 181	Taxation of Individuals Using Tax Software	4 units
ACTG 182	Taxation of Business Entities Using Tax Software	4 units
ACTG 183	Taxation of Trusts, Gifts, and Estates Using Tax Software	2 units

**Total Required Units: 15.5**

**ADDICTION STUDIES**

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60-70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AA Associate in Arts Degree Program**

Addiction Studies..... 60 units

**CA Certificate of Achievement**

Addiction Studies..... 39 units

**CS Certificate of Specialization**

Case Management..... 15 units

Co-Occurring Disorders..... 15 units

**University Transfer Program**

Use Assist to identify lower division major preparation for Business and Accounting for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**About the program**

The Addiction Studies program prepares students to work with the alcohol and other drug dependent population, and the family and employer of the chemically dependent person. The program addresses community needs for trained alcohol and other drug prevention specialists to work and volunteer in both public and private agencies in the Bay Area.

Career opportunities in this field include Primary Addiction Counselor/Supervisor, Case Manager, Program Director, Prevention Educator, Mental Health Dual Diagnosis Counselor, Crisis Intervention Specialist, Incarceration Counselor, and Assessment/Placement Specialist. Other opportunities include working with adolescents, seniors, multicultural populations, and those who have been affected by HIV/AIDS.

Persons who are awarded the certificate may be employed by in-patient and out-patient treatment clinics, transitional housing centers, mental health clinics, job training/ placement programs, shelters for various homeless populations, detoxification units, crisis intervention centers, incarceration facilitates, and education/prevention programs in the schools and community.

The certificate program conforms to the Proposed Guidelines for Alcohol and Other Drug Studies Programs within Higher Education prepared for the California State Department of Alcohol and Drug Programs and meets the accreditation standards set forth by the California Association for Alcohol/Drug Educators (CAADE).

**AA Addiction Studies**

The Addiction Studies program prepares students to work with the alcohol and other drug dependent population, and the family and employer of the addicted person. The program addresses community needs for trained substance use prevention and intervention specialists to work and volunteer in both public and private agencies in the Bay Area.

**Career Opportunities**

Career opportunities in this field include Primary Addiction Counselor/ Supervisor, Case Manager, Program Director, Prevention Educator, Mental Health Dual Diagnosis Counselor, Crisis Intervention Specialist, Incarceration Counselor, and Assessment/Placement Specialist. Other opportunities include working with adolescents, seniors,



multicultural populations, and those who have been affected by HIV/ AIDS. Persons who are awarded the certificate may be employed by in-patient and out-patient treatment clinics, transitional housing centers, mental health clinics, job training/placement programs, shelters for various homeless populations, detoxification units, crisis intervention centers, incarceration facilities, and education/prevention programs in the schools and community. The certificate program conforms to the Proposed Guidelines for Addiction Studies Programs within Higher Education prepared by the Department of Education and meets the accreditation standards set forth by the California Association for Alcohol/Drug Educators (CAADE).

### Program Learning Outcomes

Students completing this program will be able to:

1. Explain a variety of models and theories of addiction; the social political, economic, and cultural context; risk and resiliency factors; the behavioral, psychological, physical health, and social effects of psychoactive substances.
2. Describe the philosophies, practices, policies, and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and the interdisciplinary approach to addiction treatment.
3. Demonstrate the use of specific diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care and apply treatment services appropriate to the personal and cultural identity and language of the client.
4. Demonstrate the professional readiness of the counselor to apply their understanding of diverse cultures into clinical practice, the importance of self-awareness in one's own personal, professional, and cultural life, adherence to addiction professional's ethical and behavioral standards of conduct, importance of ongoing supervision and understand procedures for handling crisis or dangerous situations.

### Major Requirements

#### Required Core Courses (Foundation Core Courses): 15 units

		Units
SOSC 301	Introduction to Addiction Studies	3 units
SOSC 302	Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse	3 units
SOSC 304	Intervention, Treatment and Recovery	3 units
SOSC 319	Co-Occurring Disorders I: Recognition and Referral	3 units

SOSC 333	Laws and Ethics in Addiction Studies	3 units
----------	--------------------------------------	---------

#### Required Core Courses (Skill Building Courses): 15 units

		Units
SOSC 307	Family Systems in Addiction	3 units
SOSC 308	Group AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 310	Special Population Groups in Addiction Studies	3 units
SOSC 314	Individual AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 317	Case Management	3 units

#### Required Core Courses (Field Study Courses): 6 units

		Units
SOSC 315	Field Studies and Seminar I	3 units
SOSC 316	Field Studies and Seminar II	3 units

#### Required Selective Courses: Select 3 units from the following:

		Units
PSYC 100	General Psychology	3 units
PSYC 410	Abnormal Psychology	3 units

#### Additional recommended courses (not required for degree)

		Units
SOSC 321	Adolescent/Youth Substance Use Prevention, Interventions and Treatment	3 units
SOSC 325	Co-Occurring Disorders II: Management and Treatment	3 units

#### Total Required Major Units: 39

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## CA Addiction Studies

This certificate program conforms to the Proposed Guidelines for Addiction Studies within Higher Education prepared for the California State Department of Education and meets the accreditation standards set forth by the California Association for Alcohol/Drug Educators (CAADE).





## Career Opportunities

Career opportunities in this field include Primary Addiction Counselor/ Supervisor, Case Manager, Program Director, Prevention Educator, Mental Health Dual Diagnosis Counselor, Crisis Intervention Specialist, Incarceration Counselor, and Assessment/Placement Specialist. Other opportunities include working with adolescents, seniors, multicultural populations, and those who have been affected by HIV/ AIDS. Persons who are awarded the certificate may be employed by in-patient and out-patient treatment clinics, transitional housing centers, mental health clinics, job training/placement programs, shelters for various homeless populations, detoxification units, crisis intervention centers, incarceration facilities, and education/prevention programs in the schools and community. The certificate program conforms to the Proposed Guidelines for Addiction Studies Programs within Higher Education prepared for the California State Department of Education and meets the accreditation standards set forth by the California Association for Alcohol/ Drug Educators (CAADE).

## Program Learning Outcomes

Students completing this program will be able to:

1. Explain a variety of models and theories of addiction; the social political, economic, and cultural context; risk and resiliency factors; the behavioral, psychological, physical health, and social effects of psychoactive substances.
2. Describe the philosophies, practices, policies, and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and the interdisciplinary approach to addiction treatment.
3. Demonstrate the use of specific diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care and apply treatment services appropriate to the personal and cultural identity and language of the client.
4. Demonstrate their professional readiness to apply their understanding of diverse cultures into clinical practice, the importance of self-awareness in one's own personal, professional, and cultural life, adherence to addiction professional's ethical and behavioral standards of conduct, importance of ongoing supervision and understand procedures for handling crisis or dangerous situations.

## Requirements

### Required Core Courses (Foundation Core Courses): 15 units

	Units
SOSC 301 Introduction to Addiction Studies	3 units

SOSC 302	Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse	3 units
SOSC 304	Intervention, Treatment and Recovery	3 units
SOSC 319	Co-Occurring Disorders I: Recognition and Referral	3 units
SOSC 333	Laws and Ethics in Addiction Studies	3 units

### Required Core Courses (Skill Building Courses): 15 units

		Units
SOSC 307	Family Systems in Addiction	3 units
SOSC 308	Group AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 310	Special Population Groups in Addiction Studies	3 units
SOSC 314	Individual AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 317	Case Management	3 units

### Required Core Courses (Field Study Courses): 6 units

		Units
SOSC 315	Field Studies and Seminar I	3 units
SOSC 316	Field Studies and Seminar II	3 units

### Required Selective Courses: Select 3 units from the following:

		Units
PSYC 100	General Psychology	3 units
PSYC 410	Abnormal Psychology	3 units

### Additional recommended courses (not required for certificate)

		Units
SOSC 321	Adolescent/Youth Substance Use Prevention, Interventions and Treatment	3 units
SOSC 325	Co-Occurring Disorders II: Management and Treatment	3 units

**Total Required Units: 39**



## CS Case Management

The certificate examines the principles and critical issues in case management as an integrated system of care approach to the delivery of health, substance abuse, mental health and social services, linking clients with appropriate services to address the client's specific needs and stated goals. Special attention is given to diverse populations in behavioral health agencies in community public health and social service settings and the legal and ethical scope of practice.

### Career Opportunities

Students and Addiction Studies Graduates have numerous employment opportunities for employment as Case Managers for Addiction and Mental Health clinics.

### Program Learning Outcomes

Students completing this program will be able to:

1. Students will have the skills needed to assess a client's use of alcohol and other drugs, mental health issues, and need for housing and employment .
2. Students will be prepared to help clients access an integrated system of care in order to address addiction and mental health concerns.

### Requirements

Required Core Courses: 15 units		Units
SOSC 302	Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse	3 units
SOSC 310	Special Population Groups in Addiction Studies	3 units
SOSC 314	Individual AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 317	Case Management	3 units
SOSC 319	Co-Occurring Disorders I: Recognition and Referral	3 units

**Total Required Units: 15**

## CS Co-Occurring Disorders

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand Addiction: a variety of models and theories of addiction; the social political, economic,

and cultural context; risk and resiliency factors; the behavioral, psychological, physical health, and social effects of psychoactive substances.

2. Describe the philosophies, practices, policies, and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and the interdisciplinary approach to addiction treatment.
3. Understand how to apply the education and training to practice by understanding the diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care and apply treatment services appropriate to the personal and cultural identity and language of the client.
4. Assess the professional readiness of the counselor as to apply their understanding of diverse cultures into clinical practice, the importance of self-awareness in one's own personal, professional, and cultural life, adherence to addiction professional's ethical and behavioral standards of conduct, importance of ongoing supervision and understand procedures for handling crisis or dangerous situations.

### Requirements

Required Core Courses: 15 units		Units
PSYC 410	Abnormal Psychology	3 units
SOSC 302	Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse	3 units
SOSC 314	Individual AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 319	Co-Occurring Disorders I: Recognition and Referral	3 units
SOSC 325	Co-Occurring Disorders II: Management and Treatment	3 units

**Total Required Units: 15**

## ADMINISTRATION OF JUSTICE

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities



**AS Associate in Science Degree Program**

Administration of Justice..... 60 units

**AS-T Associate in Science Degree for Transfer**

Administration of Justice..... 60 units

**CA Certificate of Achievement**

Administration of Justice..... 24 units

Basic Police Academy (AJPS)..... 22 units

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. Transfer majors may be listed as Administration of Justice, Criminal Justice, Criminology, Law and Society, or other listings. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**About the Program**

The Administration of Justice Program prepares students for jobs in the field of criminal justice. The program at CSM is designed to educate students on the many aspects of justice administration – from the human, social and moral problems to the larger scope of justice systems.

Through the expertise of the faculty and the exposure to professional personnel from the criminal justice system, students can expect to be prepared for a career in various fields including criminal justice, law enforcement, corrections, social services, probation, and law.

The criminal justice system offers employment in various municipal, county and state agencies in California, to individuals who have the ability to work well with all types of people, observe details others might miss, and make sound decisions in times of crisis.

The two-year degree covers a broad range of information and professional skills in criminal law, corrections, and the American justice system. While this degree is intended for transfer, it also may lead to employment or advancement within the justice system. Students planning to transfer to a four-year university should complete the Associate Degree.

**AS Administration of Justice**

The Administration of Justice Program prepares students for jobs in the field of criminal justice. The program at CSM is designed to educate students on the many aspects of justice administration " from the human, social and moral problems to the larger scope of justice systems.

The two-year degree covers a broad range of information and professional skills in criminal law, corrections, and the American justice system. While this degree is intended for transfer, it also may lead to employment or advancement within the justice system. Students planning to transfer to a four-year university should complete the Associate Degree.

**Career Opportunities**

Through the expertise of the faculty and the exposure to professional personnel from the criminal justice system, students can expect to be prepared for a career in various fields including criminal justice, law enforcement, corrections, social services, probation, and law. The criminal justice system offers employment in various municipal, county and state agencies in California, to individuals who have the ability to work well with all types of people, observe details others might miss, and make sound decisions in times of crisis.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Identify and classify the various components and goals of the Criminal Justice System, and explain how the components function as a team.
2. Recognize and discuss the development and practical application of law in society.
3. Explain and demonstrate the importance of developing interpersonal and written communication skills necessary to function within the Criminal Justice System and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in law enforcement careers.

**Major Requirements**

**Required Core Courses: 15 units**

**Units**

ADMJ 100	Introduction to the Criminal Justice System	3 units
ADMJ 102	Principles and Procedures of the Criminal Justice System	3 units
ADMJ 104	Concepts of Criminal Law	3 units
ADMJ 106	Legal Aspects of Evidence	3 units
ADMJ 120	Criminal Investigation	3 units

**Required Selective Courses: 6 units from the courses listed below:**

**Units**

ADMJ 108	Community Relations and the Justice System	3 units
ADMJ 125	Juvenile Procedures	3 units
ADMJ 185	Introduction to Forensic Science	3 units



**Total Required Major Units: 21**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS-T Administration of Justice

The AS-T major in Administration of Justice prepares students for transfer into bachelor's degree programs in Administration of Justice and similar areas. Completion of this AS-T meets minimum eligibility for transfer to the California State University system.

### Career Opportunities

The Administration of Justice Program prepares students for jobs in the field of criminal justice. The program at CSM is designed to educate students on the many aspects of justice administration – from the human, social and moral problems to the larger scope of justice systems. Through the expertise of the faculty and the exposure to professional personnel from the criminal justice system, students can expect to be prepared for a career in various fields including criminal justice, law enforcement, corrections, social services, probation, and law. The criminal justice system offers employment in various municipal, county and state agencies in California, to individuals who have the ability to work well with all types of people, observe details others might miss, and make sound decisions in times of crisis.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify and classify the various components and goals of the Criminal Justice System, and explain how the components function as a team.
2. Recognize and discuss the development and practical application of law in society.
3. Explain and demonstrate the importance of developing interpersonal and written communication skills necessary to function within the Criminal Justice System and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in law enforcement careers.

### Major Requirements

#### Required Core Courses: 6 units

	Units
ADMJ 100 Introduction to the Criminal Justice System	3 units
ADMJ 104 Concepts of Criminal Law	3 units

#### Required Selective Courses: Select 6 units from the following courses:

	Units
ADMJ 102 Principles and Procedures of the Criminal Justice System	3 units
ADMJ 106 Legal Aspects of Evidence	3 units
ADMJ 108 Community Relations and the Justice System	3 units
ADMJ 120 Criminal Investigation	3 units
ADMJ 125 Juvenile Procedures	3 units
ADMJ 185 Introduction to Forensic Science	3 units

#### Required Selective Courses: Select 6 units from the following courses:

	Units
COMM 130 Interpersonal Communication	3 units
PSYC 100 General Psychology	3 units
SOCI 100 Introduction to Sociology	3 units
PSYC 121 Basic Statistical Concepts	3 units
<b>OR</b>	
MATH 200 Elementary Probability and Statistics	4 units

### Total Required Major Units: 18 - 19

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Administration of Justice

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify and classify the various components and goals of the Criminal Justice System, and explain how the components function as a team.
2. Recognize and discuss the development and practical application of law in society.



3. Explain and demonstrate the importance of developing interpersonal and written communication skills necessary to function within the Criminal Justice System and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in law enforcement careers.

**Requirements**

<b>Required Core Courses: 18 units</b>		<b>Units</b>
ADMJ 100	Introduction to the Criminal Justice System	3 units
ADMJ 102	Principles and Procedures of the Criminal Justice System	3 units
ADMJ 104	Concepts of Criminal Law	3 units
ADMJ 106	Legal Aspects of Evidence	3 units
ADMJ 120	Criminal Investigation	3 units
Completion of IGETC GE requirement under Area 1, Group A: English Composition		3 units

<b>Required Selective Courses: 6 units from the courses listed below:</b>		<b>Units</b>
ADMJ 108	Community Relations and the Justice System	3 units
ADMJ 125	Juvenile Procedures	3 units
ADMJ 185	Introduction to Forensic Science	3 units

**Total Required Units: 24**

**CA Basic Police Academy (AJPS)**

The Basic Police Academy includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Cultural Diversity, Report Writing, Arrest and Control Techniques, Firearms, Leadership, Ethics, Community Policing, Police Vehicle Operations, and First Aid/CPR. The course also includes a physical conditioning requirement that will prepare academy students for police service. The Basic Police Academy satisfies the California Commission on Peace Officer Standards and Training (POST) minimum training requirements for entry-level peace officer positions in California. Upon completion the student can apply to law enforcement agencies as a Regular Police Officer, Reserve Police Officer, or Peace Officer.

**Career Opportunities**

Regular Police Officer; Reserve Police Officer; Peace Officer

**Program Learning Outcomes**

Students completing this program will be able to:

1. Recognize crime elements, classifications and associated concepts relating to criminal law, property crimes, crimes against persons, general crime statues, crimes against children, sex crimes, juvenile law, alcohol and controlled substances, domestic violence, crimes against the justice system, and weapons violations.
2. Discuss the principles and procedures of the criminal justice system as they relate to constitutional rights, juvenile law, laws of arrest, search and seizure, presentation of evidence, management of crime scenes and the collection of evidence, use of force, and custody.
3. Demonstrate effective communication (verbal, non-verbal, and written) for composing investigative reports, testifying in court, requesting information, and interactions with peers, superiors and the community.
4. Demonstrate the prescribed competencies for psychomotor skills, including vehicle operations, arrest and control techniques, first aid/CPR, Firearms and Chemical Agents, as determined by the Commission on Peace Officer Standards and Training (POST).
5. Demonstrate the appropriate physical conditioning and lifestyle choices required for a career in law enforcement.

**Requirements**

<b>Required Core Course: 22 units</b>		<b>Units</b>
AJPS 107	Basic Police Academy	22 units

**Total Required Units: 22**

**ANTHROPOLOGY**

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60-70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AA-T Associate in Arts Degree for Transfer**

Anthropology.....60 units

## University Transfer Program

Use *Assist* ([assist.org](http://assist.org)) to identify lower division major preparation for the California State University and the University of California systems. Transfer majors may be listed as Anthropology or other listings. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA-T Anthropology

Anthropology is a broad discipline which employs both pure science and practical application to all aspects of human populations. The Associate in Arts in Anthropology for Transfer degree prepares students for transfer into bachelor's degree programs in Anthropology and similar programs at a CSU campus and guarantees admission to the CSU system.

### Career Opportunities

Students majoring in Anthropology have opportunities in archeology, cultural resource management, environmental impact analysis, ethnic relations, ethnology, exhibit design, expeditions, film ethnography, health research, linguistics, museum curatorship, population analysis, public information, recreation, redevelopment, social gerontology, social services consultation, transcultural nursing, travel consultation, and urban planning.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze anthropological concepts and theories
2. Evaluate diverse viewpoints and evidence related to the human population.
3. Produce evidence-based arguments.

### Major Requirements

Required Core Courses: 9 units		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Physical Anthropology	3 units
ANTH 350	Introduction to Archaeology and World Prehistory	3 units

Required Selective Courses: List A: Select 3-4 units from the following:		Units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 121	Basic Statistical Concepts	3 units

### Required Selective Courses: List B: Select 3-7 units from the following:

		Units
ANTH 127	Physical Anthropology Laboratory	1 unit
BIOL 250	Human Anatomy	4 units
GEOL 100	Survey of Geology	3 units
GEOL 101	Geology Laboratory	1 unit
PSYC 120	Introduction to Research Methods	3 units
SOCI 121	Introduction to Research Methods	3 units

### Required Selective Courses: Select 3 units from the following:

		Units
ANTH 180	Magic, Science and Religion	3 units
COMM 150	Intercultural Communication	3 units
GEOG 110	Cultural Geography	3 units
MUS. 250	World Music	3 units
PHIL 300	Introduction to World Religions	3 units
SOCI 141	Race and Ethnic Relations	3 units

### Total Required Major Units: 18 - 23

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## ARCHITECTURE

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60-70 transferable units

California State University  
University of California



Independent Colleges and Universities

**AS Associate in Science Degree Program**

Architecture..... 60 units

**Recommended high school preparation**

Coursework in Art, Mathematics (four years), Mechanical Drawing, English

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for Architecture, Architectural Engineering, or Landscape, City, and Regional Planning for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**AS Architecture**

**Career Opportunities**

Most architecture majors, after completing their studies and obtaining their Professional Degree, will choose to obtain their license to practice architecture and go into private practice as owners of their own firm. As practitioners, they will service a wide variety of clientele: private, business, institutional, and governmental. Others may elect to find employment in existing architectural firms, as members of their teams, in the design and development of the built environment. Some may elect to do advance work in fields such as art, historic restoration, product development, government, politics, business administration, law, education, medicine, research, land development, the military, etc. Others find opportunities in related fields that utilize the technical and problem-solving skills obtained from their architectural education.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Use basic architectural principles in elementary two & three dimensional design problem-solving.
2. Use graphics, including freehand drawing and computer applications, and physical models to communicate three dimensional design concepts and alternatives throughout a basic project design process.
3. Describe architectural precedents and traditions, in particular the influences of the 20th/21st century, as well as elementary climatic, technological, socioeconomic, and other cultural factors that impact the built environment and the practice of environmental design

4. Successfully carry out both individual and collaborative work as a part of a design team.

**Major Requirements**

**Required Core Courses: 16 units** **Units**

ARCH 100	Survey of Modern Architecture	3 units
ARCH 120	Architecture + Design Drawing I: Drawing and Visual Thinking	2 units
ARCH 140	Architecture + Design Drawing II: Design Communication	2 units
ARCH 210	Design I: Introduction to Architecture, Environmental Design, and the Design Process	4 units
ARCH 220	Design II: Architecture Design, Form and the Built Environment	4 units
ARCH 666	Introduction to Architecture	1 unit

**Required Selective Courses: 3 units selected from the following courses:** **Units**

ART 204	Drawing I	3 units
ART 205	Drawing II	3 units
ART 301	Two-Dimensional Design	3 units
ART 350	Visual Perception	3 units
DRAF 121	Computer-Aided Drafting I	3 units
DRAF 122	Computer-Aided Drafting II	3 units

**Total Required Major Units: 19**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**ART**

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60-70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AA Associate in Arts Degree Program**

Art: Art History..... 60 units



Art: Photography..... 60 units

Fine Arts: General Studio Art..... 60 units

### **AA-T Associate in Arts Degree for Transfer**

Art History..... 60 units

Studio Art.....60 units

### **CA Certificate of Achievement**

Art History..... 18 units

#### **University Transfer Program**

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for Art and Art History for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

#### **About the Program**

Art majors find employment in a variety of fields, which include advertising, manufacturing, industrial design, public relations, and communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, or story illustration.

Career opportunities include advertising manager, antique dealer, architect, art administrator, art therapist, art critic, art dealer, art historian, cartoonist, ceramicist, commercial ceramicist, community artist, computer artist, computer graphics illustrator, computer publisher, design consultant, curator, display designer/manager, fashion/floral/interior designer, educator, gallery director, graphic artist, illustrator, jewelry designer, layout artist, muralist, museum technician, painter, photographer, police artist, printmaker, set designer, sculptor, and visual information specialist.

## **AA Art: Art History**

The Art Major with an Emphasis in Art History is designed for students who wish to pursue the study of the visual arts in a social, political, philosophical and cultural context as a foundation for understanding human history and creativity. The study of art history develops a greater sensitivity to art-related issues, the ability to think critically about art and history, and to appreciate the artistic expression of varied cultures and civilizations. Completion of the AA degree in Art with an Emphasis in Art history exposes students to the major stylistic periods of Western European and American Art and Architecture and provides a firm basis for continued study in the field of art history.

### **Career Opportunities**

Career opportunities, which require additional studies at a four-year institution, include the following: college professor, teacher, arts administrator, museum/gallery curator, corporate art advisor, museum docent, slide librarian, consultant on historical style for film and TV production, museum conservator, historical conservationist, art critic, tour guide, travel consultant, research assistant, and art dealer.

### **Program Learning Outcomes**

Students completing this program will be able to:

1. Identify major monuments and movements in the history of art.
2. Identify and describe stylistic characteristics in order to place works of art in their historical and stylistic context.
3. Apply critical analysis to compare and contrast works of art.
4. Relate works of art to the societies in which they were created.
5. Critique in an original manner, using the appropriate language of art, the form and content of works of art.

### **Major Requirements**

#### **Required Core Courses: 15 units**

#### **Units**

Course Number	Course Title	Units
ART 101	Art and Architecture from the Ancient World to Medieval Times (c. 1400)	3 units
ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 104	Modern Art	3 units
ART 204	Drawing I	3 units

#### **Required Selective Courses: Select 3 units from the following:**

#### **Units**

Course Number	Course Title	Units
ART 105	Asian Art and Architecture	3 units
ART 124	Old Masters' Aesthetics and Techniques	3 units
ART 206	Expressive Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units
ART 214	Color	3 units
ART 223	Oil Painting I	3 units
ART 301	Two-Dimensional Design	3 units





OR		
DGME 103	Fundamentals of Two-Dimensional Design	3 units
ART 350	Visual Perception	3 units
ANTH 110	Cultural Anthropology	3 units
FILM 100	Introduction to Film	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Art: Photography

The Major in Art: Photography program offers a foundation in both film based photography and digital photography. Students will learn the basics of photography including composition, traditional film processing, digital imaging, and lighting. Through photography students develop a visual literacy that is useful in any field of study, developing the ability to observe, discover, and interpret the world. The program provides a solid foundation for students transferring to university baccalaureate photography programs and fine art schools.

### Career Opportunities

Career opportunities include community artist, photography curator, portrait, wedding photography and visual communication specialist. The photography program also accommodates students whose photographic goals are not career-oriented.

### Program Learning Outcomes

Students completing this program will be able to:

1. Utilize the photographic medium as a means of self-expression.
2. Create effective photographic compositions using design principles.
3. Demonstrate the ability to produce a fine print and create a professional presentation.
4. Critically analyze and evaluate a photographic exhibit.

### Major Requirements

Required Core Courses: 15 units		Units
ART 351	Beginning Black and White Photography	3 units

ART 352	Intermediate Black and White Photography	3 units
ART 391	Experimental Photography 1	3 units
ART 381	Beginning Digital Photography	3 units
ART 383	Intermediate Digital Photography	3 units

**Required Selective Courses: Select 3 units from the following:**

	Units	
ART 353	Advanced Black and White Photography	3 units
ART 384	Advanced Digital Photography	3 units
ART 396	Documentary Photography 1	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Fine Arts: General Studio Art

Students gain historical and contemporary perspectives on the creation of art, the ability to analyze and understand compositional structure, and hands-on skills working in a variety of media. Art majors find employment in a variety of fields, which include advertising, manufacturing, industrial design, public relations, and communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, or story illustration. Career opportunities include advertising manager, antique dealer, architect, art administrator, art therapist, art critic, art dealer, art historian, cartoonist, ceramicist, commercial ceramicist, community artist, computer artist, computer graphics illustrator, computer publisher, design consultant, curator, display designer/manager, fashion/floral/interior designer, educator, gallery director, graphic artist, illustrator, jewelry designer, layout artist, muralist, museum technician, painter, photographer, police artist, printmaker, set designer, sculptor, and visual information specialist.

### Career Opportunities

Job prospects for art majors are at an all-time high. According to the Bureau of Labor Statistics, the revolution in electronic communications, multimedia and entertainment has created a growing need for highly skilled artists and designers. Employment of visual artists is expected to grow faster than average for all occupations over the next decade. Career opportunities include animator, architect, art therapist, cartoonist, community artist, computer artist, computer graphics illustrator, design consultant, display



designer/manager, fashion/floral/interior designer, fine artist, educator, game design, gallery director, graphic artist, illustrator, industrial design jewelry designer, layout artist, muralist, museum technician, painter, police artist, visual information specialist and web design.

### Program Learning Outcomes

Students completing this program will be able to:

1. Exhibit visual literacy and critical thinking through communication, analysis, and reflection on artworks and the concepts and influences from which artworks originate.
2. Possess physical/technical skills within an art/design based medium to be used as tools for creative expression.

### Major Requirements

Required Core Courses: 18 - 18.5 units		Units
ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
<b>OR</b>		
ART 124	Old Masters' Aesthetics and Techniques	3 units
ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 204	Drawing I	3 units
ART 214	Color	3 units
ART 301	Two-Dimensional Design DGME 103 Fundamentals of Two-Dimensional Design	3 units
<b>OR</b>		
DGME 103	Fundamentals of Two-Dimensional Design	3 units

And select one of the following:		Units
ART 200	Portfolio Preparation	3 units
ART 385	Master Portfolio - Digital Photography	3.5 units
ART 388	Master Photography Portfolio	3.5 units

**Required Selective Courses: Select 12 units from any of the following courses.**

Drawing:		Units
ART 205	Drawing II	3 units
ART 206	Expressive Figure Drawing and Portraiture	3 units

ART 230	Expressive Figure Drawing and Portraiture II	3 units
ART 207	Life Drawing	3 units
ART 213	Life Drawing II	3 units
ART 208	Portrait Drawing I	3 units
ART 209	Portrait Drawing II	3 units
ART 215	Portraiture III	3 units
ART 216	Portraiture IV	3 units

Painting:		Units
ART 223	Oil Painting I	3 units
ART 224	Oil Painting II	3 units
ART 244	Oil Painting III	3 units
ART 247	Oil Painting IV	3 units
ART 225	Acrylic Painting I	3 units
ART 226	Acrylic Painting II	3 units
ART 251	Acrylic Painting III	3 units
ART 252	Acrylic Painting IV	3 units
ART 231	Watercolor I	3 units
ART 232	Watercolor II	3 units
ART 233	Watercolor III	3 units
ART 243	Watercolor IV	3 units
ART 203	Plein Air Painting	3 units
ART 253	Plein Air Painting II	3 units
ART 254	Plein Air Painting III	3 units
ART 255	Plein Air Painting IV	3 units

Ceramics and Sculpture:		Units
ART 401	Three-Dimensional Design	3 units
ART 405	Sculpture I	3 units
ART 406	Sculpture II	3 units
ART 409	Sculpture III Extended Expertise	3 units
ART 410	Sculpture IV Advanced Expression	3 units
ART 411	Ceramics I	3 units
ART 412	Ceramics II	3 units
ART 417	Ceramics Glaze	3 units
ART 418	Ceramics III	3 units



**Digital Art: Units**

DGME 211	Introduction to Graphic Design	3 units
----------	--------------------------------	---------

**Photography (Darkroom): Units**

ART 351	Beginning Black and White Photography	3 units
ART 352	Intermediate Black and White Photography	3 units
ART 353	Advanced Black and White Photography	3 units
ART 391	Experimental Photography 1	3 units
ART 392	Experimental Photography 2	3 units
ART 393	Experimental Photography 3	3 units
ART 394	Experimental Photography 4	3 units

**Digital Photography: Units**

ART 350	Visual Perception	3 units
ART 381	Beginning Digital Photography	3 units
ART 383	Intermediate Digital Photography	3 units
ART 384	Advanced Digital Photography	3 units
ART 396	Documentary Photography 1	3 units
ART 397	Documentary Photography 2	3 units
ART 398	Documentary Photography 3	3 units
ART 399	Documentary Photography 4	3 units

**Total Required Major Units: 30 - 30.5**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**AA-T Art History**

The Art major with an Art History emphasis is designed for students who wish to pursue the study of the visual arts in a social, political, philosophical and cultural context as a foundation for understanding human history and creativity. The study of art history develops a greater sensitivity to art-related issues, the ability to think critically about art and history, and to appreciate the artistic expression of varied cultures and civilizations. Completion of the AA degree in Art with an emphasis in Art History exposes students to the major stylistic periods of Western European, American

and Asian Art & Architecture and provides a firm basis for continued study in the fields of art history.

**Career Opportunities**

Career opportunities include the following: college professor, K-12 teacher, arts administrator, museum or gallery curator, corporate art advisor, museum docent, slide librarian, consultant on historical period styles for film and TV production, museum conservator, historical conservationist, art critic or writer, tour guide, travel consultant, research assistant, and art dealer.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Identify major monuments and movements in the history of art.
2. Identify and describe stylistic characteristics in order to place works of art in their historical and stylistic context.
3. Apply critical analysis to compare and contrast works of art.
4. Relate works of art to the societies in which they were created.
5. Critique in an original manner, using the appropriate language of art, the form and content of works of art.

**Major Requirements****Required Core Courses: 12 units****Units**

ART 101	Art and Architecture from the Ancient World to Medieval Times (c. 1400)	3 units
ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 204	Drawing I	3 units

**Required Selective Courses: List A: Select 3 units:****Units**

ART 105	Asian Art and Architecture	3 units
---------	----------------------------	---------

**Required Selective Courses: List B: Select 3 units:****Units**

ART 206	Expressive Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units
ART 223	Oil Painting I	3 units
ART 301	Two-Dimensional Design	3 units



OR		
DGME 103	Fundamentals of Two-Dimensional Design	3 units
ART 350	Visual Perception	3 units
ART 401	Three-Dimensional Design	3 units
ART 405	Sculpture I	3 units
ART 411	Ceramics I	3 units

**Required Selective Courses: List C: Select 3 units**

**Units**

Any List B course not already used		
ARCH 100	Survey of Modern Architecture	3 units
ART 104	Modern Art	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
PHIL 300	Introduction to World Religions	3 units

**Total Required Major Units: 21**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## AA-T Studio Art

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The Associate in Arts in Studio Arts for Transfer will prepare students for transfer into bachelor's degree programs in Studio Arts and similar majors. Students gain historical and

contemporary perspectives on the creation of art, the ability to analyze and understand compositional structure, and hands-on skills working in a variety of media.

Art majors find employment in a variety of fields, which include advertising, manufacturing, industrial design, public relations, and communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, or story illustration.

### Career Opportunities

Career opportunities include advertising manager, antique dealer, architect, art administrator, art therapist, art critic, art dealer, art historian, cartoonist, ceramicist, commercial ceramicist, community artist, computer artist, computer graphics illustrator, computer publisher, design consultant, curator, display designer/manager, fashion/floral/interior designer, educator, gallery director, graphic artist, illustrator, jewelry designer, layout artist, muralist, museum technician, painter, photographer, police artist, printmaker, set designer, sculptor, and visual information specialist.

### Program Learning Outcomes

Students completing this program will be able to:

1. Exhibit visual literacy and critical thinking through communication, analysis, and reflection on artworks and the concepts and influences from which artworks originate.
2. Possess physical/technical skills within an art/design based medium to be used as tools for creative expression.

### Major Requirements

**Required Core Course: 15 units**

**Units**

ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 204	Drawing I	3 units
ART 301	Two-Dimensional Design	3 units
OR		
DGME 103	Fundamentals of Two-Dimensional Design	3 units
ART 401	Three-Dimensional Design	3 units



**Required Selective Courses: List A: Art History Restricted Electives. Select 3 units from the following:**

		Units
ART 101	Art and Architecture from the Ancient World to Medieval Times (c. 1400)	3 units
ART 104	Modern Art	3 units
ART 105	Asian Art and Architecture	3 units

**Required Selective Courses: Select a maximum of one course from any of the following areas to total 9 units:**

**Area 1: Drawing** **Units**

ART 205	Drawing II	3 units
ART 206	Expressive Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units

**Area 2: Painting** **Units**

ART 223	Oil Painting I	3 units
ART 225	Acrylic Painting I	3 units
ART 231	Watercolor I	3 units
ART 203	Plein Air Painting	3 units

**Area 3: Color** **Units**

ART 214	Color	3 units
---------	-------	---------

**Area 4: Photography** **Units**

ART 351	Beginning Black and White Photography	3 units
ART 381	Beginning Digital Photography	3 units

**Area 5: Ceramics** **Units**

ART 411	Ceramics I	3 units
---------	------------	---------

**Area 6: Sculpture** **Units**

ART 405	Sculpture I	3 units
---------	-------------	---------

**Area 7: Advanced Courses** **Units**

ART 200	Portfolio Preparation	3 units
ART 224	Oil Painting II	3 units
ART 226	Acrylic Painting II	3 units
ART 232	Watercolor II	3 units
ART 253	Plein Air Painting II	3 units
ART 208	Portrait Drawing I	3 units
ART 209	Portrait Drawing II	3 units
ART 213	Life Drawing II	3 units
ART 230	Expressive Figure Drawing and Portraiture II	3 units
ART 352	Intermediate Black and White Photography	3 units
ART 383	Intermediate Digital Photography	3 units
ART 391	Experimental Photography 1	3 units
ART 392	Experimental Photography 2	3 units
ART 396	Documentary Photography 1	3 units
ART 397	Documentary Photography 2	3 units
ART 406	Sculpture II	3 units
ART 412	Ceramics II	3 units

**Total Required Major Units: 27**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Art History

The certificate in Art History is designed for students who wish to pursue the study of the visual arts in a social, political, philosophical and cultural context as a foundation for understanding human history and creativity. The study of art history develops a greater sensitivity to art-related issues, the ability to think critically about art and history, and to appreciate the artistic expression of varied cultures and civilizations. Completion of the certificate in Art history



exposes students to the major stylistic periods of Western European and American Art and Architecture and provides a firm basis for continued study in the field of art history.

### Career Opportunities

Career opportunities, which require additional studies at a four-year institution, include the following: college professor, teacher, arts administrator, museum/gallery curator, corporate art advisor, museum docent, slide librarian, consultant on historical style for film and TV production, museum conservator, historical conservationist, art critic, tour guide, travel consultant, research assistant, and art dealer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify major monuments and movements in the history of art.
2. Identify and describe stylistic characteristics in order to place works of art in their historical and stylistic context.
3. Apply critical analysis to compare and contrast works of art.
4. Relate works of art to the societies in which they were created.

### Requirements

Required Core Courses: 15 units		Units
ART 101	Art and Architecture from the Ancient World to Medieval Times (c. 1400)	3 units
ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 104	Modern Art	3 units
ART 204	Drawing I	3 units

Required Selective Courses: Select 3 units from the following:		Units
ART 105	Asian Art and Architecture	3 units
ART 124	Old Masters' Aesthetics and Techniques	3 units
ART 206	Expressive Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units
ART 214	Color	3 units
ART 223	Oil Painting I	3 units
ART 301	Two-Dimensional Design	3 units

OR		
DGME 103	Fundamentals of Two-Dimensional Design	3 units
ART 350	Visual Perception	3 units
ANTH 110	Cultural Anthropology	3 units
FILM 100	Introduction to Film	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units

**Total Required Units: 18**

## ASTRONOMY

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Astronomy..... 60 units

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AS Astronomy

The Astronomy Associates of Science Degree program is intended to provide a solid background for STEM students to pursue further studies in astronomy and astrophysics. Most of the courses in this program are aligned with the requirements for transfer to baccalaureate institutions, and designed to apply towards higher degrees in the astronomical sciences.

### Career Opportunities

Students with an Associates of Science degree in Astronomy can find opportunities as varied as telescope operators at major observatories and interning at various NASA facilities,



JPL, and the SETI Institute. Many students will use this degree as a stepping stone to earn a more advanced degree in astronomy and astrophysics at any degree granting university.

### Program Learning Outcomes

Students completing this program will be able to:

1. Use various imaging and photometric techniques to gather and analyze astronomical data.

### Major Requirements

Required Core Courses: 35 units		Units
ASTR 100	Introduction to Astronomy	3 units
<b>OR</b>		
ASTR 115	The Solar System	3 units
<b>OR</b>		
ASTR 125	Stars, Galaxies, and Cosmology	3 units
<b>AND</b>		
ASTR 103	Observational Astronomy Lab	1 unit
ASTR 210	Fundamentals of Astrophysics	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

Students planning to pursue an undergraduate degree in Astronomy or Astrophysics are strongly encouraged to take MATH 270 (Linear Algebra) and MATH 275 (Ordinary Differential Equations).

Students planning to pursue an undergraduate degree in Astronomy or Astrophysics are strongly encouraged to take CHEM 210, CIS 117, and CIS 254.

### Total Required Major Units: 35

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## BIOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

#### AS Associate in Science Degree Program

Biology.....60 units

Biology: Pre-Nursing.....60 units

#### AS-T Associate in Science Degree for Transfer

Biology.....60 units

Nutrition and Dietetics.....60 units

#### CS Certificate of Specialization

Biotechnology.....10 - 11 units

### Recommended high school preparation

One year of Biology, Chemistry, Physics, four years of Mathematics, English

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

Career opportunities for those who major in the Biological Sciences and obtain a Bachelor's or advanced degree include a variety of interesting occupations related mainly to biology, agriculture or medicine. Biological professions include anatomist, aquatic biologist, bacteriologist, biologist, biotechnologist, botanist, cytogeneticist, cytologist, ecologist, embryologist, entomologist, geneticist, herpetologist, ichthyologist, mammalogist, marine biologist, microbiologist, molecular biologist, morphologist, mycologist, ornithologist, paleobotanist, paleozoologist, parasitologist, pathologist, pharmacologist, photobiologist, phycologist, physiologist, protozoologist, systematist, taxonomist, toxicologist, tropical biologist, virologist, wildlife biologist, and zoologist.

Many biologists are educators as well as scientists. Biologists are also employed as forensic scientists, illustrators, museum specialists, naturalists, photographers, and science writers/editors. Agricultural professions include agricultural biologist, agrigeneticist, animal scientist, apiculturist, farmer/farm manager, field crop manager, fish and game warden, food technologist, foresters/forestry technicians, horticulturist, plant and animal breeder, plant and animal physiologist, plant



quarantine/ pest control inspector, range scientist, and soil scientist/conservationist.

Medical professions include audiologist, chiropractor, coroner, dentist, exercise physiologist, health care administrator, medical laboratory technologist/technician, medical librarian, nurse, nutritionist, optometrist, pharmacist, physician, podiatrist, public/ environmental health specialist, sanitarian, speech pathologist, and veterinarian. Additional medical careers include specialists in sports medicine, and manual arts, music, occupational, physical, and recreational therapists.

## AS Biology

The Biology AS degree satisfies requirements for students to transfer into bachelor's degree programs in most Biology majors at U. C. campuses. Students should be sure to check the UC website for an explanation of IGETC for STEM.

### Career Opportunities

Career opportunities for those who major in the Biological Sciences and obtain a Bachelor's or advanced degree include a variety of interesting occupations related mainly to biology, agriculture or medicine. Biological professions include anatomist, aquatic biologist, bacteriologist, biologist, biotechnologist, botanist, cytogeneticist, cytologist, ecologist, embryologist, entomologist, geneticist, herpetologist, ichthyologist, mammalogist, marine biologist, microbiologist, molecular biologist, morphologist, mycologist, ornithologist, paleobotanist, paleozoologist, parasitologist, pathologist, pharmacologist, photobiologist, phycologist, physiologist, protozoologist, systematist, taxonomist, toxicologist, tropical biologist, virologist, wildlife biologist, and zoologist. Many biologists are educators as well as scientists. Biologists are also employed as forensic scientists, illustrators, museum specialists, naturalists, photographers, and science writers/editors. Agricultural professions include agricultural biologist, agrigeneticist, animal scientist, apiculturist, farmer/farm manager, field crop manager, fish and game warden, food technologist, foresters/forestry technicians, horticulturist, plant and animal breeder, plant and animal physiologist, plant quarantine/ pest control inspector, range scientist, and soil scientist/conservationist. Medical professions include audiologist, chiropractor, coroner, dentist, exercise physiologist, health care administrator, medical laboratory technologist/technician, medical librarian, nurse, nutritionist, optometrist, pharmacist, physician, podiatrist, public/ environmental health specialist, sanitarian, speech pathologist, and veterinarian. Additional medical careers include specialists in sports medicine, and manual arts, music, occupational, physical, and recreational therapists.

### Program Learning Outcomes

Students completing this program will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principle of evolution as a fundamental process of all biology.
3. Describe how structure and function are related at all levels of life.
4. Demonstrate proficiency in basic lab skills and analysis.

### Major Requirements

**Required Core Courses: 24 units**

**Units**

BIOL 210	General Zoology	5 units
BIOL 220	General Botany	5 units
BIOL 230	Introductory Cell Biology	4 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units

*Students with little or no high school preparation should complete BIOL 110, CHEM 192, MATH 110, and PHYS 100 prior to beginning major coursework.*

**Total Required Major Units: 24**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS Biology: Pre-Nursing

The Biology degree in Pre-Nursing prepares students to transfer to a four-year program at a baccalaureate institution. Upon completion of a Bachelor of Science in Nursing, graduates choose from first level professional nursing staff positions in specializations which include community health, geriatrics, maternity, mental health, pediatrics, psychiatry, and surgery.

Note that for College of San Mateo's Nursing Program CHEM 410 is the specific chemistry prerequisite. Be sure to check the specific prerequisites for other Nursing Programs.

### Career Opportunities

Career opportunities for those who major in the Biological Sciences and obtain a Bachelor's or advanced degree include a variety of interesting occupations related mainly to biology, agriculture or medicine. Biological professions include anatomist, aquatic biologist, bacteriologist, biologist, biotechnologist, botanist, cytogeneticist, cytologist, ecologist, embryologist, entomologist, geneticist, herpetologist, ichthyologist, mammalogist, marine biologist, microbiologist, molecular biologist, morphologist, mycologist, ornithologist, paleobotanist, paleozoologist,





parasitologist, pathologist, pharmacologist, photobiologist, phycologist, physiologist, protozoologist, systematist, taxonomist, toxicologist, tropical biologist, virologist, wildlife biologist, and zoologist. Many biologists are educators as well as scientists. Biologists are also employed as forensic scientists, illustrators, museum specialists, naturalists, photographers, and science writers/editors. Agricultural professions include agricultural biologist, agrigeneticist, animal scientist, apiculturist, farmer/farm manager, field crop manager, fish and game warden, food technologist, foresters/forestry technicians, horticulturist, plant and animal breeder, plant and animal physiologist, plant quarantine/ pest control inspector, range scientist, and soil scientist/conservationist. Medical professions include audiologist, chiropractor, coroner, dentist, exercise physiologist, health care administrator, medical laboratory technologist/technician, medical librarian, nurse, nutritionist, optometrist, pharmacist, physician, podiatrist, public/ environmental health specialist, sanitarian, speech pathologist, and veterinarian. Additional medical careers include specialists in sports medicine, and manual arts, music, occupational, physical, and recreational therapists.

### Program Learning Outcomes

Students completing this program will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principles of evolution as a fundamental process of all biology.
3. Describe how structure and function contribute to homeostasis at all levels of human biology.
4. Demonstrate proficiency in basic lab skills and analysis.
5. Demonstrate knowledge of common and current clinical issues.

### Major Requirements

#### Required Core Courses: 13 units Units

BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units

#### Required Selective Courses: 8 or 10 units from one of the following groups:

##### Group 1 Units

CHEM 210	General Chemistry I	5 units
<b>AND</b>		
CHEM 220	General Chemistry II	5 units

##### Group 2

CHEM 410	Health Science Chemistry I	4 units
<b>AND</b>		
CHEM 420	Health Science Chemistry II	4 units

#### Total Required Major Units: 21 - 23

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS-T Biology

The Biology AS Degree prepares students for transfer into bachelor's degree programs in Biology. Completion of the AS-T in Biology meets minimum eligibility for transfer to the California State University System.

### Program Learning Outcomes

Students completing this program will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principle of evolution as a fundamental process of all biology.
3. Describe how structure and function are related at all levels of life.
4. Demonstrate proficiency in basic lab skills and analysis.

### Major Requirements

#### Required Core Courses: 14 units Units

BIOL 230	Introductory Cell Biology	4 units
BIOL 210	General Zoology	5 units
BIOL 220	General Botany	5 units

#### Required Selective Courses: 23 units Units

CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
MATH 251	Calculus with Analytic Geometry I	5 units
PHYS 210	General Physics I	4 units
<b>AND</b>		
PHYS 220	General Physics II	4 units
<b>OR</b>		
PHYS 250	Physics with Calculus I	4 units



**AND**

PHYS 260	Physics with Calculus II	4 units
----------	--------------------------	---------

**Total Required Major Units: 37**

**General Education** - certified completion of Intersegmental General Education Transfer Curriculum (IGETC/CSU) for STEM pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**AS-T Nutrition and Dietetics**

The AS-T major in Nutrition and Dietetics prepares students for transfer into bachelor's degree programs in Nutrition and Dietetics and similar areas. Completion of this AS-T meets minimum eligibility for transfer to the California State University system.

**Career Opportunities**

Careers opportunities in health clubs, hospital and clinics, public and private schools, government organizations, health and welfare agencies, health and welfare promotion organizations, businesses, industry, research facilities, and teaching, are available to graduates in the field of Nutrition and Dietetics.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Explain the principles of nutrition and their effect on health.
2. Demonstrate a fundamental understanding of health behaviors on nutritional and health status.
3. Assess the impact of age, culture and gender on diet and nutrition.
4. Describe food preparation, preservation, serving, and storage techniques that prevent food poisoning.
5. Design meal plans based on current nutritional guidelines.
6. Interpret current nutrition research.

**Major Requirements**

<b>Required Core Courses: 15 units</b>		<b>Units</b>
BIOL 310	Nutrition	3 units
PSYC 100	General Psychology	3 units
CHEM 210	General Chemistry I	5 units
BIOL 240	General Microbiology	4 units

**Required Selective Courses: List A: Select 8-10 units from the following courses:**

		<b>Units</b>
CHEM 220	General Chemistry II	5 units
BIOL 260	Human Physiology	5 units
MATH 200	Elementary Probability and Statistics	4 units
<b>OR</b>		
PSYC 121	Basic Statistical Concepts	3 units

**Required Selective Courses: List B: Select 3-4 units from the following courses:**

		<b>Units</b>
BIOL 250	Human Anatomy	4 units
ECON 100	Principles of Macroeconomics	3 units
SOCI 100	Introduction to Sociology	3 units

**Total Required Major Units: 26 - 29**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**CS Biotechnology**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/biol-cs-biotechnology.pdf](http://collegeofsanmateo.edu/gedi/docs/biol-cs-biotechnology.pdf)

**Program Learning Outcomes**

Students completing this program will be able to:

1. Demonstrate proficiency in basic lab skills and analysis commonly used in molecular biology and biotechnology.
2. Explain the basis for and applications of techniques in biotechnology.

**Requirements**

<b>Required Core Courses: 6 units</b>		<b>Units</b>
BIOL 123	Biotechnology Workshop	1 unit



CHEM 210	General Chemistry I	5 units
<b>OR</b>		
CHEM 220	General Chemistry II	5 units

**Required Selective Courses: Select one course from the following:**

		<b>Units</b>
BIOL 110	General Principles of Biology	4 units
BIOL 210	General Zoology	5 units
BIOL 220	General Botany	5 units
BIOL 230	Introductory Cell Biology	4 units
BIOL 240	General Microbiology	4 units

**Total Required Units: 10 - 11**

## BUILDING INSPECTION TECHNOLOGY

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program**  
**60-70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

### **AS** Associate in Science Degree Program

Building Inspection.....60 units

### **CA** Certificate of Achievement

Building Inspection.....31.5 - 33.5 units

### **CS** Certificate of Specialization

Commercial Building Inspection..... 13.5 units

Residential Building Inspection..... 15 units

## **AS** Building Inspection

Building Inspection is a critical component in the construction and maintenance of residential, commercial, multi-unit and specialty buildings within California. Each area critical to the proper quality of construction, safety of operation and durability over an appropriate time, is

separately inspected, tested and certified as compliant with the International Building Code.

The responsibilities of building inspectors are reflected in the importance of their role in ensuring the safety of inhabitants during earthquakes, floods, and other emergency situations. The safety of firefighters entering buildings is increased by compliance with the building code requirements for proper installation of fire sprinklers and other safety measures. Employment is primarily within city, county and state agencies with some opportunities with larger real estate or construction organizations and has remained steady during the last decade.

### **Career Opportunities**

Typical of real estate/construction related occupations, building inspection has some ebb and flow with economic cycles. However, this specialty area does not suffer the extreme peaks and valleys of employment found in general for real estate related industries. The need for building inspection services is not limited to new construction. Rather it is in demand for the great majority of remodel or updating projects, for re-inspection of properties that fall under new regulations and support of code violation enforcement. The employers are predominately government agencies and private firms that contract to government agencies, where the work is in consistent demand and is closely tied to the work of fire marshals, emergency preparedness services, etc. According to the Bureau of Labor Statistics, employment of construction and building inspectors is projected to grow 3 percent from 2019 to 2029. Public interest and the desire to improve the quality of construction should continue to create demand for inspectors. In 2019 the median annual salary for this career was \$60,710 a year and \$29.19 an hour. Our students are frequently hired into Building Inspection Departments in San Mateo County. The majority of our instructors graduated from the CSM program and are currently building inspectors in either San Mateo, San Francisco or Santa Clara counties.

### **Program Learning Outcomes**

Students completing this program will be able to:

1. Describe and discuss building inspection standards and testing criteria to assure quality construction.
2. Explain the intent of various code requirements.
3. Identify and explain graphics and terms of structural design and engineering.

### **Major Requirements**

**Required Core Courses: 28.5 units** **Units**

BLDG 710	Advanced Building Inspection	4.5 units
BLDG 720	Electrical Inspection I	3 units
BLDG 725	Electrical Inspection II	3 units



BLDG 730	Plumbing Inspection	3 units
BLDG 735	ADA Building Requirements	3 units
BLDG 740	Mechanical Code	3 units
BLDG 750	Structural Provisions	3 units
BLDG 760	Energy Regulations	3 units
BLDG 775	Introduction to Residential Dwelling Inspection Technology	3 units

**Total Required Major Units: 28.5**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Building Inspection

Building Inspection is a critical component in the construction and maintenance of residential, commercial, multi-unit and specialty buildings within California. Each area critical to the proper quality of construction, safety of operation and durability over an appropriate time, is separately inspected, tested and certified as compliant with the International Building Code.

The responsibilities of building inspectors are reflected in the importance of their role in ensuring the safety of inhabitants during earthquakes, floods, and other emergency situations. The safety of firefighters entering buildings is increased by compliance with the building code requirements for proper installation of fire sprinklers and other safety measures. Employment is primarily within city, county and state agencies with some opportunities with larger real estate or construction organizations and has remained steady during the last decade.

### Career Opportunities

Typical of real estate/construction related occupations, building inspection has some ebb and flow with economic cycles. However, this specialty area does not suffer the extreme peaks and valleys of employment found in general for real estate related industries. The need for building inspection services is not limited to new construction. Rather it is in demand for the great majority of remodel or updating projects, for re-inspection of properties that fall under new regulations and support of code violation enforcement. The employers are predominately government agencies and private firms that contract to government agencies, where the work is in consistent demand and is closely tied to the work of fire marshals, emergency preparedness services, etc. According to the Bureau of Labor Statistics, employment of construction and building inspectors is projected to grow 3 percent from 2019 to 2029. Public interest and the desire to improve

the quality of construction should continue to create demand for inspectors. In 2019 the median annual salary for this career was \$60,710 a year and \$29.19 an hour. Our students are frequently hired into Building Inspection Departments in San Mateo County. The majority of our instructors graduated from the CSM program and are currently building inspectors in either San Mateo, San Francisco or Santa Clara counties.

### Program Learning Outcomes

Students completing this program will be able to:

1. Describe and discuss Building Inspection standards and testing criteria to assure quality construction.
2. Explain the intent of code requirements.
3. Identify and explain graphics and terms of structural design and engineering.

### Requirements

**Required Core Courses: 28.5 units**

**Units**

BLDG 710	Advanced Building Inspection	4.5 units
BLDG 720	Electrical Inspection I	3 units
BLDG 725	Electrical Inspection II	3 units
BLDG 730	Plumbing Inspection	3 units
BLDG 735	ADA Building Requirements	3 units
BLDG 740	Mechanical Code	3 units
BLDG 750	Structural Provisions	3 units
BLDG 760	Energy Regulations	3 units
BLDG 775	Introduction to Residential Dwelling Inspection Technology	3 units

**Required Selective Courses: 3-5 units**

**Units**

ENGL 100	Composition and Reading	3 units
<b>OR</b>		
ENGL 105	Composition with Support	5 units
Or higher level ENGL course		3 - 5 units

**Total Required Units: 31.5 - 33.5**

## CS Commercial Building Inspection

Building Inspection is a critical component in the construction and maintenance of residential, commercial, multi-unit and specialty buildings within California. Each area critical to the proper quality of construction, safety



of operation and durability over an appropriate time, is separately inspected, tested and certified as compliant with the International Building Code.

The responsibilities of building inspectors are reflected in the importance of their role in ensuring the safety of inhabitants during earthquakes, floods, and other emergency situations. The safety of firefighters entering buildings is increased by compliance with the building code requirements for proper installation of fire sprinklers and other safety measures. Employment is primarily within city, county and state agencies with some opportunities with larger real estate or construction organizations and has remained steady during the last decade.

### Career Opportunities

Typical of real estate/construction related occupations, building inspection has some ebb and flow with economic cycles. However, this specialty area does not suffer the extreme peaks and valleys of employment found in general for real estate related industries. The need for building inspection services is not limited to new construction. Rather it is in demand for the great majority of remodel or updating projects, for re-inspection of properties that fall under new regulations and support of code violation enforcement. The employers are predominately government agencies and private firms that contract to government agencies, where the work is in consistent demand and is closely tied to the work of fire marshals, emergency preparedness services, etc. A snapshot of the employment demand in five Bay area Counties reveals that there were 2,215 jobs in 2016 (nationally there were 88,977 jobs), with a projected increase in the Bay Area of 15% over the next 7 years. The median hourly earnings are \$42.18/hour. Our students are frequently hired into Building Inspection Departments in San Mateo County. The majority of our instructors graduated from the CSM program and are currently building inspectors in either San Mateo, San Francisco or Santa Clara counties.

### Program Learning Outcomes

Students completing this program will be able to:

1. Describe and discuss inspection standards for each of the critical areas of commercial and multi-unit structures in California.
2. Explain the intent of the code requirements for the green and sustainable practices and materials in California.

### Requirements

Required Core Courses: 13.5 units		Units
BLDG 710	Advanced Building Inspection	4.5 units
BLDG 725	Electrical Inspection II	3 units
BLDG 735	ADA Building Requirements	3 units

BLDG 790	Blueprint Reading for Construction	3 units
----------	------------------------------------	---------

**Total Required Units: 13.5**

## CS Residential Building Inspection

Building Inspection is a critical component in the construction and maintenance of residential, commercial, multi-unit and specialty buildings within California. Each area critical to the proper quality of construction, safety of operation and durability over an appropriate time, is separately inspected, tested and certified as compliant with the International Building Code.

The responsibilities of building inspectors are reflected in the importance of their role in ensuring the safety of inhabitants during earthquakes, floods, and other emergency situations. The safety of firefighters entering buildings is increased by compliance with the building code requirements for proper installation of fire sprinklers and other safety measures. Employment is primarily within city, county and state agencies with some opportunities with larger real estate or construction organizations and has remained steady during the last decade.

### Career Opportunities

Typical of real estate/construction related occupations, building inspection has some ebb and flow with economic cycles. However, this specialty area does not suffer the extreme peaks and valleys of employment found in general for real estate related industries. The need for building inspection services is not limited to new construction. Rather it is in demand for the great majority of remodel or updating projects, for re-inspection of properties that fall under new regulations and support of code violation enforcement. The employers are predominately government agencies and private firms that contract to government agencies, where the work is in consistent demand and is closely tied to the work of fire marshals, emergency preparedness services, etc. A snapshot of the employment demand in five Bay area Counties reveals that there were 2,215 jobs in 2016 (nationally there were 88,977 jobs), with a projected increase in the Bay Area of 15% over the next 7 years. The median hourly earnings are \$42.18/hour. Our students are frequently hired into Building Inspection Departments in San Mateo County. The majority of our instructors graduated from the CSM program and are currently building inspectors in either San Mateo, San Francisco or Santa Clara counties.



**Program Learning Outcomes**

Students completing this program will be able to:

1. Describe and discuss inspection standards for each of the critical areas of residential structures in California.
2. Explain the intent of the code requirements for residential structure in California.

**Requirements:**

Required Core Courses: 15 units		Units
BLDG 720	Electrical Inspection I	3 units
BLDG 730	Plumbing Inspection	3 units
BLDG 740	Mechanical Code	3 units
BLDG 760	Energy Regulations	3 units
BLDG 775	Introduction to Residential Dwelling Inspection Technology	3 units

**Total Required Units: 15**

**BUSINESS**

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60-70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AS Associate in Science Degree Program**

Business Administration.....	60 units
Business Analytics.....	60 units
International Business.....	60 units

**AS-T Associate in Science Degree for Transfer**

Business Administration 2.0.....	60 units
----------------------------------	----------

**CA Certificate of Achievement**

Business Analytics.....	21 units
Entrepreneurship and Small Business Management.....	29.5 - 30 units
International Business.....	24 units

**CS Certificate of Specialization**

Entrepreneurship - The Start Up.....	15 units
--------------------------------------	----------

International Business.....	15 units
Marketing Specialist.....	15 units
Small Business Management.....	14.5 - 15 units

**Recommended high school preparation**

Coursework in Mathematics, English, Accounting, and use of microcomputers, including spreadsheet and word processing applications.

**AS Business Administration**

Students will gain an understanding of the functional areas of business including marketing, advertising, finance, management, operations, business information systems, business law and human resources. It will prepare students for a career in business focussing on areas such as marketing, global business, management, finance and general business.

**Career Opportunities**

An AS Degree in Business Administration prepares students for careers in business fields such as management, marketing, human resources, operations, administration, international business, finance, accounting, and economics.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Apply critical thinking and analytical skills in decision-making and problem solving.
2. Evaluate and analyze financial statements.
3. Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
4. Identify the basics of information technology and its uses in business.
5. Create effective oral and written business communications utilizing modern communication technologies.

**Major Requirements**

Required Core Courses: 26 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 103	Business Information Systems	3 units
BUS. 115	Business Mathematics	3 units
<b>OR</b>		
BUS. 123	Business Statistics	3 units



BUS. 201	Business Law	3 units
ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units

Required Selective Courses: 9 units		Units
BUS. 101	Human Relations At Work	3 units
<b>OR</b>		
BUS. 203	Intercultural Relations in Global Business	3 units
BUS. 113	Personal Finance	3 units
BUS. 125	International Business	3 units
BUS. 136	Business Finance	3 units
BUS. 150	Small Business Management	3 units
BUS. 180	Introduction to Marketing	3 units
BUS. 232	Sales Management	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Management	3 units

**Total Required Major Units: 35**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## AS Business Analytics

The Associate of Science in Business Analytics will provide students with a foundation in the fields of business analytics. Topics covered will include an introduction to data analytics, statistics, SQL queries and data visualizations in the context of solving business problems. In addition to business analytics courses, core classes in business law, economics and accounting will also be offered.

### Career Opportunities

The degree is designed to prepare students for entry-level jobs, such as Business Analytics Specialist, Data Analyst, and Marketing Analyst.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply the methods, techniques, and tools relevant to business analytics
2. Solve organizational problems by applying the methods, techniques, and tools relevant to systems analysis and design

3. Demonstrate predictive analytics techniques to common business scenarios
4. Be comfortable working with larger datasets and articulating their analysis to a non-technical audience
5. Demonstrate an understanding of basic business, accounting and economic principles

### Major Requirements

Required Core Courses: 38 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 123	Business Statistics	3 units
BUS. 201	Business Law	3 units
BUS. 207	Business Analytics Fundamentals	3 units
BUS. 208	Quantitative Business Analysis	3 units
BUS. 209	Data Visualization	3 units
BUS. 401	Business Communications	3 units
CIS 110	Introduction to Computer and Information Science	3 units
ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units

**Total Required Major Units: 38**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## AS International Business

The International Business Program is designed to provide students with an introduction to the central aspects of international business such as economic, political, cultural and social environments and their impact on planning and executing international business ventures. Focus will be on entry strategies, marketing, finance, ethics, and principles associated with the international exchange of goods, services and foreign direct investments. The program will provide students with tools for evaluating and executing global business and trade opportunities.

### Career Opportunities

International Sales Representative, International Marketing Analyst/Researcher, International Project Manager, International Sales Agent, Import/Export Operations Specialist, Logistics Coordinator, Logistician, Global Supply Chain Specialist, International Business Manager.



## Program Learning Outcomes

Students completing this program will be able to:

1. Exhibit proficiency in basic economics and business concepts.
2. Evaluate key issues in cultural, political, geographical and ethical differences when conducting international business.
3. Develop an entry and trade strategies into other markets recognizing the nature of institutions and forces governing the process of globalization.
4. Demonstrate a general understanding of functional areas of business.
5. Prepare and analyze financial statements and operating budgets.
6. Evaluate the impact of current economic conditions on industry and businesses.

## Major Requirements

Required Core Courses: 35 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units
<b>OR</b>		
BUS. 401	Business Communications	3 units
BUS. 125	International Business	3 units
BUS. 127	Fundamentals of International Trade	3 units
BUS. 201	Business Law	3 units
BUS. 203	Intercultural Relations in Global Business	3 units
BUS. 206	Operations and Supply Chain Management	3 units
BUS. 230	International Marketing	3 units
ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units

Required Selective Courses: 3 units		Units
BUS. 113	Personal Finance	3 units
BUS. 150	Small Business Management	3 units
COOP 670*	Cooperative Education/Work Experience	1 - 4 units
MGMT 100	Introduction to Management	3 units

\* Limit COOP 670 units to only 3 units maximum.

## Total Required Major Units: 41

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS-T Business Administration 2.0

The Associate in Science in Business Administration for Transfer 2.0 prepares students for transfer into bachelor's degree programs in Business Administration and similar majors at a California State University. This degree program will expose students to the core principles and practices in the field of Business including marketing, finance, accounting, economics, and management.

Upon completion of the Associate in Science in Business Administration 2.0 for Transfer, students will be able to prepare and analyze financial statements, prepare and manage an operating budget, evaluate the impact of current economic conditions on a business, and assess the legal implications of business decisions.

Students are required to have a grade of "C" or better in each course in the major to apply these courses to the AS-T degree. The AS-T degree also requires the completion of 60 transfer semester units, a minimum overall grade point average of 2.0, and completion of the CSU GE-breadth or IGETC.

## Career Opportunities

Upon completion of a bachelor's degree, Business Administration majors find employment in a variety of fields related to the planning, operation, and regulation of businesses. Career opportunities include accountant, administrative assistant, budget analyst, management consultant, claims agent, controller, credit analyst, financial manager, financial planner, hospital administrator, insurance agent, loan officer, securities analyst, and trust officer.

## Program Learning Outcomes

Students completing this program will be able to:

1. Prepare and analyze financial statements.
2. Prepare and manage operating budgets.
3. Evaluate the impact of current economic conditions on a business.
4. Assess the legal implications of business decisions.

## Major Requirements

Required Core Courses: 27-29 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units





BUS. 100	Introduction to Business	3 units
<b>OR</b>		
BUS. 401	Business Communications	3 units
BUS. 201	Business Law	3 units
ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units
MATH 125	Elementary Finite Mathematics	3 units
<b>OR</b>		
MATH 241	Applied Calculus I	5 units
<b>OR</b>		
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 200	Elementary Probability and Statistics	4 units

**BUS 103 or CIS 110 is required for Business Administration majors at many CSU campuses. Business Administration majors should explore specific requirements at the CSUs which are being considered for transfer and plan their transfer pathways accordingly.**

**Total Required Major Units: 27 - 29**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Business Analytics

The Certificate of Achievement in Business Analytics will provide students with a foundation in the fields of business analytics. Topics covered will include an introduction to data analytics, statistics, SQL queries and data visualizations in the context of solving business problems.

### Career Opportunities

The degree is designed to prepare students for entry-level jobs, such as Business Analytics Specialist, Data Analyst, and Marketing Analyst.

## Program Learning Outcomes

Students completing this program will be able to:

1. Apply the methods, techniques, and tools relevant to business analytics
2. Solve organizational problems by applying the methods, techniques, and tools relevant to systems analysis and design
3. Demonstrate predictive analytics techniques to common business scenarios
4. Examine large datasets and articulate their analysis to a non-technical audience

## Requirements

### Required Core Courses: 21 units

### Units

BUS. 100	Introduction to Business	3 units
BUS. 123	Business Statistics	3 units
BUS. 207	Business Analytics Fundamentals	3 units
BUS. 208	Quantitative Business Analysis	3 units
BUS. 209	Data Visualization	3 units
BUS. 401	Business Communications	3 units
CIS 110	Introduction to Computer and Information Science	3 units

**Total Required Units: 21**

## CA Entrepreneurship and Small Business Management

The certificate of achievement program in Entrepreneurship and Small Business Management delivers cutting-edge curriculum for student entrepreneurs that want to hone their mindset skills. Further, this program is for entrepreneurs ramping-up a small business, or those with existing small businesses. The program's courses cover general management, small business management, and marketing, as well as selective units where the student can customize curricula to their specific needs, including workforce experience.

### Career Opportunities

This program will position students to design, ramp up, and manage a small business. Further, the program positions the student to be managers, partners, and employees or independent contractors for small businesses across a wide-spectrum of markets.

## Program Learning Outcomes

Students completing this program will be able to:



1. Identify market opportunities
2. Develop a business plan
3. Identify sources of financing
4. Pitch an idea to investors
5. Incorporate a small business
6. Operate a small business

**Required Core Courses: 24 units****Units**

BUS. 150	Small Business Management	3 units
BUS. 171	The Entrepreneurial Mindset	3 units
BUS. 173	Sources of Financing	3 units
BUS. 174	The Business Plan	3 units
BUS. 176	Selling the Idea	3 units
BUS. 180	Introduction to Marketing	3 units
BUS. 201	Business Law	3 units
MGMT 100	Introduction to Management	3 units

**Required Selective Courses: 5.5-6 units from the following courses:****Units**

ACTG 100	Accounting Procedures	3 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUS. 101	Human Relations At Work	3 units
BUS. 115	Business Mathematics	3 units
BUS. 125	International Business	3 units
BUS. 136	Business Finance	3 units
BUS. 230	International Marketing	3 units
BUS. 232	Sales Management	3 units
BUS. 233	Social Media Marketing	3 units
BUS. 401	Business Communications	3 units
COOP 670	Cooperative Education/Work Experience	1 - 4 units
DGME 250	Internship	3 units
MGMT 102	Leading Innovative Teams	3 units
MGMT 103	Leading for Performance	3 units
MGMT 104	Leadership Theory	3 units

MGMT 106	Essentials of Negotiation	3 units
MGMT 215	Human Resources Management	3 units
MGMT 265	Project Management	3 units

**Total Required Units: 29.5 - 30****CA International Business**

The International Business Program is designed to provide students with an introduction to the central aspects of international business such as economic, political, cultural and social environments and their impact on planning and executing international business ventures. Focus will be on entry strategies, marketing, finance, ethics, and principles associated with the international exchange of goods, services and foreign direct investments. The program will provide students with tools for evaluating and executing global business and trade opportunities.

**Career Opportunities**

International Sales Representative, International Marketing Analyst/Researcher, International Project Manager, International Sales Agent, Import/Export Operations Specialist, Logistics Coordinator, Logistician, Global Supply Chain Specialist, International Business Manager.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Exhibit proficiency in basic economics and business concepts.
2. Evaluate key issues in cultural, political, geographical and ethical differences when conducting international business.
3. Develop an entry and trade strategies into other markets recognizing the nature of institutions and forces governing the process of globalization.
4. Demonstrate a general understanding of functional areas of business.

**Requirements****Required Core Courses: 15 units****Units**

BUS. 125	International Business	3 units
BUS. 127	Fundamentals of International Trade	3 units
BUS. 203	Intercultural Relations in Global Business	3 units



BUS. 206	Operations and Supply Chain Management	3 units
BUS. 230	International Marketing	3 units

**Required Selective Courses: 9 units** **Units**

BUS. 100	Introduction to Business	3 units
BUS. 113	Personal Finance	3 units
BUS. 150	Small Business Management	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units

**Total Required Units: 24**

## CS Entrepreneurship - The Start Up

The certificate program in 'Entrepreneurship - The Start Up' delivers cutting-edge curriculum for student entrepreneurs that want to hone their mindset and skills, understand how to create an entrepreneurial idea and design and launch a small business around it.

This foundational certificate program provides access to guest entrepreneurs whom are experts in their fields, and counseling at CSM's on-campus, Small Business Development Center, sponsored by the Small Business Administration.

### Career Opportunities

This program will position students to be managers, owners, partners, and/or independent contractors for small business across a wide-spectrum of markets.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify market opportunities.
2. Develop a business plan.
3. Identify sources of financing.
4. Ability to pitch an idea to investors.

### Requirements

**Required Core Courses: 15 units** **Units**

BUS. 171	The Entrepreneurial Mindset	3 units
BUS. 173	Sources of Financing	3 units
BUS. 174	The Business Plan	3 units
BUS. 176	Selling the Idea	3 units

BUS. 201	Business Law	3 units
----------	--------------	---------

**Total Required Units: 15**

## CS International Business

The International Business Program is designed to provide students with an introduction to the central aspects of international business such as economic, political, cultural and social environments and their impact on planning and executing international business ventures. Focus will be on entry strategies, marketing, finance, ethics, and principles associated with the international exchange of goods, services and foreign direct investments. The program will provide students with tools for evaluating and executing global business and trade opportunities.

### Career Opportunities

International Sales Representative, International Marketing Analyst/Researcher, International Project Manager, International Sales Agent, Import/Export Operations Specialist, Logistics Coordinator, Logistician, Global Supply Chain Specialist, International Business Manager.

### Program Learning Outcomes

Students completing this program will be able to:

1. Exhibit proficiency in basic economics and business concepts.
2. Evaluate key issues in cultural, political, geographical and ethical differences when conducting international business.
3. Develop entry and trade strategies into foreign markets while recognizing the process of globalization.

### Requirements

**Required Core Courses: 15 units** **Units**

BUS. 125	International Business	3 units
BUS. 127	Fundamentals of International Trade	3 units
BUS. 203	Intercultural Relations in Global Business	3 units
BUS. 206	Operations and Supply Chain Management	3 units
BUS. 230	International Marketing	3 units

**Total Required Units: 15**



## CS Marketing Specialist

Marketing is critical to an organization maintaining and expanding its share of the market. Marketing is consumed through various channels-social, print, digital advertising, promotions-and resulting data informs strategy. This certificate and its courses will address the latest marketing concepts and techniques, prepare students for mastery of marketing research, strategy, and social media.

### Career Opportunities

There are multiple marketing specialist career opportunity tracks, including brand, field, and social media marketing, as well as communications and sales.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze market data.
2. Develop a marketing plan - Product, Price, Place, Promotion.

### Requirements

Required Core Courses: 15 units		Units
BUS. 100	Introduction to Business	3 units
BUS. 180	Introduction to Marketing	3 units
BUS. 230	International Marketing	3 units
BUS. 232	Sales Management	3 units
BUS. 233	Social Media Marketing	3 units

**Total Required Units: 15**

## CS Small Business Management

The certificate program in Small Business Management delivers cutting-edge curriculum for entrepreneurs ramping-up a small business, or those with existing small businesses, and covers general management, small business management, and marketing, as well as selective units where the student can customize curricula to their specific needs, including workforce experience.

This specialty certificate program provides access to guest entrepreneurs whom are experts in their fields, and counseling at CSM's on-campus Small Business Development Center, sponsored by the Small Business Administration.

### Career Opportunities

This program will position students to own, manage, and operate a small business.

### Program Learning Outcomes

Students completing this program will be able to:

1. Incorporate a small business.
2. Operate a small business.

### Requirements

Required Core Courses: 9 units		Units
BUS. 150	Small Business Management	3 units
BUS. 180	Introduction to Marketing	3 units
MGMT 100	Introduction to Management	3 units

### Required Selective: select 5.5-6 units from the following courses:

		Units
ACTG 100	Accounting Procedures	3 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUS. 101	Human Relations At Work	3 units
BUS. 115	Business Mathematics	3 units
BUS. 125	International Business	3 units
BUS. 136	Business Finance	3 units
BUS. 230	International Marketing	3 units
BUS. 232	Sales Management	3 units
BUS. 233	Social Media Marketing	3 units
BUS. 401	Business Communications	3 units
COOP 670	Cooperative Education/Work Experience	1 - 4 units
DGME 250	Internship	3 units
MGMT 265	Project Management	3 units
MGMT 102	Leading Innovative Teams	3 units
MGMT 103	Leading for Performance	3 units
MGMT 104	Leadership Theory	3 units
MGMT 106	Essentials of Negotiation	3 units
MGMT 215	Human Resources Management	3 units



**Total Required Units: 14.5 - 15**

## CHEMISTRY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Chemistry.....60 units

#### Recommended high school preparation

Coursework in Chemistry, Biology, Physics, Mathematics

#### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AS Chemistry

The Chemistry major prepares students to transfer to four-year institutions for continued study in the field of chemistry.

### Career Opportunities

While an A.S. degree may be sufficient for an individual to secure employment as an environmental technician, laboratory technician, safety manager, sanitarian, or water-quality analyst, most careers in the field require a B.S. or advanced degree. Analytical chemist, biochemist, biotechnologist, dentist, educator, forensic specialist, environmental/ industrial health engineer, pharmacist, physician, research chemist, and veterinarian are some of the careers for which an Associate degree in Chemistry prepares a student who subsequently obtains a university degree in the field. Approximately two-thirds of all chemists work for manufacturing firms. Chemists are also employed with federal, state and local governments, such as the departments of Defense, Health and Human Resources, and Agriculture. Some chemists work for research organizations and educational institutions.

## Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate preparedness to transfer to a 4 year institution
2. Effectively explain general chemistry and organic chemistry theories and concepts. (Effective Communication)
3. Perform quantitative analysis relating but not limited to graphical and numerical data obtained from laboratory experiments, and apply general chemistry and organic chemistry theories to solve problems. (Quantitative Skill)
4. Critically analyze and apply general chemistry and organic chemistry concepts. (Critical Thinking)

## Major Requirements

Required Core Courses: 24-25 units		Units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units
CHEM 232	Organic Chemistry II	5 units
PHYS 210	General Physics I	4 units
<b>AND</b>		
PHYS 211	General Physics I-Calculus Supplement	1 unit
<b>OR</b>		
PHYS 250	Physics with Calculus I	4 units

### Total Required Major Units: 24 - 25

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## COMMUNICATION STUDIES

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Communication Studies.....60 units



**AA-T Associate in Arts Degree for Transfer**

Communication Studies 2.0..... 60 units

**CS Certificate of Specialization**

Communication Studies.....12 units

**Recommended high school preparation**

Coursework in English, Speech, Psychology

**University Transfer Program**

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**About the Program**

An A.A. degree in Communication Studies prepares students for transfer to a baccalaureate institution for a degree in Communication Studies or a related discipline. The ability to organize one's thoughts and present them with clarity and precision are communication skills transferable to all careers. A background in communication studies is particularly applicable to careers in advertising, arts administration, cinema, copy editing and writing, corporate communications, counseling, education, entertainment, interviewing, journalism, labor relations, law, the legislature, lobbying, management, marketing, media, news analysis, personnel, play writing, politics, proofreading, public affairs, public information, public relations, radio and television, reporting, research, sales, script writing and editing, speech writing, sportscasting, supervision, television, and theatre.

**AA Communication Studies**

An A.A. degree in Communication Studies prepares students for transfer to a baccalaureate institution for a degree in Communication Studies or a related discipline.

**Career Opportunities**

The ability to organize one's thoughts and present them with clarity and precision are communication skills transferable to all careers. A background in communication studies is particularly applicable to careers in advertising, arts administration, cinema, copy editing and writing, corporate communications, counseling, education, entertainment, interviewing, journalism, labor relations, law, the legislature, lobbying, management, marketing, media, news analysis, personnel, play writing, politics, proofreading, public affairs, public information, public relations, radio and television, reporting, research, sales,

script writing and editing, speech writing, sportscasting, supervision, television, and theatre.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Write a speech outline that demonstrates proper organizational components.
2. Apply learned skills and communication theories in teamwork.
3. Demonstrate ability to effectively deliver presentations.
4. Apply critical thinking skills to analyze conflict and controversial situations.

**Major Requirements****Required Core Courses: 15 units****Units**

COMM 115	Survey of Human Communication	3 units
COMM 110	Public Speaking	3 units
COMM 130	Interpersonal Communication	3 units
COMM 140	Small Group Communication	3 units
COMM 150	Intercultural Communication	3 units

**Required Selective Courses: Select 6 units from the following courses:****Units**

COMM 170	Oral Interpretation I	3 units
COMM 171	Oral Interpretation II	3 units
BUS. 401	Business Communications	3 units
MGMT 220	Organizational Behavior	3 units
PSYC 110	Courtship, Marriage and the Family	3 units
<b>OR</b>		
SOCI 110	Courtship, Marriage and the Family	3 units

**Total Required Major Units: 21**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



## AA-T Communication Studies 2.0

The AA-T major in Communication Studies 2.0 prepares students for transfer into bachelor's degree programs in communication and similar areas. The AA-T degree requires the completion of 60 transfer semester units of degree-applicable courses, a minimum overall grade point average of 2.0, a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breadth.

### Career Opportunities

The ability to organize one's thoughts and present them with clarity and precision are communication skills transferable to all careers. A background in communication studies is particularly applicable to careers in advertising, arts administration, cinema, copy editing and writing, corporate communications, counseling, education, entertainment, interviewing, journalism, labor relations, law, the legislature, lobbying, management, marketing, media, news analysis, personnel, play writing, politics, proofreading, public affairs, public information, public relations, radio and television, reporting, research, sales, script writing and editing, speech writing, sportscasting, supervision, television, and theatre.

### Program Learning Outcomes

Students completing this program will be able to:

1. Write a speech outline that demonstrates proper organizational components.
2. Apply learned skills and communication theories in teamwork.
3. Deliver presentations effectively.
4. Apply critical thinking skills to analyze conflict and controversial situations.

### Major Requirements

#### Required Core Course: 6 units

#### Units

COMM 110	Public Speaking	3 units
COMM 130	Interpersonal Communication	3 units

#### Required Selective Courses: 9 units

##### LIST A: Select three courses

#### Units

COMM 140	Small Group Communication	3 units
COMM 150	Intercultural Communication	3 units
COMM 170	Oral Interpretation I	3 units

DGME 100	Media in Society	3 units
----------	------------------	---------

#### Required Selective Courses: 3 units

##### LIST B: Select one course

#### Units

Any LIST A course not already used		3 units
ANTH 110	Cultural Anthropology	3 units
COMM 115	Survey of Human Communication	3 units
COMM 171	Oral Interpretation II	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Composition, Argument, and Critical Thinking	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units

#### Total Required Major Units: 18

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CS Communication Studies

A background in communication studies is particularly applicable to careers in advertising, arts administration, cinema, copy editing and writing, corporate communications, counseling, education, entertainment, interviewing, journalism, labor relations, law, the legislature, lobbying, management, marketing, media, news analysis, personnel, play writing, politics, proofreading, public affairs, public information, public relations, radio and television, reporting, research, sales, script writing and editing, speech writing, sportscasting, supervision, television, and theatre.

### Program Learning Outcomes

Students completing this program will be able to:



1. Write a speech outline that demonstrates proper organizational components.
2. Apply learned skills and communication theories in teamwork.

**Required Core Courses: 6 units** **Units**

COMM 110	Public Speaking	3 units
COMM 130	Interpersonal Communication	3 units

**Required Selective Courses: select 6 units from the following courses** **Units**

COMM 115	Survey of Human Communication	3 units
COMM 140	Small Group Communication	3 units
COMM 150	Intercultural Communication	3 units
COMM 170	Oral Interpretation I	3 units
COMM 171	Oral Interpretation II	3 units

**Total Required Units: 12**

## COMPUTER AND INFORMATION SCIENCE

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Computer Science Applications and Development... 60 units  
Computer and Information Science..... 60 units  
Web and Mobile Application Development..... 60 units

### CA Certificate of Achievement

Computer Science Applications and Development..... 30 - 34 units

Web and Mobile Application Development..... 34 - 36 units

### CS Certificate of Specialization

Applied Python Programming..... 12 units  
C++ Programming..... 8 units  
Data Science and Big Data..... 14 - 15 units  
Database Programming..... 14 - 15 units  
Enterprise Cybersecurity..... 15 units  
Internet of Things (IoT) Programming..... 15 units  
Java Programming..... 8 units  
Web Programming..... 13 units  
Web/Mobile App Development..... 15 units

### Recommended high school preparation

Coursework in Mathematics, computer Programming, English, Business, Electronics

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for Computer and Information Science for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

Computer and Information Science offers extraordinary career opportunities to individuals who possess fluency in the English language, solid keyboarding skills, and a desire to work with computers on a daily basis. Students in the Computer and Information Science program at CSM are trained primarily on PC microcomputers and receive the finest training and experience available in areas such as programming, data communications, applications development, network support, end-user support, and hardware/systems support. This training is intended to lead to employment in the computing industry or transfer to a baccalaureate institution for continued study in the field and to provide advanced study for computing professionals.

Career opportunities include applied scientist, communications technician, computer maintenance technician, computer operator, data base specialist, documentation specialist, information specialist, Local Area Network (LAN) administrator, PC specialist, programmer, software engineer, software technician, systems analyst, systems test engineer, technician support representative, and as sales personnel skilled in marketing methods for computer systems. While some students secure employment following completion of the A.S. degree or Certificate program, many transfer to four-year universities to complete a Bachelor's degree in a computer-related field.





## AS Computer Science Applications and Development

The Computer Science Applications and Development program prepares CSM graduates for entry-level programming positions with companies of all sizes. Program emphasis is on cultivating computer professionals who are technically competent and work well with others.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include programmer, database developer, Web developer, front-end developer, quality assurance and systems testing, and frequently involve working on project teams.

### Program Learning Outcomes

Students completing this program will be able to:

1. Create and debug code for given specifications and write appropriate documentation.
2. Demonstrate a comprehensive understanding of one or more computer programming languages.
3. Demonstrate proficiency in using data analysis and data management tools.
4. Demonstrate proficiency in using one or more internet programming languages to design and implement a web based program.
5. Communicate effectively orally, in writing and in media.
6. Work collaboratively and ethically in teams on projects.

### Major Requirements

Required Core Courses: 18 units		Units
CIS 110	Introduction to Computer and Information Science	3 units
CIS 151	Computer Networking	3 units
CIS 254	Introduction to Object-Oriented Program Design	4 units
CIS 255	(CS1) Programming Methods: Java	4 units
<b>OR</b>		
CIS 278	(CS1) Programming Methods: C+ +	4 units
CIS 256	(CS2) Data Structures: Java	4 units
<b>OR</b>		
CIS 279	(CS2) Data Structures: C++	4 units

### Required Selective Courses: Select 6-8 units from the following courses:

		Units
CIS 255 *	(CS1) Programming Methods: Java	4 units
CIS 256 *	(CS2) Data Structures: Java	4 units
CIS 278 *	(CS1) Programming Methods: C+ +	4 units
CIS 279 *	(CS2) Data Structures: C++	4 units
CIS 121	UNIX/Linux	3 units
CIS 132	Introduction to Databases	3 units
CIS 133	NoSQL Databases	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
CIS 264	Computer Organization and Systems Programming	4 units
CIS 363	Enterprise Database Management	4 units
CIS 364	From Data Warehousing to Big Data	4 units

### Required Selective Courses: Select 6-8 units from the following courses:

		Units
CIS 113	Ruby Programming	4 units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 117	Python Programming	4 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 129	Frameworks/Server-Side JavaScript	3 units
CIS 135	Android Programming	4 units
CIS 137	iOS/Swift Programming	4 units
CIS 138	Internet of Things	3 units
CIS 380	PHP Programming	3 units

\* if not used above

**Total Required Major Units: 30 - 34**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



## AS Computer and Information Science

Students in the Computer and Information Science program at CSM are trained primarily on PC microcomputers and receive the finest training and experience available in areas such as programming, data communications, applications development, network support, end-user support, and hardware/systems support. This training is intended to lead to employment in the computing industry or transfer to a baccalaureate institution for continued study in the field and to provide advanced study for computing professionals.

### Career Opportunities

Computer and Information Science offers extraordinary career opportunities to individuals who possess fluency in the English language, solid keyboarding skills, and a desire to work with computers on a daily basis. Career opportunities include applied scientist, communications technician, computer maintenance technician, computer operator, data base specialist, documentation specialist, information specialist, Local Area Network (LAN) administrator, PC specialist, programmer, software engineer, software technician, systems analyst, systems test engineer, technician support representative, and as sales personnel skilled in marketing methods for computer systems. While some students secure employment following completion of the A.S. degree or Certificate program, many transfer to four-year universities to complete a Bachelor's degree in a computer-related field.

### Program Learning Outcomes

Students completing this program will be able to:

1. Implement, test and debug a medium-size computer program that is stylistically and functionally correct, based on an object-oriented design model.
2. Construct reliable, robust, object oriented solutions to problems involving the storage, retrieval and update of large quantities of data.
3. Demonstrate proficiency in one or more computer programming languages.
4. Communicate technical concepts both in writing and orally.

### Major Requirements

Required Core Courses: 21 units		Units
CIS 255	(CS1) Programming Methods: Java	4 units
	<b>OR</b>	
CIS 278	(CS1) Programming Methods: C++	4 units

CIS 256	(CS2) Data Structures: Java	4 units
	<b>OR</b>	
CIS 279	(CS2) Data Structures: C++	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
ENGL 100	Composition and Reading	3 units

**Required Selective Courses: 4 units** **Units**

4 or more units from CIS courses numbered 110 or higher	4 units
---	---------

**Required Selective Courses: 6 or more units from the following courses:** **Units**

MATH 253	Calculus with Analytic Geometry III	5 units
MATH 268	Discrete Mathematics	4 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 250	Physics with Calculus I	4 units

**Total Required Major Units: 31**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS Web and Mobile Application Development

The A.S. degree in Web and Mobile Application Development provides students with the specialized knowledge that is essential in the development of Web and mobile computer applications. Students will study and gain experience with the languages and frameworks that are most commonly used in developing these applications. They will also learn fundamental principles of Web and mobile development so that they will be prepared to work with current and emerging technologies.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include front-end developer, back-end developer, database administrator, mobile application developer, programmer, Web developer, and software tester.



## Program Learning Outcomes

Students completing this program will be able to:

1. Identify, describe and apply best practices of Web application development.
2. Create standards-compliant, accessible Web documents using HTML, HTML5, CSS and JavaScript.
3. Utilize a server-side scripting language and a database to create a dynamic website.
4. Develop Web and mobile applications for a variety of platforms and mobile devices.
5. Demonstrate an ability to work effectively and ethically on teams.
6. Demonstrate professional and effective communication skills.

### Major Requirements

Required Core Courses: 25 units		Units
CIS 254	Introduction to Object-Oriented Program Design	4 units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 121	UNIX/Linux	3 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 135	Android Programming	4 units
	<b>OR</b>	
CIS 137	iOS/Swift Programming	4 units
CIS 380	PHP Programming	3 units

Required Selective Courses: 3-4 units from the following courses:		Units
CIS 132	Introduction to Databases	3 units
CIS 133	NoSQL Databases	3 units
CIS 363	Enterprise Database Management	4 units
CIS 364	From Data Warehousing to Big Data	4 units

Required Selective Courses: 6-7 units from the following courses:		Units
CIS 113	Ruby Programming	4 units
CIS 117	Python Programming	4 units
CIS 129	Frameworks/Server-Side JavaScript	3 units
CIS 135 *	Android Programming	4 units

CIS 137 *	iOS/Swift Programming	4 units
CIS 138	Internet of Things	3 units
DGME 164	User Interface/User Experience Design	3 units

\* If not used above

**Total Required Major Units: 34 - 36**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Computer Science Applications and Development

The Computer Science Applications and Development program prepares CSM graduates for entry-level programming positions with companies of all sizes. Program emphasis is on cultivating computer professionals who are technically competent and work well with others.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include programmer, quality assurance and systems testing, and frequently involve working on project teams.

### Program Learning Outcomes

Students completing this program will be able to:

1. Create and debug code for given specifications and write appropriate documentation.
2. Demonstrate a comprehensive understanding of one or more computer programming languages.
3. Demonstrate proficiency in using data analysis and data management tools.
4. Demonstrate proficiency in using one or more internet programming languages to design and implement a web based program.
5. Communicate effectively orally, in writing and in media.
6. Work collaboratively and ethically in teams on projects.

### Requirements

Required Core Courses: 18 units		Units
CIS 110	Introduction to Computer and Information Science	3 units
CIS 151	Computer Networking	3 units
CIS 254	Introduction to Object-Oriented Program Design	4 units



CIS 255	(CS1) Programming Methods: Java	4 units
<b>OR</b>		
CIS 278	(CS1) Programming Methods: C++	4 units
<b>OR</b>		
CIS 256	(CS2) Data Structures: Java	4 units
<b>OR</b>		
CIS 279	(CS2) Data Structures: C++	4 units

**Required Selective Courses: Select 6-8 units from the following courses:**

		<b>Units</b>
CIS 255 *	(CS1) Programming Methods: Java	4 units
CIS 256 *	(CS2) Data Structures: Java	4 units
CIS 278 *	(CS1) Programming Methods: C++	4 units
CIS 279 *	(CS2) Data Structures: C++	4 units
CIS 121	UNIX/Linux	3 units
CIS 132	Introduction to Databases	3 units
CIS 133	NoSQL Databases	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
CIS 264	Computer Organization and Systems Programming	4 units
CIS 363	Enterprise Database Management	4 units
CIS 364	From Data Warehousing to Big Data	4 units

**Required Selective Courses: Select 6-8 units from the following courses:**

		<b>Units</b>
CIS 113	Ruby Programming	4 units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 117	Python Programming	4 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 129	Frameworks/Server-Side JavaScript	3 units
CIS 135	Android Programming	4 units
CIS 137	iOS/Swift Programming	4 units
CIS 138	Internet of Things	3 units
CIS 380	PHP Programming	3 units

\* if not used above

**Total Required Units: 30 - 34**

## CA Web and Mobile Application Development

The Certificate of Achievement in Web and Mobile Application Development provides students with the specialized knowledge that is essential in the development of Web and mobile computer applications. Students will study and gain experience with the languages and frameworks that are most commonly used in developing these applications. They will also learn fundamental principles of Web and mobile development so that they will be prepared to work with current and emerging technologies.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include front-end developer, mobile application developer, programmer, Web developer, and software tester.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify, describe and apply best practices of Web application development.
2. Create standards-compliant, accessible Web documents using HTML, HTML5, CSS and JavaScript.
3. Utilize a server-side scripting language and a database to create a dynamic website.
4. Develop Web and mobile applications for a variety of platforms and mobile devices.
5. Demonstrate an ability to work effectively and ethically on teams.
6. Demonstrate professional and effective communication skills.

### Requirements

**Required Core Courses: 25 units**

**Units**

CIS 254	Introduction to Object-Oriented Program Design	4 units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 121	UNIX/Linux	3 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 135	Android Programming	4 units
<b>OR</b>		



CIS 137	iOS/Swift Programming	4 units
CIS 380	PHP Programming	3 units

**Required Selective Courses: 3-4 units from the following courses:**

		Units
CIS 132	Introduction to Databases	3 units
CIS 133	NoSQL Databases	3 units
CIS 363	Enterprise Database Management	4 units
CIS 364	From Data Warehousing to Big Data	4 units

**Required Selective Courses: 6-7 units from the following courses:**

		Units
CIS 113	Ruby Programming	4 units
CIS 117	Python Programming	4 units
CIS 129	Frameworks/Server-Side JavaScript	3 units
CIS 135 *	Android Programming	4 units
CIS 137 *	iOS/Swift Programming	4 units
CIS 138	Internet of Things	3 units
DGME 164	User Interface/User Experience Design	3 units

\* If not used above

**Total Required Units: 34 - 36**

## CS Applied Python Programming

The Certificate of Specialization is designed to introduce students to applied Python programming. This skills-based specialization is intended to be a first step for those who want to become a Software Developer, Data Scientist or an Artificial Intelligence Expert.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical positions include Software Developer, Python Developer, and Data Scientist.

### Program Learning Outcomes

Students completing this program will be able to:

1. Describe common Python functionality and features used for software development.
2. Build features that meet software design.

3. Demonstrate the use of Python libraries in data analysis.

### Requirements

**Required Core Courses: 12 units**

		Units
CIS 117	Python Programming	4 units
CIS 124	Foundations of Data Science	4 units
CIS 502	Applied Python Programming	4 units

**Total Required Units: 12**

## CS C++ Programming

### Program Learning Outcomes

Students completing this program will be able to:

1. Design and implement reliable, robust, object oriented C++ solutions to medium sized problems which may involve the storage, retrieval and update of large quantities of data;
2. Communicate and contribute code in a team software development project.

### Requirements

**Required Core Courses: 8 units**

		Units
CIS 278	(CS1) Programming Methods: C+ +	4 units
CIS 279	(CS2) Data Structures: C++	4 units

**Total Required Units: 8**

## CS Data Science and Big Data

The Certificate of Specialization is designed to introduce students to Data Science and Big Data fundamentals. Students will learn data warehousing architecture, data extraction, management, and load. They will learn to design, develop and administer SQL and NoSQL databases. They will also learn to develop database applications using various programming languages and statistical methods. They will be introduced to Big Data architecture, technologies and analytics. Other topics covered include Cloud computing, security management, machine learning, Agile methodology and Big Data tools. Students will learn to display data using graphics and data visualization.



## Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include database administrator, database programmer, Big Data engineer, programmer, software developer.

## Program Learning Outcomes

Students completing this program will be able to:

1. Design and implement SQL and NoSQL databases.
2. Design and develop a data warehouse, then query and manage it.
3. Use the R programming language for descriptive and inferential statistics.
4. Manage Big Data in single and distributed computing environments.
5. Display data using graphics and data visualization.

## Requirements

Required Core Courses: 14-15 units		Units
CIS 133	NoSQL Databases	3 units
CIS 140	Big Data Analytics	4 units
CIS 364	From Data Warehousing to Big Data	4 units
CIS 124	Foundations of Data Science	4 units
<b>OR</b>		
MATH 200	Elementary Probability and Statistics	4 units
<b>OR</b>		
PSYC 121	Basic Statistical Concepts	3 units

**Total Required Units: 14 - 15**

## CS Database Programming

The Certificate of Specialization is designed to introduce students to database fundamentals. Students will learn to design, develop and administer SQL and NoSQL databases. They will also learn to develop database applications using various programming languages. Students will learn to extract data from several databases and transform it for integration into a data warehouse, which can then be used for business intelligence.

## Career Opportunities

This certificate prepares students for entry-level positions such as database developer, database manager, back-end developer, and programmer.

## Program Learning Outcomes

Students completing this program will be able to:

1. Use SQL for database creation, manipulation and control.
2. Administer a database, with ability to backup, recover, and protect data.
3. Develop SQL and NoSQL desktop and cloud database solutions using Java, PHP, Python, or Ruby.
4. Design and develop a data warehouse using Oracle or MySQL.
5. Describe different forms of business intelligence that can be extracted from a data warehouse and how that intelligence can be applied toward business decision-making.

## Requirements

**Required Core Courses: 11 units** **Units**

CIS 132	Introduction to Databases	3 units
<b>OR</b>		
CIS 133	NoSQL Databases	3 units
CIS 363	Enterprise Database Management	4 units
CIS 364	From Data Warehousing to Big Data	4 units

**Required Selective Courses: Select 3-4 units from the following courses:** **Units**

CIS 113	Ruby Programming	4 units
CIS 117	Python Programming	4 units
CIS 380	PHP Programming	3 units

**Total Required Units: 14 - 15**

## CS Enterprise Cybersecurity

The Certificate of Specialization offers students the opportunity to study information security principles and theories that focus on asset protection. In this program, students learn network security basics, security policies and procedures, network monitoring, and risk analysis and assessment.

## Career Opportunities

This certificate prepares students for entry-level positions such as Information Security Analysts, Computer and Information Systems Manager, Business Operations



Specialists, Computer Network Support Specialists and Computer Systems Analysts in general public or private management, federal or local government civil service, military service, law enforcement, and private security companies.

### Program Learning Outcomes

Students completing this program will be able to:

1. Describe network components, protocols, architectures and the application of current communication and networking technologies
2. Define properties of all modern network types
3. Determine, how to detect and stop security breaches in network and application layer
4. Help organizations increase awareness of security policies and procedures

### Requirements

Required Core Courses: 15 units		Units
CIS 121	UNIX/Linux	3 units
CIS 151	Computer Networking	3 units
CIS 479	Computer and Network Security	3 units
CIS 482	Ethical Hacking	3 units
CIS 493	Cloud Security Fundamentals	3 units

**Total Required Units: 15**

## CS Internet of Things (IoT) Programming

The Certificate of Specialization in Internet of Things (IoT) Programming provides students with the basic knowledge for development of cloud-based mobile applications. Students will study and gain experience with sensors and hardware, as well as client- and server-side languages most commonly used to develop IoT applications. They will also learn fundamental principles of IoT development in order to be prepared to work with current and emerging technologies.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include front-end developer, back-end developer, IoT programmer, and mobile developer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify, describe and apply best practices of IoT application development.

2. Write data acquisition code for sensors and other hardware.
3. Develop Web and mobile IoT applications for a variety of platforms and mobile devices.
4. Demonstrate an ability to work effectively and ethically on teams.

### Requirements

Required Core Courses: 15 units		Units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 117	Python Programming	4 units
CIS 128	Mobile Web App Development	4 units
CIS 138	Internet of Things	3 units

**Total Required Units: 15**

## CS Java Programming

### Program Learning Outcomes

Students completing this program will be able to:

1. Design and implement reliable, robust, object oriented Java solutions to medium sized problems which may involve the storage, retrieval and update of large quantities of data;
2. Communicate and contribute code in a team software development project.

### Requirements

Required Core Courses: 8 units		Units
CIS 255	(CS1) Programming Methods: Java	4 units
CIS 256	(CS2) Data Structures: Java	4 units

**Total Required Units: 8**

## CS Web Programming

The Certificate of Specialization in Web Programming provides students with the basic knowledge that is essential for the development of Web applications. Students will study and gain experience with client- and server-side languages that are most commonly used in developing these applications. They will also learn fundamental principles of Web development in order to be prepared to work with current and emerging technologies.



## Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include front-end developer, back-end developer, programmer and Web developer.

## Program Learning Outcomes

Students completing this program will be able to:

1. Identify, describe and apply best practices of Web application development.
2. Create standards-compliant, accessible Web documents using HTML, HTML5, CSS and JavaScript.
3. Utilize a server-side scripting language and a database to create a dynamic website.
4. Review technical considerations and constraints of projects.

## Requirements

Required Core Courses: 13 units		Units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 127	HTML5 and CSS	3 units
CIS 129	Frameworks/Server-Side JavaScript	3 units
CIS 380	PHP Programming	3 units

**Total Required Units: 13**

## CS Web/Mobile App Development

The Certificate of Specialization in Web/Mobile App Development provides students with the specialized knowledge that is essential in the development of Web and mobile applications. Students will study and gain experience with the fundamental principles, languages, and frameworks used in the development of Web and mobile applications. The certificate will prepare students to work with current and emerging technologies.

## Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include front-end developer, mobile application developer, programmer, and Web developer.

## Program Learning Outcomes

Students completing this program will be able to:

1. Identify, describe and apply best practices of Web and mobile application development.

2. Create mobile Web apps using HTML5, CSS, JavaScript and frameworks such as jQuery.
3. Create mobile apps for Android or iOS devices with the Java or Swift programming language.

## Requirements

Required Core Courses: 15 units		Units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 135	Android Programming	4 units
<b>OR</b>		
CIS 137	iOS/Swift Programming	4 units

**Total Required Units: 15**

## COSMETOLOGY

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### AA Associate in Arts Degree Program

Cosmetology.....60 units

### CA Certificate of Achievement

Cosmetology.....38 units

### CS Certificate of Specialization

Braiding and Hair Design.....3 units

## About the Program

The Cosmetology program at CSM is designed to give students the finest training and experience available, and to prepare them for qualification to take the California State Board of Barbering and Cosmetology examination for licensure as a cosmetologist. Through the expertise of a talented faculty and exposure to professional cosmetologists and salon owners, students can learn hair design, hair coloring, hair analysis, skin care, nail care, and aesthetic enhancement of the body.

Skilled cosmetologists find employment with full-service and specialty salons. Licensed cosmetologists also have the freedom to work either full or part-time, and employment opportunities are available without regard to gender or age. The employment outlook for cosmetologists is good, with positions presently outnumbering applicants.

## Recommended high school preparation





Coursework in Art, Business Mathematics, Accounting, Psychology and Interpersonal Communication.

### Qualifications for Cosmetology Licensing

State Law requires that applicants for licensing be at least 17 years of age, have completed the 10<sup>th</sup> grade or its equivalent, and completed a cosmetology course from a school approved by the board. Additional qualifications apply. Contact the [Cosmetology Department](#) for further information.

### Admissions priority is given to San Mateo Community College District residents.

When space is available, students with previous training may be eligible for admission to the Advanced Standing program in Cosmetology within a one-year period of withdrawal from a previous school and upon submission of State Board records to the Cosmetology Department.

No student who has completed more than 600 hours of approved training in another school will be admitted to the Advanced Standing program.

## AA Cosmetology

The CSM Cosmetology program embraces a student-centered approach to collaborative team teaching and delivers current and comprehensive curricula via modern technologies, individual training, group projects, and supervised practice on the public, linking theoretical knowledge to hands-on (practical) experiences. Instruction on hair styling and cutting, chemical applications (hair color, curling, and straightening), nail, facial, and makeup services, cosmetology specialty classes, and portfolio preparation to include resume preparation and job placement support.

### Career Opportunities

Licensees may pursue a myriad of career opportunities including independent salon stylists, estheticians, nail technicians, salon and spa owners/managers, product inventors/educators, movie/television/runway/platform and print work artists, beauty bloggers, writers, and school educators. Emerging and experienced cosmetologists enjoy worldwide opportunities with licensing reciprocity and equivalency accepted in most states and countries. Work opportunities are not limited by demographic indicators such as age, gender, or education level.

### Program Learning Outcomes

Students completing this program will be able to:

1. Graduates will articulate and demonstrate theoretical and practical (hands-on) discipline competency that will support initial licensing and entry-level job placement.

2. Graduates will pass program benchmarks and earn the credentials required to sit for National-Interstate Council (NIC) California Board of Barbering and Cosmetology licensing exam.
3. Graduates will pass the National-Interstate Council (NIC) California Board of Barbering and Cosmetology licensing exam.

### Major Requirements

#### Required Core Courses: 38 units

#### Units

COSM 712	Cosmetology I	9.5 units
COSM 722	Cosmetology II	9.5 units
COSM 732	Cosmetology III	9.5 units
COSM 742	Cosmetology IV	9.5 units

*Upon satisfactory program completion of a minimum of 1000 state required hours, students are qualified to take the National-Interstate Council (NIC) California Board of Barbering and Cosmetology licensing exam for licensure as a Cosmetologist.*

#### Total Required Major Units: 38

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Cosmetology

The CSM Cosmetology program embraces a student-centered approach to collaborative team teaching and delivers current and comprehensive curricula via modern technologies, individual training, group projects, and supervised practice on the public, linking theoretical knowledge to hands-on (practical) experiences. Instruction on hair styling and cutting, chemical applications (hair color, curling, and straightening), nail, facial, and makeup services, cosmetology specialty classes, and portfolio preparation to include resume preparation and job placement support.

### Career Opportunities

Licensees may pursue a myriad of career opportunities, including but not limited to: independent salon stylists, estheticians, nail technicians, salon and spa owners/managers, product inventors/educators, movie/television/runway/platform and print work artists, beauty bloggers, writers, and school educators. Emerging and experienced cosmetologists enjoy worldwide opportunities with licensing reciprocity and equivalency accepted in most states and countries. Work opportunities are not limited by demographic indicators such as age, gender, or education level.



## Program Learning Outcomes

Students completing this program will be able to:

1. Graduates will articulate and demonstrate theoretical and practical (hands-on) discipline competency that will support initial licensing and entry-level job placement.
2. Graduates will pass program benchmarks and earn the credentials required to sit for National-Interstate Council (NIC) California Board of Barbering and Cosmetology licensing exam.
3. Graduates will pass the National-Interstate Council (NIC) California Board of Barbering and Cosmetology licensing exam.

### Requirements

Required Core Courses: 38 units	Units
COSM 712 Cosmetology I	9.5 units
COSM 722 Cosmetology II	9.5 units
COSM 732 Cosmetology III	9.5 units
COSM 742 Cosmetology IV	9.5 units

Upon satisfactory completion of 1000 total hours with grades of "C" or higher, students are qualified to take the California State Board of Cosmetology examination for licensure as a Cosmetologist.

**Total Required Units: 38**

## CS Braiding and Hair Design

The Braiding and Hair Design Certificate of Specialization embraces a student-centered approach to collaborative team teaching and delivers current and comprehensive curricula via modern technologies, individual training, group projects, and supervised practice on the public, linking theoretical knowledge to hands-on (practical) experiences. Instruction on hair styling, hair design in cosmetology specialty classes, and portfolio preparation to include resume preparation and job placement support.

### Career Opportunities

Career opportunities include independent salon stylists, salons and spa owners/managers, products, inventors/educators, movies/television/runway/platform and print work artist, beauty bloggers, writers, and school educators. Emerging and experienced cosmetologist enjoy worldwide opportunities with licensing reciprocity and equivalency accepted in most states and countries. Work opportunities are not limited by demographic indicators such as age, gender, or education level.

## Program Learning Outcomes

Students completing this program will be able to:

1. articulate and demonstrate theoretical and practical (hands-on) discipline competency that will support initial licensing and/or entry-level job placement.
2. pass program benchmarks and earn the credentials required for certificate specialization.
3. pass the program with a holistic understanding with specific skills reflected in the beauty industry.

### Requirements

Required Core Courses : 3 units	Units
COSM 763 Braiding and Hair Design I	1.5 units
COSM 764 Braiding and Hair Design II	1.5 units

**Total Required Units: 3**

## DENTAL ASSISTING

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### AS Associate in Science Degree Program

Dental Assisting..... 60 units

### CA Certificate of Achievement

Dental Assisting..... 37.5 units

### Recommended high school preparation

Coursework in Science, English, Psychology, and courses in Art that develop manual dexterity.

### Requirements

Students are required to take the CSM English Placement Test prior to enrolling in the program. Any student who wants to become licensed by the State of California as a Registered Dental Assistant (RDA) must have a high school diploma or equivalent to qualify for the licensing exam.

### Dental Assisting Applications

Dental Assisting Program applications will be accepted from early February through May 1. Acceptance into the Dental Assisting Program requires students to be eligible for English 100 or its equivalent, and to have a minimum overall GPA of 2.0. Applications will be available [online \(collegeofsanmateo.edu/dentalassisting\)](http://collegeofsanmateo.edu/dentalassisting).



## AS Dental Assisting

CSM's Dental Assisting program is a two semester program, accredited by the Commission on Dental Accreditation. The program provides a comprehensive education in clinical dental assisting as preparation to sit for both the State (Registered Dental Assistant) and National (Certified Dental Assisting ) examinations. Clinical experience is arranged at the University of California San Francisco Schools of Dentistry, and in various dental offices in local area.

### Career Opportunities

Registered Dental Assisting career opportunities are available in dental offices, private practice, and community clinics.

### Program Learning Outcomes

Students completing this program will be able to:

1. Legally sit for the Registered Dental Assistant (RDA) licensing examination for the State of California.
2. Legally sit for the Certified Dental Assistant (CDA) licensing examination administered by the Dental Assisting National Board (DANB).

### Major Requirements

Required Core Courses: 37.5 units		Units
DENT 701	Dental Science I	3 units
DENT 702	Dental Science II	3 units
DENT 703	Allied Health Communication	1 unit
DENT 721	Dental Materials I	3 units
DENT 722	Dental Materials II	2 units
DENT 730	Occupational Safety and Infection Control in Dentistry	1.5 units
DENT 740	Chairside Assisting I	3 units
DENT 742	Chairside Assisting II	3 units
DENT 749	Preclinical Dental Science Laboratory	1 unit
DENT 751	Dental Clinic	1.5 units
DENT 753	Dental Assisting Clinical Practice	5 units
DENT 763	Dental Radiology	2 units
DENT 770	Dental Office Procedures	2.5 units
COMM 110	Public Speaking	3 units
<b>OR</b>		
COMM 130	Interpersonal Communication	3 units
PSYC 100	General Psychology	3 units

### OR

SOCI 100	Introduction to Sociology	3 units
----------	---------------------------	---------

### Total Required Major Units: 37.5

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Dental Assisting

CSM's Dental Assisting program is a two semester program, accredited by the Commission on Dental Accreditation. The program provides a comprehensive education in clinical dental assisting as preparation to sit for both the State (Registered Dental Assistant) and National (Certified Dental Assisting ) examinations. Clinical experience is arranged at the University of California San Francisco, School of Dentistry, and in various dental offices in local area.

### Career Opportunities

Registered Dental Assisting career opportunities are available in dental offices, private practice, and community clinics. For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/dent-ca-dentalassisting.pdf](http://collegeofsanmateo.edu/gedi/docs/dent-ca-dentalassisting.pdf)

### Program Learning Outcomes

Students completing this program will be able to:

1. Legally sit for the Registered Dental Assistant (RDA) licensing examination for the State of California.
2. Legally sit for the Certified Dental Assistant (CDA) licensing examination administered by the Dental Assisting National Board (DANB).

### Requirements

Required Core Courses: 37.5 units		Units
DENT 701	Dental Science I	3 units
DENT 702	Dental Science II	3 units
DENT 703	Allied Health Communication	1 unit
DENT 721	Dental Materials I	3 units
DENT 722	Dental Materials II	2 units
DENT 730	Occupational Safety and Infection Control in Dentistry	1.5 units
DENT 740	Chairside Assisting I	3 units
DENT 742	Chairside Assisting II	3 units
DENT 749	Preclinical Dental Science Laboratory	1 unit



DENT 751	Dental Clinic	1.5 units
DENT 753	Dental Assisting Clinical Practice	5 units
DENT 763	Dental Radiology	2 units
DENT 770	Dental Office Procedures	2.5 units
COMM 110	Public Speaking	3 units
<b>OR</b>		
COMM 130	Interpersonal Communication	3 units
PSYC 100	General Psychology	3 units
<b>OR</b>		
SOCI 100	Introduction to Sociology	3 units

**Total Required Units: 37.5**

## DIGITAL MEDIA

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Digital Media: Broadcast and Electronic Media..... 60 units  
Digital Media: Graphic Design..... 60 units  
Digital Media: Mobile App and Web Design..... 60 units

### AS-T Associate in Science Degree for Transfer

Film, Television, and Electronic Media..... 60 units

### CA Certificate of Achievement

Digital Media: Graphic Production..... 21 units  
Digital Media: Mobile App and Web Design..... 21 units

### CS Certificate of Specialization

Digital Media..... 12 units  
Digital Media: Applied Audio and Video Production.. 12 units  
Digital Media: Broadcast and Electronic Media..... 12 units  
Digital Media: Mobile App and Web Design..... 12 units

### Other Film Programs

For CSM's Film program please see the AA Degree for [Film](#).

### University Transfer Program

Use [Assist \(assist.org\)](#) to identify lower division major preparation for Digital Media for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA Digital Media: Broadcast and Electronic Media

The Broadcast and Electronic Media degree prepares students for entry-level work as a media producer. This degree focuses on producing audio and video, along with media studies courses. Hands-on courses provide training in writing for media, camera operation, audio recording, video editing and media performance.

### Career Opportunities

CSM's Broadcast and Electronic Media program is helping to train the next generation of media makers, equipping them with technical skills, an ethical conscience, and an understanding of how media affects society. This 21st century program prepares students for a career in broadcasting through professional hands-on training and media studies. Students in Broadcast and Electronic Media may choose from an AA Degree, AS-T, or a Certificate of Specialization; students are welcome to take individual courses to earn transfer credit or build career skills. Students can explore a variety of possible career choices, such as TV and video producing, directing, lighting, camera operation, video editing, scriptwriting, on-air talent, audio recording and mixing, and radio programming.

### Program Learning Outcomes

Students completing this program will be able to:

1. Produce audio and/or video segments that serve a target demographic
2. Identify possible effects of media productions on audiences

### Major Requirements

#### Required Core Courses: 18 units

#### Units

DGME 100	Media in Society	3 units
DGME 101	Writing Across the Media	3 units
DGME 102	Media Law and Ethics	3 units



DGME 113	Digital Video Production	3 units
DGME 114	Digital Video Production II	3 units
DGME 118	Digital Audio Production	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Digital Media: Graphic Design

The Graphic Design associate's degree prepares students for entry-level work in the visual media industry; the degree also serves the needs of students planning to transfer to study Graphic Design at a four-year school. The curriculum includes basic visual literacy and visual communication skills, the complete software package necessary for employment or transfer, typography, graphic design theory and application, and several production classes that offer real-world hands-on learning experiences.

### Career Opportunities

The skills that graphic designers possess transcend media boundaries. They may work in print or they may work in three-dimensional media such as environmental graphics, exhibit and display design, or signage. They may design for electronic media such as television, the web, or multimedia or they may create motion graphics and titling for film and video. They may work in information design and interface design or even type design. They may design packaging, books, magazines, and posters, all forms of advertising, corporate communications, corporate identity, environmental and retail design, web design, education design, or nonprofit design. Their creativity and skills are necessary wherever a message and an audience meet, regardless of the media.

### Program Learning Outcomes

Students completing this program will be able to:

1. Synthesize visual solutions to graphic problems by integrating information and ideas.
2. Design and produce original solutions to graphic problems using technology and software central to the graphics industry effectively.
3. Analyze, compare and contrast the effectiveness of their own original design work and the work of others.

## Major Requirements

### Required Core Courses: 27 units

### Units

ART 200	Portfolio Preparation	3 units
ART 301	Two-Dimensional Design	3 units
<b>OR</b>		
DGME 103	Fundamentals of Two-Dimensional Design	3 units
DGME 164	User Interface/User Experience Design	3 units
DGME 211	Introduction to Graphic Design	3 units
DGME 215	History of Graphic Design	3 units
DGME 216	Intermediate Graphic Design	3 units
DGME 220	Typography	3 units
DGME 230	Production Design for Print and Screen	3 units
DGME 250	Internship	3 units

**Total Required Major Units: 27**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Digital Media: Mobile App and Web Design

The A.A. degree in Mobile App and Web Design will provide students with specialized knowledge that is essential to develop necessary foundation skills, master the tools and processes, and undergo industry standards production experiences. The program will provide students with a balance between aesthetic, practical design application and technical competency, including responsive and Mobile-first design. Upon completion of this program, students will be prepared for entry-level employment in the digital media industry.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include web designer, front-end designer, UI/UX designer, graphic designer, mobile app user experience associate, digital creative designer and visual designer.



## Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate communication, management, and analytical skills.
2. Demonstrate proficiency with design concepts, theory, and principles relating to the design process and software tools of web and mobile app design.
3. Demonstrate the ability to work in teams effectively.
4. Employ theoretical knowledge, skills, and attitudes to real-world issues.
5. Apply critical thinking and creative problem-solving skills to a variety of web and mobile app design and production cases.

### Major Requirements

Required Core Courses: 24 units		Units
DGME 102	Media Law and Ethics	3 units
DGME 164	User Interface/User Experience Design	3 units
DGME 167	Web and Mobile Design I	3 units
DGME 168	Web and Mobile Design II	3 units
DGME 169	Web and Mobile Design III: Mobile First Design	3 units
DGME 170	Introduction to Online Advertising	3 units
DGME 220	Typography	3 units
DGME 250	Internship	3 units

### Total Required Major Units: 24

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## AS-T Film, Television, and Electronic Media

The Associate in Science in Film, TV, and Electronic Media for Transfer (AS-T) will prepare students for transfer into bachelor's degree programs in broadcast, film, TV, and similar majors.

The Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

Career opportunities include TV and video producing, directing, camera operation, video editing, script-writing, audio recording and mixing, and radio programming.

### Career Opportunities

Career opportunities include TV and video producing, directing, camera operation, video editing, script-writing, audio recording and mixing, and radio programming.

### Program Learning Outcomes

Students completing this program will be able to:

1. Produce television and video segments that serve target viewers
2. Identify possible effects of media productions on audiences
3. Demonstrate an understanding of the critical and technical language of film studies, including genres, narrative forms, cinematography, editing, and sound editing.

### Major Requirements

#### Required Core Courses: 6 units, select 2 courses from the following:

		Units
DGME 100	Media in Society	3 units
FILM 100	Introduction to Film	3 units
DGME 101	Writing for Mass Media	3 units
<b>OR</b>		
FILM 153	Screenwriting	3 units

#### Required Selective Courses: 6 units, select 3 units from A1 and 3 units from A2:

##### LIST A:

#### A1 Options: 3 units

		Units
DGME 118	Digital Audio Production	3 units
DGME 119	Radio and Podcast Production Lab	3 units

#### A2 Options: 3 units

		Units
DGME 113	Digital Video Production	3 units



**Required Selective Courses: 3-4 units, select 1 course from the following, OR any List A course not used above:**

LIST B:		Units
FILM 120	Film History I	4 units
FILM 121	Film History II	4 units

**Required Selective Courses: 3-4 units, select 1 course from the following or any course from List A or B not used above:**

LIST C:		Units
FILM 122	Film History Focus	4 units
FILM 130	Film Directors	4 units
FILM 123	Documentary Film: Studies and Practice	4 units
FILM 135	Film Genres	4 units
FILM 140	Contemporary World Cinema	4 units
FILM 145	Watching Quality Television	4 units
FILM 154	Expanded Scriptwriting Skills	3 units

**Total Required Major Units: 18 - 20**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Digital Media: Graphic Production

The Graphic Production certificate prepares students for entry-level work in the visual media industry. The curriculum includes basic visual literacy and visual communication skills, the complete software package necessary for employment, typography, graphic design theory and application, and production classes that provide real-world hands-on learning experiences.

Graphic production is required in print media such as publishing, advertising and package design and in three-

dimensional media such as environmental graphics, exhibit or display design, or signage. Graphic production is also a part of electronic media such as television, the web, or multimedia including motion graphics and titling for film and video.

### Career Opportunities

Graphic Artist, Junior Graphic Designer, Production Artist, Entry Level Graphic Designer, Visual Artist.

### Program Learning Outcomes

Students completing this program will be able to:

1. Create original graphic design / web design projects using comprehensive production and business techniques.
2. Create an original portfolio in order to pursue employment or college transfer opportunities.
3. Collaborate effectively with project team members and industry professionals.
4. Demonstrate a holistic understanding and practical ability to complete an industry standard graphic design/web design project from inception to completion.

### Requirements

Required Core Courses: 21 units		Units
ART 200	Portfolio Preparation	3 units
DGME 164	User Interface/User Experience Design	3 units
DGME 211	Introduction to Graphic Design	3 units
DGME 216	Intermediate Graphic Design	3 units
DGME 220	Typography	3 units
DGME 230	Production Design for Print and Screen	3 units
DGME 250	Internship	3 units

**Total Required Units: 21**

## CA Digital Media: Mobile App and Web Design

This Certificate of Achievement provides students of mobile app and web design the opportunity to develop specialized knowledge that is essential to develop necessary foundation skills, master the tools and processes, and



undergo industry standards production experiences. The program will provide students with a balance between aesthetic, practical design application and technical competency, including responsive and Mobile-first design. Upon completion of this program, students will be prepared for entry-level employment in the digital media industry.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include web designer, UI/UX designer, graphic designer, digital designer, mobile app user experience, visual designer and web content coordinator.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate communication, management, and analytical skills.
2. Demonstrate proficiency with design concepts, theory and principles relating to the design process and software tools.
3. Demonstrate the ability to work in teams effectively.
4. Employ theoretical knowledge, skills, and attitudes to real world issues.
5. Apply critical thinking and creative problem-solving skills to a variety of design and production cases.

### Requirements

Required Core Courses: 21 units		Units
DGME 102	Media Law and Ethics	3 units
DGME 164	User Interface/User Experience Design	3 units
DGME 167	Web and Mobile Design I	3 units
DGME 168	Web and Mobile Design II	3 units
DGME 169	Web and Mobile Design III: Mobile First Design	3 units
DGME 250	Internship	3 units
DGME 170	Introduction to Online Advertising	3 units
<b>OR</b>		
DGME 220	Typography	3 units

**Total Required Units: 21**

## CS Digital Media

The Certificate of Specialization provides students with a foundation in the digital design landscape, concepts and theoretical background in digital media. The program is designed to prepare students with the skills and industry experience they will need to enter the digital media world. Upon completion of this program, students will be prepared for entry-level employment in the digital media industry.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include digital and social media associate, social media content creator, digital engagement associate, and marketing and social media assistant.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify and describe the digital media ecosystem.
2. Identify and differentiate different types of digital media while applying critical thinking and creative problem-solving skills.
3. Employ theoretical knowledge, skills, and attitudes to real world issues.
4. Demonstrate a conceptual foundation in the ethics of new media technology.
5. Demonstrate the ability to work in teams effectively.

### Requirements

Required Core Courses: 12 units		Units
DGME 105	Introduction to Digital Media	3 units
DGME 107	Introduction to Social Media	3 units
DGME 164	User Interface/User Experience Design	3 units
DGME 170	Introduction to Online Advertising	3 units

**Total Required Units: 12**

## CS Digital Media: Applied Audio and Video Production

This Certificate of Specialization prepares students to work in entry-level audio and video production.





## Career Opportunities

Audio engineer, A/V Tech, Camera Operator, Editor, Producer, Director

## Program Learning Outcomes

Students completing this program will be able to:

1. Properly frame an on-camera interview
2. Record and edit audio

## Requirements

Required Core Courses: 12 Units		Units
DGME 113	Digital Video Production	3 units
DGME 118	Digital Audio Production	3 units
DGME 119	Radio and Podcast Production Lab	3 units
DGME 114	Digital Video Production II	3 units

**Total Required Units: 12**

## CS Digital Media: Broadcast and Electronic Media

This Certificate is for any student wanting to develop the basic hands-on skills (or Career and Technical Education) required to work in broadcasting, audio, and video production.

Career opportunities include TV and video producing, directing, lighting, camera operation, video editing, audio recording and mixing.

## Career Opportunities

Students who achieve this Certificate will have the necessary knowledge and skills to apply for entry-level jobs in media, such as video production and audio recording.

## Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate proper microphone selection and set-up for studio and field recording.
2. Operate field camera to capture quality video for use in an edited project

## Requirements

Required Core Courses: 12 Units		Units
DGME 100	Media in Society	3 units
DGME 102	Media Law and Ethics	3 units
DGME 113	Digital Video Production	3 units
DGME 118	Digital Audio Production	3 units

**Total Required Units: 12**

## CS Digital Media: Mobile App and Web Design

This Certificate of Specialization provides students of mobile app and web design the opportunity to develop necessary foundation skills, master the tools and processes, and undergo industry standards production experiences. The program will provide students with a balance between aesthetic, practical design application and technical competency, including responsive and Mobile-first design. Upon completion of this program, students will be prepared for entry-level employment in the digital media industry.

## Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include web design associate, UI/UX design associate, graphic design assistant, digital design associate and digital media production assistant.

## Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate communication, management, and analytical skills.
2. Demonstrate proficiency with design concepts, theory and principles relating to the design process and software tools.
3. Demonstrate the ability to work in teams effectively.
4. Employ theoretical knowledge, skills, and attitudes to real-world issues.
5. Apply critical thinking and creative problem-solving skills to a variety of design and production cases.



**Requirements**

Required Core Courses: 12 units		Units
DGME 164	User Interface/User Experience Design	3 units
DGME 167	Web and Mobile Design I	3 units
DGME 168	Web and Mobile Design II	3 units
DGME 169	Web and Mobile Design III: Mobile First Design	3 units

**Total Required Units: 12****DRAFTING TECHNOLOGY**

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

**University Transfer Program  
60–70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AS Associate in Science Degree Program**

CAD/Drafting Technology.....60 units

**CA Certificate of Achievement**

CAD/Drafting Technology.....18 units

**CS Certificate of Specialization**

Computer-Aided Design..... 15 units

**Recommended high school preparation**

Coursework in Mechanical Drawing, Art, Computers, Mathematics

**University Transfer Program**

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. Consider university majors that may be listed as Industrial Technology, Construction Management, Construction Engineering Technology. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**AS CAD/Drafting Technology**

Drafting is common to all manufacturing and construction activities. The drafter interprets the engineer's ideas, presenting them in the language of manufacturing and construction. Recognized as one of the finest Drafting programs in the state, CSM's instructors have recent industry experience and classrooms are equipped with the latest equipment, including computeraided drafting (CAD) stations.

**Career Opportunities**

A graduate of CSM's Drafting Technology program may select from several enviable opportunities. The graduate may immediately enter industry as a draftsman with the potential to become a designer or may opt to continue their education at a state university for a Bachelor's degree in Industrial Technology, becoming eligible for technical management positions.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Apply and integrate computer technology in the form of 2D and 3D CAD software applications to create drafting drawings, presentation graphics and 3D design image models for project solutions which are skills necessary for entry-level employment in the drafting industry.
2. Use engineering organization standards, technical vocabulary and industry conventions of working drawings for mechanical, structural, architectural and industrial project types.
3. Communicate effectively in a professional environment and continue growth in professional knowledge and skills.

**Major Requirements**

Required Core Courses: 15 units		Units
DRAF 121	Computer-Aided Drafting I	3 units
DRAF 130	Mechanical Design with CAD	3 units
DRAF 110	SolidWorks I	3 units
DRAF 111	Solidworks II	3 units
DRAF 113	REVIT	3 units

**Required Selective Courses: 3 units, one course from the following:**

	Units
One course from any of the following disciplines: ARCH (Architecture)	3 units
BUSW (Business Applications Windows Platform)	3 units



DGME (Digital Media)	3 units
ELEC (Electronics)	3 units
<b>OR</b>	
ENGR 100 Introduction to Engineering	3 units

**Total Required Major Units: 18**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## CA CAD/Drafting Technology

Drafting is common to all industrial design, manufacturing and construction activities. The drafter interprets the engineer's ideas, presenting them in the language of manufacturing and construction. Recognized as one of the finest Drafting programs in the state, CSM's instructors have recent industry experience and classrooms are equipped with the latest equipment, including computer-aided drafting (CAD) stations.

### Career Opportunities

A graduate of CSM's Drafting Technology program may select from several enviable opportunities. The graduate may immediately enter industry as a draftsman with the potential to become a designer or may opt to continue their education at a state university for a Bachelor's degree in Industrial Technology, becoming eligible for technical management positions.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply and integrate computer technology in the form of 2D and 3D CAD software applications to create drafting drawings, presentation graphics and 3D design image models for project solutions which are skills necessary for entry-level employment in the drafting industry.
2. Use engineering organization standards, technical vocabulary and industry conventions of working drawings for mechanical, structural, architectural and industrial project types.
3. Communicate effectively in a professional environment and continue growth in professional knowledge and skills.

### Requirements

<b>Required Core Courses: 15 units</b>		<b>Units</b>
DRAF 121 Computer-Aided Drafting I	3 units	

DRAF 130 Mechanical Design with Computer-Aided Drafting (CAD)	3 units
DRAF 110 SolidWorks I	3 units
DRAF 111 Solidworks II	3 units
DRAF 113 REVIT	3 units

**Required Selective Courses: 3 units, one course from the following:**

	Units
One course from any of the following disciplines: ARCH (Architecture)	3 units
BUSW (Business Applications Windows Platform)	3 units
DGME (Digital Media)	3 units
ELEC (Electronics)	3 units
<b>OR</b>	
ENGR 100 Introduction to Engineering	3 units

**Total Required Units: 18**

## CS Computer-Aided Design

Drafting is common to all industrial design, manufacturing and construction activities. The drafter interprets the engineer's ideas, presenting them in the language of manufacturing and construction. Recognized as one of the finest Drafting programs in the state, CSM's instructors have recent industry experience and classrooms are equipped with the latest equipment, including computer-aided drafting (CAD) stations.

### Career Opportunities

CAD operators use computer-aided programs to create drawings that are used in building or manufacturing. Drafters may be employed in the architectural, aeronautical, industrial design and engineering fields to create drawings that provide technical specifications. A graduate of CSM's Drafting Technology program may select from several enviable opportunities. The graduate may immediately enter industry as a draftsman with the potential to become a designer or may opt to continue their education at a state university for a Bachelor's degree in Industrial Technology, becoming eligible for technical management positions.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply and integrate computer technology in the form of 2D and 3D CAD software applications



to create drafting drawings, presentation graphics and 3D design image models for project solutions which are skills necessary for entry-level employment in the drafting industry.

2. Use engineering organization standards, technical vocabulary and industry conventions of working drawings for mechanical, structural, architectural, and industrial project types.
3. Communicate effectively in a professional environment and continue growth in professional knowledge and skills.

### Requirements

Required Core Courses: 15 units		Units
DRAF 110	SolidWorks I	3 units
DRAF 111	Solidworks II	3 units
DRAF 113	REVIT	3 units
DRAF 121	Computer-Aided Drafting I	3 units
DRAF 130	Mechanical Design with CAD	3 units

**Total Required Units: 15**

## ECONOMICS

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA-T Associate in Arts Degree for Transfer

Economics.....60 units

### University Transfer Program

Use Assist to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA-T Economics

The Associate in Arts in Economics for Transfer will prepare students for transfer into bachelor's degree programs in economics and similar majors. Most careers in teaching, government, and large corporations deriving from the study of Economics require a graduate degree in the field, while a Bachelor's degree in Economics generally qualifies the student for the same types of employment available to those who hold general business or liberal arts degrees. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

Upon transferring students will be required to complete no more than 60 units to complete the bachelor's degree. This may not be the best option for students planning on transferring to a non-CSU institution. All students are encouraged to meet with a counselor to discuss the transfer options and requirements. Upon completion, students will have an understanding of the fundamental theories of microeconomics and macroeconomics, how to apply them to real-world scenarios and evaluate diverse viewpoints.

### Career Opportunities

In addition to a career as an economist, those who possess advanced degrees choose from careers such as accountants, attorneys, auditors, computer systems engineers, credit analysts, financial planners, statisticians, and treasurers. Other fields in which economists are employed include arbitration, budget analysis, business/market analysis, business/economic forecasting, commodities, industrial relations, investment analysis, labor relations, manpower, transportation, international business, marketing, natural resources, and operations research.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand concepts and theories related to Macroeconomics and Microeconomics.
2. Apply theory and models to real world scenarios.
3. Evaluate diverse viewpoints as related to economic topics.



**Major Requirements**

<b>Required Core Courses: 15 units</b>		<b>Units</b>
ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 241	Applied Calculus I	5 units
<b>OR</b>		
MATH 251	Calculus with Analytic Geometry I	5 units

<b>Required Selective Courses: List A: Select one course 3-5 units</b>		<b>Units</b>
MATH 125	Elementary Finite Mathematics	3 units
MATH 252	Calculus with Analytic Geometry II	5 units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 103	Business Information Systems	3 units

<b>Required Selective Courses: List B: Select one course 3-5 units</b>		<b>Units</b>
Any List A course not already used		3 - 5 units
MATH 253	Calculus with Analytic Geometry III	5 units
MATH 270	Linear Algebra	3 units

**Total Required Major Units: 21 - 25**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**ELECTRICAL APPRENTICESHIP**

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**AS Associate in Science Degree Program**

Apprenticeship: Electrical Technology: Inside Wireman.....60 units

**CA Certificate of Achievement**

Apprenticeship: Electrical Technology: Inside Wireman.....35 units

**Additional Program Information**

The courses in this program are administered by College of San Mateo in conjunction with the appropriate joint apprenticeship training committees (JATC). Registration is limited to those students fulfilling the related requirements of the State of California as indentured apprentices. Apprentices are trained through the union and work throughout the five-year training program, assigned to job sites just as journeyman electricians are through the union hall.

Prerequisite: indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

For more information, you can contact the San Mateo County Electrical JATC at (650) 591-5217 or [smjatc617.org](http://smjatc617.org), or the [Apprenticeship Training Office](#) at CSM.

**AS Apprenticeship: Electrical Technology: Inside Wireman**

Five-year training program for apprentices to become journeyman electricians through the local union.

**Career Opportunities**

Apprentices are trained through the union and work throughout the five-year training program, assigned to job sites just as journeyman electricians are through the union hall.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Recognize and apply electrical safety and awareness of electrical hazards



- Recognize, discuss and apply NEC articles to practical wiring applications
- Recognize, discuss and apply the concepts used by an Inside Wireman
- Recognize, discuss and apply the tools, materials and parts used by an Inside Wireman

### Major Requirements

Required Core Courses: 35 units		Units
ELEL 741	Electrical Apprenticeship I	3.5 units
ELEL 742	Electrical Apprenticeship II	3.5 units
ELEL 743	Electrical Apprenticeship III	3.5 units
ELEL 744	Electrical Apprenticeship IV	3.5 units
ELEL 745	Electrical Apprenticeship V	3.5 units
ELEL 746	Electrical Apprenticeship VI	3.5 units
ELEL 747	Electrical Apprenticeship VII	3.5 units
ELEL 748	Electrical Apprenticeship VIII	3.5 units
ELEL 749	Electrical Apprenticeship IX	3.5 units
ELEL 750	Electrical Apprenticeship X	3.5 units

### Total Required Major Units: 35

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## CA Apprenticeship: Electrical Technology: Inside Wireman

Five-year training program for apprentices to become journeyman electricians through the local union.

### Career Opportunities

Apprentices are trained through the union and work throughout the five-year training program, assigned to job sites just as journeyman electricians are through the union hall.

### Program Learning Outcomes

Students completing this program will be able to:

- Recognize and apply electrical safety and awareness of electrical hazards
- Recognize, discuss and apply NEC articles to practical wiring applications
- Recognize, discuss and apply the concepts used by an Inside Wireman
- Recognize, discuss and apply the tools, materials and parts used by an Inside Wireman

### Requirements

#### Required Core Courses: 35 units

#### Units

ELEL 741	Electrical Apprenticeship I	3.5 units
ELEL 742	Electrical Apprenticeship II	3.5 units
ELEL 743	Electrical Apprenticeship III	3.5 units
ELEL 744	Electrical Apprenticeship IV	3.5 units
ELEL 745	Electrical Apprenticeship V	3.5 units
ELEL 746	Electrical Apprenticeship VI	3.5 units
ELEL 747	Electrical Apprenticeship VII	3.5 units
ELEL 748	Electrical Apprenticeship VIII	3.5 units
ELEL 749	Electrical Apprenticeship IX	3.5 units
ELEL 750	Electrical Apprenticeship X	3.5 units

### Total Required Units: 35

## ELECTRONICS TECHNOLOGY

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### CA Certificate of Achievement

Electrical Technology: Electrical Power Systems and Instrumentation..... 20 units

### CS Certificate of Specialization

Telecommunications Fundamentals..... 8 units

### Recommended high school preparation

Coursework in Electronics, Science, Mathematics, English

### About the Program

The Electronics Technology program at CSM prepares a student for entry-level employment as an electronics technician and, with additional General Education coursework, for transfer to a baccalaureate institution. Entry-level employment opportunities exist in many segments of the electronics industry in the greater Bay Area. Companies involved with circuit design and fabrication; computer construction, installation, and support; component manufacturing; high-



technology transportation; aerospace systems; automated process control; and consumer electronics all offer program graduates opportunities for entry-level employment.

Career opportunities in Electronics include work as an engineering aide, a technician, or a manager. These individuals are involved with design, manufacturing, sales, or service of a wide range of products. Electronics is one of the largest and fastest growing career fields in Northern California, with more significant growth expected over the next decade. Most Electronics Technology majors specialize in a particular area, such as communications systems, computer and digital systems, microwave, medical electronics, manufacturing, or precision instruments.

## CA Electrical Technology: Electrical Power Systems and Instrumentation

The Electrical Technology: Electrical Power Systems and Instrumentation program at CSM prepares a student for entry-level employment as an electronics technician.

### Career Opportunities

Entry-level employment opportunities exist in many segments of the electronics industry in the greater Bay Area. Companies involved with circuit design and fabrication; computer construction, installation, and support; component manufacturing; high-technology transportation; aerospace systems; automated process control; and consumer electronics all offer program graduates opportunities for entry-level employment. Career opportunities in Electronics include work as an engineering aide, a technician, or a manager. These individuals are involved with design, manufacturing, sales, or service of a wide range of products. Electronics is one of the largest and fastest growing career fields in Northern California, with more significant growth expected over the next decade. Most Electronics Technology majors specialize in a particular area, such as communications systems, computer and digital systems, microwave, medical electronics, manufacturing, or precision instruments.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate basic and advanced electronic fundamentals.
2. Demonstrate the use and operation of test equipment (DVM's, Frequency Generators, Oscilloscopes) when analyzing both AC and DC circuits.
3. Understand power systems and power factor as it relates to AC power transmission and generation.

4. Demonstrate an understanding of environmental measurement and sensory read back data to control and operate.

### Requirements

#### Required Core Courses: 20 units

#### Units

Course Number	Course Title	Units
ELEC 111	Introduction to Electronics Fundamentals	3 units
ELEC 112	Advanced Electronics Fundamentals	3 units
ELEC 231	Basic Applied Electronics Mathematics	2 units
ELEC 232	Advanced Electronics Mathematics	2 units
ELEC 405	Transformers and Rotating Machinery	2 units
ELEC 421	Fundamentals of Electric Motor Control	4 units
ELEC 441	Sensors and Data Transmission Systems	4 units

**Total Required Units: 20**

## CS Telecommunications Fundamentals

### Program Learning Outcomes

Students completing this program will be able to:

1. Develop the skills and knowledge required for entry-level positions within the telecommunications field and related fields.
2. Expand skills and knowledge for possible advancement within this field for those currently employed in the industry.
3. Prepare for industry-recognized certifications.

### Requirements

#### Required Core Courses: 8 units

#### Units

Course Number	Course Title	Units
ELEC 111	Introduction to Electronics Fundamentals	3 units
ELEC 231	Basic Applied Electronics Mathematics	2 units
CIS 110	Introduction to Computer and Information Science	3 units



**Total Required Units: 8**

## ENGINEERING

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Engineering.....60 units  
Engineering Technology: General..... 60 units

#### Recommended high school preparation

Coursework in Mathematics (four years), Physics (one year), Chemistry (one year), Mechanical Drawing (one year), Computer Information Science and English

#### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for Engineering for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AS Engineering

Engineering is one of the largest professions in the United States, with over one million jobs in fields ranging from airplane design to pollution control. The three largest branches of engineering are electrical, mechanical and civil. All branches of engineering place a heavy emphasis on problem solving and mathematics. Engineering education focuses on teaching scientific and engineering concepts and their application to the creative and effective solution of problems.

#### Career Opportunities

Career opportunities for those who hold a Bachelor's or advanced degree include engineering positions in aerospace, agricultural, architectural, biomedical, chemical, civil, computer, electrical, industrial, materials, mechanical, and environmental nuclear fields. Most engineers work for manufacturing industries, while a smaller percentage work for federal, state and local government agencies or as

private consultants. The remainder hold faculty positions at colleges and universities.

#### Program Learning Outcomes

Students completing this program will be able to:

1. Use math, science, and engineering concepts to identify, formulate, and solve engineering problems.
2. Use the techniques and tools of engineering at an elementary level to design a device, program, or process to meet specified requirements.
3. Communicate the results of design and analysis orally and through text and graphics.
4. Work effectively in teams.

#### Major Requirements

##### Required Core Courses: Select at least 2 courses from the engineering core 7-8 units

	Units
ENGR 210 Engineering Graphics	4 units
ENGR 230 Engineering Statics	3 units
ENGR 260 Circuits and Devices	4 units
ENGR 270 Materials Science	4 units

##### Required Selective Courses: Select at least one programming course 3-4 units

	Units
CIS 255 (CS1) Programming Methods: Java	4 units
CIS 278 (CS1) Programming Methods: C++	4 units
ENGR 215 Computational Methods for Engineers and Scientists	3 units

##### Required Selective Courses: Select the remaining units from the engineering core and the following list (ENGR 100 is strongly recommended).

	Units
CHEM 220 General Chemistry II	5 units
CHEM 231 Organic Chemistry I	5 units
ECON 100 Principles of Macroeconomics	3 units
<b>OR</b>	
ECON 102 Principles of Microeconomics	3 units
ENGR 100 Introduction to Engineering	3 units
MATH 200 Elementary Probability and Statistics	4 units





MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 270	Physics with Calculus III	4 units

**Total Required Major Units: 18**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## AS Engineering Technology: General

Engineering Technology is that part of the engineering field which blends scientific and engineering knowledge with technical skills in research, development and production. CSM offers the General Education, mathematics, science, engineering, and many of the technical courses required to meet lower division requirements in Engineering Technology and prepare the student for transfer to a baccalaureate institution for a degree in Engineering Technology. The Associate degree alone prepares students for employment as engineering technicians, who work with or under the direction of engineers.

### Career Opportunities

Career opportunities exist largely with manufacturers of electrical and electronic equipment, aircraft/aircraft parts, machinery, scientific instruments, chemical, motor vehicles, fabricated metal products, and primary metals. Non-manufacturing opportunities exist with engineering and architectural firms, research and testing facilities, and business services in which engineering work is done on a contract basis for organizations in other sectors of the economy. Additional opportunities for employment exist in the communications, utilities, and construction industries; and with federal, state and local government agencies.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify, analyze, and solve technical problems in an area of specialization;
2. Conduct, analyze, and interpret experiments;
3. Work effectively in teams.

### Major Requirements

Required Core Courses: 20 units		Units
ENGR 210	Engineering Graphics	4 units
MATH 241	Applied Calculus I	5 units
MATH 242	Applied Calculus II	3 units

PHYS 210	General Physics I	4 units
PHYS 220	General Physics II	4 units

**Required Selective Courses: Plus, select 6 units from an area of technology specialization. Suggested Electives:**

	Units
ACTG 100 Accounting Procedures	3 units
ENGR 100 Introduction to Engineering	3 units
CIS 278 (CS1) Programming Methods: C+ +	4 units
MATH 200 Elementary Probability and Statistics	4 units
Or other technical courses	

**Total Required Major Units: 26**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## ENGLISH

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

English..... 60 units

### AA-T Associate in Arts Degree for Transfer

English..... 60 units

### CA Certificate of Achievement

Creative Writing..... 18 units

### Recommended high school preparation

Coursework in English, Literature, Journalism

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate



this information. Transfer Services can assist you to gather this information.

## AA English

The English major provides students with a broad-based foundation for transfer to baccalaureate institutions. English course work prepares individuals to succeed in many diverse fields such as advertising, business, communications, editing, film/video production, insurance, journalism, law, politics, medicine, public relations, teaching, and writing.

### Career Opportunities

Career opportunities include advertising copy writer or manager, columnist/journalist, editor, educator, freelance writer, information specialist, lexicographer, librarian, media planner, novelist, poet, public relations officer, publisher, radio/television announcer, reporter, researcher, technical writer, and writing consultant. Additional career opportunities include business administrator, civil servant, clergy member, foreign service officer, fund raiser, insurance examiner, legislative assistant, and program developer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze and respond critically to literary and expository texts.
2. Demonstrate knowledge of a variety of authors, literary genres, and literary devices.

### Major Requirements

**Required Core Courses: Select 3 units from the following:**

	Units
ENGL 110 Composition, Literature, and Critical Thinking	3 units
ENGL 165 Composition, Argument, and Critical Thinking	3 units

**Required Selective Courses: completion of 15 units from either Group A or Group B**

	Units
Group A	
Literature courses in the 100 series, the 200 series, and/or LIT. 430	15 units

OR

Units

Group B	
9-12 units from Literature courses in the 100 series, the 200 series, and/or LIT. 430	9 - 12 units
Plus 3-6 units from Creative Writing courses:	
ENGL 161 Creative Writing I	3 units
ENGL 162 Creative Writing II	3 units
ENGL 163 Creative Writing III	3 units

**Total Required Major Units: 18**

***And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.***

## AA-T English

### Career Opportunities

The AA-T major in English prepares students for transfer into bachelor's degree programs in English and similar areas. With a bachelor's degree or advanced degree, careers include positions as advertising copy writer or manager, columnist/journalist, editor, educator, freelance writer, information specialist, lexicographer, librarian, media planner, novelist, poet, public relations officer, publisher, radio/television announcer, reporter, researcher, technical writer, and writing consultant. Additional career opportunities include business administrator, civil servant, clergy member, foreign service officer, fund raiser, insurance examiner, legislative assistant, and program developer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze and respond critically to literary and expository texts.
2. Demonstrate knowledge of a variety of authors, literary genres, and literary devices.

### Major Requirements

**Required Core Courses: 6 units**

Units

ENGL 110 Composition, Literature, and Critical Thinking	3 units
ENGL 165 Composition, Argument, and Critical Thinking	3 units



**Required Selective Courses: 6 units****List A: Two courses from the following: Units**

LIT. 201	American Literature I	3 units
LIT. 202	American Literature II	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units

**Required Selective Courses: 3 units****List B: Any one course from the following, or any List A course not used above, or any English course articulated for preparation for the English major at any CSU Units**

Any List A course not used above		3 units
ENGL 161	Creative Writing I	3 units
LIT. 101	Twentieth-Century Literature	3 units
LIT. 105	The Bible as Literature	3 units
LIT. 113	The Novel	3 units
LIT. 151	Shakespeare	3 units
LIT. 430	Greek Mythology and Classical Literature	3 units

**Required Selective Courses: 3 units****List C: Any one course from the following or any course from List A or B not used above or any CSU transferable English course Units**

Any List A or List B course not used above		3 units
BUS. 401	Business Communications	3 units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
CHIN 121	Advanced Elementary Chinese I	3 units
CHIN 122	Advanced Elementary Chinese II	3 units
CHIN 131	Intermediate Chinese I	3 units
CHIN 132	Intermediate Chinese II	3 units
COMM 170	Oral Interpretation I	3 units
COMM 171	Oral Interpretation II	3 units
ENGL 100	Composition and Reading	3 units
ENGL 162	Creative Writing II	3 units
ENGL 163	Creative Writing III	3 units

LIT. 115	The Short Poem in English: A Survey	3 units
LIT. 220	Introduction to World Literature	3 units
SPAN 110	Elementary Spanish	5 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units

**Total Required Major Units: 18 - 20**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**CA Creative Writing**

For both new and experienced writers, the Creative Writing Program provides a safe place to learn and practice the crafts of poetry, fiction, and creative non-fiction. Students learn to read as writers, produce original work, understand the creative process, and both give and receive critiques as part of a community. The Certificate of Achievement in Creative Writing is awarded to students who complete a sequence of creative writing courses, electives in literature and related subjects, and a portfolio of their fiction, creative nonfiction, and/or poetry under faculty supervision.

**Career Opportunities**

Career opportunities include the following: writer, advertising copywriter, arts administrator, creative director, digital copywriter, editorial assistant, magazine journalist, newspaper journalist, web content manager, screenwriter, and content marketing manager. The certificate would also be useful in the following careers: academic librarian, curriculum developer, public librarian, film director, information officer, marketing executive, primary school teacher, secondary school teacher, post-secondary school teacher, public relations officer, and social media manager.



## Program Learning Outcomes

Students completing this program will be able to:

1. Recognize and evaluate authors' use of the conventions of fiction, poetry, and nonfiction.
2. Create original works of fiction, poetry, nonfiction, and drama, applying the appropriate conventions for each genre and incorporating craft elements introduced in the program.
3. Develop and refine a creative process.
4. Compile a professional portfolio of creative work and prepare for publication.
5. Research potential markets and prepare for publication.

### Requirements

Required Core Courses: 15 units		Units
ENGL 161	Creative Writing I	3 units
ENGL 162	Creative Writing II	3 units
ENGL 163	Creative Writing III	3 units
Any two Literature courses listed below:		
LIT. 101	Twentieth-Century Literature	3 units
LIT. 113	The Novel	3 units
LIT. 115	The Short Poem in English: A Survey	3 units
LIT. 150	Crime and Detective Fiction	3 units
LIT. 151	Shakespeare	3 units
LIT. 154	Introduction to LGBT Literature	3 units
LIT. 155	Comics and the Graphic Novel	3 units
LIT. 156	Science Fiction and Fantasy Literature	3 units
LIT. 201	American Literature I	3 units
LIT. 202	American Literature II	3 units
LIT. 220	Introduction to World Literature	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units
LIT. 266	African American Literature	3 units

Required Selective courses: 3 units choose one course from the following:		Units
Any Literature course listed above not used as core requirement		3 units
<b>OR</b>		
DGME 101	Writing for Mass Media	3 units

FILM 100	Introduction to Film	3 units
FILM 153	Screenwriting	3 units
FILM 154	Expanded Scriptwriting Skills	3 units

**Total Required Units: 18**

## ENGLISH SECOND LANGUAGE

### CS Certificate of Specialization

Academic English Advanced Level 4.....	11 units
Academic English High-Intermediate Level 3.....	11 units
Academic English Low-Intermediate Level 2.....	11 units

### CS Academic English Advanced Level 4

Strong English-language skills are required for success in the American higher education system, preparing students to succeed in transfer-level coursework and degree/certificate programs. Outside of higher education, the ability to communicate effectively in English is a requirement for many jobs and stronger English skills can lead to promotions and more diverse employment options. The advanced certificate of specialization signals readiness for non-writing-intensive college coursework in English.

### Career Opportunities

Communicative fluency and accuracy in English help students secure employment in popular fields such as dental assisting, computer science, engineering, nursing, business, marketing and accounting. Other career opportunities include education, translation, journalism, hospitality, in-home care, customer service, public service, and more.

### Program Learning Outcomes

Students completing this program will be able to:

1. Write essays about academic topics based on personal experiences and outside sources.
2. Communicate fluently in college, at work, or in the community in English.
3. Understand the main ideas and important details of lectures.



4. Read books and academic articles on a variety of topics.

**Required Core Courses: 11 units** **Units**

ESL 828	Writing for Multilingual Students IV	5 units
ESL 848	Listening and Speaking IV	3 units
ESL 858	Reading for Multilingual Students IV	3 units

**Total Required Units: 11**

## CS Academic English High-Intermediate Level 3

Strong English-language skills are required for success in the American higher education system, preparing students to succeed in transfer-level coursework and degree/certificate programs. Outside of higher education, the ability to communicate effectively in English is a requirement for many jobs and stronger English skills can lead to promotions and more diverse employment options. The high-intermediate certificate of specialization signifies readiness to communicate with confidence in college, at work, or in the community.

### Career Opportunities

Communicative fluency and accuracy in English help students secure employment in popular fields such as dental assisting, computer science, engineering, nursing, business, marketing and accounting. Other career opportunities include education, translation, journalism, hospitality, in-home care, customer service, public service, and more.

### Program Learning Outcomes

Students completing this program will be able to:

1. Write 2-3 page essays about personal topics in English.
2. Communicate in college, at work, or in the community in English.
3. Understand the main ideas of short lectures.
4. Read short books and articles on a variety of topics.

**Required Core Courses: 11 units** **Units**

ESL 827	Writing for Multilingual Students III	5 units
ESL 847	Listening and Speaking III	3 units

ESL 857	Reading for Multilingual Students III	3 units
---------	---------------------------------------	---------

**Total Required Units: 11**

## CS Academic English Low-Intermediate Level 2

Strong English-language skills are required for success in the American higher education system, preparing students to succeed in transfer-level coursework and degree/certificate programs. Outside of higher education, the ability to communicate effectively in English is a requirement for many jobs and stronger English skills can lead to promotions and more diverse employment options. The low-intermediate certificate of specialization signifies a foundation in academic and daily communication skills.

### Career Opportunities

Communicative fluency and accuracy in English help students secure employment in popular fields such as dental assisting, computer science, engineering, nursing, business, marketing and accounting. Other career opportunities include education, translation, journalism, hospitality, in-home care, customer service, public service, and more.

### Program Learning Outcomes

Students completing this program will be able to:

1. Write focused paragraphs in English.
2. Discuss personal and basic academic topics in English.
3. Read short texts on a variety of topics.

**Required Core Courses: 11 units** **Units**

ESL 826	Writing for Multilingual Students II	5 units
ESL 846	Listening and Speaking II	3 units
ESL 856	Reading for Multilingual Students II	3 units

**Total Required Units: 11**

## ETHNIC STUDIES

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*



### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

#### AA Associate in Arts Degree Program

Ethnic Studies.....60 units

#### CA Certificate of Achievement

Critical Pacific Islands and Oceania Studies..... 18 - 20 units

#### Recommended high school preparation

Coursework in History, Social Science, Psychology, Sociology, English

#### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA Ethnic Studies

Ethnic studies is a multidisciplinary field focused on the analysis of socially-constructed categories such as race, ethnicity, gender, sexual identity, nationality and (non)citizenship. Using a range of materials, from literary and musical works to sociological studies and historical texts, we deeply examine the processes whereby social categories of identity and difference are produced, resisted, inhabited, embraced, and transformed across historical time and geographic space. We trace the ways in which these racialized categories shape and are shaped by a variety of other complex issues, such as colonialism, military conflict, and the relations between capital and labor. Our classes interrogate systems of power and inequality, analyze the effects of social justice movements past and present, and delve into the ontology and phenomenology of the elusive notion of liberation. By familiarizing students with a range of methodological tools for the study of social life, while prioritizing the voices and perspectives of marginalized individuals and minoritized communities, we open up an intellectual space within which the term "ethnic" in "ethnic studies" is both critically deconstructed and strategically affirmed.

#### Career Opportunities

Students who transfer and complete a Bachelor's degree in Ethnic Studies can pursue careers in the arts, business, city planning, creative writing, education at all

levels, international relations, journalism, law, medicine, politics, psychology, public health, research, and social work. In addition, Ethnic Studies courses allow public school teachers the opportunity to meet California State requirements in ethnic education.

#### Program Learning Outcomes

Students completing this program will be able to:

1. Describe the historical development and contributions of various ethnic groups to the United States and to California in particular.
2. Analyze the role in the political process played by various ethnic groups in the United States and in California particularly.
3. Discuss public policies involving various ethnic groups in the United States and in California particularly.

#### Major Requirements

##### Required Core Courses: 6 units

##### Units

ETHN 108	Rethinking Race, Gender, and Nation	3 units
ETHN 109	Borders and Crossings	3 units

##### Required Selective Courses: 12 units from the following courses:

##### Units

ETHN 101	Latin American and Indigenous Peoples History and Culture	3 units
ETHN 103	Asian Americans and US Institutions	3 units
ETHN 104	Asian Pacific Islanders in United States History and Culture	3 units
ETHN 105	African American History and Culture	3 units
ETHN 106	Oceania & the Arts	3 units
ETHN 107	Introduction to Native American Studies	3 units
ETHN 265	Evolution of Hip Hop Culture: A Socio-Economic And Political Perspective	3 units
ETHN 288	African-American Cinema	3 units
ETHN 300	Introduction to La Raza Studies	3 units
ETHN 585	Ethnicity in Cinema	3 units

#### Total Required Major Units: 18

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



## CA Critical Pacific Islands and Oceania Studies

The Critical Pacific Islands & Oceania Studies Certificate of Achievement is an 18-20 unit certificate that introduces students to a critical analysis of Pacific peoples and cultures in the U.S. diaspora and beyond. Privileging the voices of native Pacific Islanders, the interdisciplinary curriculum explores historical and contemporary topics such as colonization, militarization, social movements, and immigration, through the use of academic and community-based scholarship. All required courses are University of California (UC) and California State University (CSU)-transferable and meet College of San Mateo General Education (GE) area requirements. Although the certificate is ideal for those whose careers involve working with native Pacific Islanders and other communities of color such as service providers, health practitioners, law enforcement, researchers, teachers, and other professionals, the primary goal is to encourage students to further their educational aspirations through the completion of an associate's degree and successful transfer to a four-year university.

### Career Opportunities

Non-profit organizations, teacher, athletic coach, counselor, social services, law enforcement, public health, marine biology, oceanography, and government.

### Program Learning Outcomes

Students completing this program will be able to:

1. Critically evaluate behavioral, social, and indigenous theories and methodologies used in the study of Pacific Islander communities in relation to their cultural, economic, educational, health, immigration, political, and social conditions.
2. Compare and contrast the expression of the ocean aesthetic across Pacific Islander cultural practices including architecture, arts, dance, film, language, literature, music, poetry, sports, and theater.
3. Apply critical and analytical skills through problem-solving techniques and study strategies in preparation for educational and career outcomes.
4. Demonstrate effective communication through listening, reading, writing, and speaking to strengthen individual, community, and public engagement
5. Assess the expression of the ocean across Pacific Islander communities through film, media, digital stories, and cinema in shaping social and cultural issues important to Oceania.

### Requirements

Required Core Courses: 15-16 units		Units
COMM 110	Public Speaking	3 units
ETHN 104	Asian Pacific Islanders in United States History and Culture	3 units
ETHN 106	Oceania & the Arts	3 units
FILM 100	Introduction to Film	3 units
<b>OR</b>		
FILM 140	Contemporary World Cinema	4 units
LCTR 240	College and Academic Success	3 units

Required Selective Courses: Science Option: select one course 3-4 units		Units
ANTH 125 *	Physical Anthropology	3 units
ASTR 100 **	Introduction to Astronomy	3 units
ASTR 115 **	The Solar System	3 units
ASTR 125 **	Stars, Galaxies, and Cosmology	3 units
BIOL 100	Introduction to the Life Sciences	3 units
BIOL 110	General Principles of Biology	4 units
GEOG 100	Physical Geography	3 units
GEOL 100	Survey of Geology	3 units
OCEN 100	Oceanography	3 units

\* Students who take ANTH 125 should also consider ANTH 127 Physical Anthropology Laboratory

\*\* Students who take ASTR 100, 115, or 125 should also consider ASTR 101 Astronomy Laboratory

**Total Required Units: 18 - 20**

## FILM

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities



**AA Associate in Arts Degree Program**

Film..... 60 units

**Other Film Programs**

For CSM's Digital Media Film program, please see AS-T degree for [Film](#), [Television and Electronic Media](#)

**University Transfer Program**

Use [Assist \(assist.org\)](#) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**AA Film**

Our Film program specializes in film and media studies, film history and criticism, and the new global media culture. Individuals may obtain an A.A. in Film, which trains them in the history, theory and craft of diverse styles of film art. Many graduates continue their education at a four-year university, majoring in subjects such as film, television, digital media or theater.

**Career Opportunities**

Individuals interested in careers in film may obtain an A.A. in Film, which trains them in history, analysis, and production. Many graduates continue their education at a university, majoring in Film. Career opportunities for those with an A.A., B.A. or advanced degree include film criticism, film education and production in the film and television industries.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Analyze and respond critically to film form and film style.
2. Demonstrate knowledge of important directors, genres and movements in the history of film art.

**Major Requirements**

Required Core Courses: 15 units		Units
FILM 100	Introduction to Film	3 units
FILM 120	Film History I	4 units
FILM 121	Film History II	4 units
FILM 215	Film and New Digital Media	4 units

**Required Selective Courses: 3 courses for a total of 9-12 units****Units**

DGME 100	Media in Society	3 units
DGME 113	Digital Video Production	3 units
DGME 118	Digital Audio Production	3 units
ENGL 161	Creative Writing I	3 units
ENGL 162	Creative Writing II	3 units
ENGL 163	Creative Writing III	3 units
ETHN 288	African-American Cinema	3 units
ETHN 585	Ethnicity in Cinema	3 units
FILM 122	Film History Focus	4 units
FILM 123	Documentary Film: Studies and Practice	4 units
FILM 130	Film Directors	4 units
FILM 135	Film Genres	4 units
FILM 140	Contemporary World Cinema	4 units
FILM 145	Watching Quality Television	4 units
FILM 153	Screenwriting	3 units
FILM 154	Expanded Scriptwriting Skills	3 units
FILM 200	Film in Focus	4 units

**Total Required Major Units: 24 - 27**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**FIRE TECHNOLOGY**

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60-70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AS Associate in Science Degree Program**

Fire Technology..... 60 units





**CA Certificate of Achievement**

Fire Technology..... 33 - 40 units

**Recommended high school preparation**

Coursework in Mathematics, English, and use of microcomputers, including spreadsheet and word processing applications.

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for areas such as Fire Protection or Forestry and Land Management for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**About the Program**

The Fire Technology program prepares students to meet the high standards necessary in pursuing a career in the fire service as a firefighter, or a member of related fire protection services such as emergency medical technician.

Students who wish to concentrate on meeting the basic requirements for entry-level employment are advised to complete FIRE 793 and FIRE 796. Many of the fire agencies in California require completion of this training to meet minimum requirements for employment as a firefighter.

Students will develop entry-level expertise in the areas of fire suppression, fire prevention, training and administration. Opportunities also exist with private industry safety programs, insurance companies and fire equipment manufacturing firms.

The Fire Technology field offers enhanced opportunities for employment to students who have completed CSM's program.

Through the expertise of the faculty and the exposure to professional fire service personnel, students can expect to be trained in the latest theories and techniques of fire technology, firefighting skills and emergency medical training.

**AS Fire Technology**

Students will develop entry-level expertise in the areas of fire suppression, fire prevention, training and administration. Opportunities also exist with private industry safety programs, insurance companies, and fire equipment manufacturing firms.

The Fire Technology field offers enhanced opportunities for employment to students who have completed CSM's program. Through the expertise of the faculty and

the exposure to professional fire service personnel, students can expect to be trained in the latest theories and techniques of fire technology, firefighting skills, and emergency medical training.

Students who wish to concentrate on meeting the basic requirements for entry-level employment are advised to complete the EMT and Fire Academy courses. Fire agencies in California require completion of this training to meet minimum requirements for employment as a firefighter. However, many agencies are beginning to require an Associate degree for entry-level positions.

**Career Opportunities**

The Fire Technology program prepares students to meet the high standards necessary in pursuing a career in the fire service as a firefighter, or a member of related fire protection services such as emergency medical technician.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Identify and discuss the concepts and theories related to the fire service including its history and development, fire prevention techniques and fire protection equipment, fire behavior and chemistry, building construction considerations, and firefighter safety.
2. Recognize the tools and equipment used in the fire service, and demonstrate their safe and proper use.
3. Explain and demonstrate the importance of developing interpersonal and communication skills necessary to function within the fire service and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in the fire service.

**Major Requirements**

<b>Required Core Courses: 18 units</b>		<b>Units</b>
FIRE 715	Principles of Emergency Services	3 units
FIRE 720	Fire Prevention	3 units
FIRE 730	Fire Behavior and Combustion	3 units
FIRE 740	Building Construction for Fire Protection	3 units
FIRE 745	Fire Protection Systems	3 units
FIRE 748	Firefighter Safety & Survival	3 units

<b>Required Selective Courses: A minimum of 12 units from the following courses:</b>		<b>Units</b>
FIRE 714	Wildland Fire Control	3 units



FIRE 721	Fire Academy Preparation	2 units
FIRE 722	Firefighter Academy	17 units
FIRE 725	Fire Apparatus and Equipment	3 units
FIRE 770	Fire Service Career Prep	3 units
FIRE 797	Emergency Medical Technician: Basic	11 units

Other FIRE courses may be used with permission from the Fire Technology Coordinator and with an official course substitution approval on file in the Admissions and Records Office.

### Total Required Major Units: 30 - 35

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

## CA Fire Technology

Students will develop entry-level expertise in the areas of fire suppression, fire prevention, training and administration. Opportunities also exist with private industry safety programs, insurance companies, and fire equipment manufacturing firms.

The Fire Technology field offers enhanced opportunities for employment to students who have completed CSM's program. Through the expertise of the faculty and the exposure to professional fire service personnel, students can expect to be trained in the latest theories and techniques of fire technology, firefighting skills, and emergency medical training.

Students who wish to concentrate on meeting the basic requirements for entry-level employment are advised to complete the EMT and Fire Academy courses. Fire agencies in California require completion of this training to meet minimum requirements for employment as a firefighter. However, many agencies are beginning to require an Associate degree for entry-level positions.

### Career Opportunities

The Fire Technology program prepares students to meet the high standards necessary in pursuing a career in the fire service as a firefighter, or a member of related fire protection services such as emergency medical technician.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify and discuss the concepts and theories related to the fire service including its history and development, fire prevention techniques and fire protection equipment, fire behavior and

chemistry, building construction considerations, and firefighter safety.

2. Recognize the tools and equipment used in the fire service, and demonstrate their safe and proper use.
3. Explain and demonstrate the importance of developing interpersonal and communication skills necessary to function within the fire service and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in the fire service.

### Requirements

#### Required Core Courses: 21 - 23 units

#### Units

FIRE 715	Principles of Emergency Services	3 units
FIRE 720	Fire Prevention	3 units
FIRE 730	Fire Behavior and Combustion	3 units
FIRE 740	Building Construction for Fire Protection	3 units
FIRE 745	Fire Protection Systems	3 units
FIRE 748	Firefighter Safety & Survival	3 units
Plus, completion of the General Education English requirement as outlined in Section C (2) of the Associate in Arts/Science Degree Requirements.		3 - 5 units

#### Required Selective Courses: A minimum of 12 units from the following courses:

#### Units

FIRE 714	Wildland Fire Control	3 units
FIRE 721	Fire Academy Preparation	2 units
FIRE 722	Firefighter Academy	17 units
FIRE 725	Fire Apparatus and Equipment	3 units
FIRE 770	Fire Service Career Prep	3 units
FIRE 797	Emergency Medical Technician: Basic	11 units

Other FIRE courses may be used with permission from the Fire Technology Coordinator and with an official course substitution approval on file in the Admissions and Records Office.

### Total Required Units: 33 - 40



## GEOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Geological Science..... 60 units

### AS-T Associate in Science Degree for Transfer

Geology..... 60 units

### Recommended high school preparation

Coursework in Chemistry, Biology, Mathematics

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

An Associate degree in Geological Science prepares the student for transfer to a baccalaureate institution for a four-year degree in Geology. While some jobs are available for technicians with Associate degrees in Geological Science, a Bachelor's degree in Geology is a minimum requirement for employment in exploratory geology, minerals management, and engineering.

Approximately 40% of geologists work for oil and gas companies, either in service or exploration. Some work for mining and quarrying companies, while others work as consultants or are self-employed. Government agencies provide employment opportunities with the Bureau of Mines, U.S. Geologic Survey, and Bureau of Reclamation. Specific career opportunities include engineering geologist, environmental geologist, geochemist, geology assistant, geophysicist, hydrologist, mining geologist, marine geologist, oceanographer, paleontologist, petroleum geologist, petrologist, seismologist, soils technician, teacher/professor, volcanologist, and waste management geologist.

## AS Geological Science

An Associate degree in Geological Science prepares the student for transfer to a baccalaureate institution for a four-year degree in Geology. While some jobs are available for technicians with Associate degrees in Geological Science, a Bachelor's degree in Geology is a minimum requirement for employment in exploratory geology, minerals management, and engineering.

Approximately 40% of geologists work for oil and gas companies, either in service or exploration. Some work for mining and quarrying companies, while others work as consultants or are self-employed. Government agencies provide employment opportunities with the Bureau of Mines, U.S. Geologic Survey, and Bureau of Reclamation.

### Career Opportunities

Specific career opportunities include engineering geologist, environmental geologist, geochemist, geology assistant, geophysicist, hydrologist, mining geologist, marine geologist, oceanographer, paleontologist, petroleum geologist, petrologist, seismologist, soils technician, teacher/professor, volcanologist, and waste management geologist.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate a fundamental understanding of the basic concepts and principles of physical and historical geology, including: the internal and external processes that shape and form the Earth the materials of the Earth, Geologic Time and Dating Methods Ecology, Evolution, Extinction and the Fossil Record.
2. Apply the principles of the scientific method and geologic concepts to identify minerals, rocks and fossils interpret rocks and fossils interpret geologic maps, cross sections and stratigraphic columns analyze geologic and paleontologic data.

### Major Requirements

Required Core Courses: 18 units		Units
GEOL 100	Survey of Geology	3 units
GEOL 101	Geology Laboratory	1 unit
PALN 110	General Paleontology	3 units
PALN 111	Paleontology Laboratory/Field Studies	1 unit
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units



**Additional recommended preparation (not required):**

	<b>Units</b>
MATH 241 Applied Calculus I <b>AND</b>	5 units
MATH 242 Applied Calculus II <b>AND</b>	3 units
PHYS 210 General Physics I <b>AND</b>	4 units
PHYS 220 General Physics II <b>OR</b>	4 units
MATH 251 Calculus with Analytic Geometry I <b>AND</b>	5 units
MATH 252 Calculus with Analytic Geometry II <b>AND</b>	5 units
PHYS 250 Physics with Calculus I <b>AND</b>	4 units
PHYS 260 Physics with Calculus II	4 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**AS-T Geology****Program Learning Outcomes**

Students completing this program will be able to:

1. Demonstrate a fundamental understanding of the basic concepts and principles of physical and historical geology, including: the internal and external processes that shape and form the Earth the materials of the Earth, Geologic Time and Dating Methods Ecology, Evolution, Extinction and the Fossil Record
2. Apply the principles of the scientific method and geologic concepts to identify minerals, rocks and fossils interpret rocks and fossils interpret geologic maps, cross sections and stratigraphic columns analyze geologic and paleontologic data

**Major Requirements**

<b>Required Core Courses: 28 units</b>	<b>Units</b>
GEOL 100 Survey of Geology	3 units

GEOL 101	Geology Laboratory	1 unit
PALN 110	General Paleontology	3 units
PALN 111	Paleontology Laboratory/Field Studies	1 unit
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units

**Additional recommended preparation (not required):**

	<b>Units</b>
PHYS 250 Physics with Calculus I	4 units
PHYS 260 Physics with Calculus II	4 units

**Total Required Major Units: 28**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**HISTORY**

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60-70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AA-T Associate in Arts Degree for Transfer**

History..... 60 units

**University Transfer Program**

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the



University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA-T History

The Associate in Arts in History for Transfer degree prepares students for transfer into bachelor's degree programs in History and similar programs at a CSU campus and guarantees admission to the CSU system. History course work in general is helpful to the student who intends to eventually pursue graduate studies in such diverse fields as history, education, and law. Most career opportunities associated with this discipline require the minimum of a B.A. degree. Some business firms and government agencies seek persons with a broad overview and perspective of historical phases and processes of change.

### Career Opportunities

In addition to a career as a historian, career possibilities include anthropologist, antique dealer, archivist, attorney, book dealer, correspondent, customs inspector, college administrator/professor, foreign service officer, fund raiser, librarian, museum curator/technician, news editor, researcher/ research analyst, theologian/clergy member, title examiner, and writer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Evaluate the evidence, ideas, and models needed to perceive how people(s) have related to each other in specific historical contexts and over discrete periods of time.
2. Read, write, and speak critically, mastering how to make informed historical judgments based on existing evidence.
3. Comprehend the historical and social context of major political, intellectual, religious, economic, and cultural developments in the area/time relevant to the course.

### Major requirements:

#### Required Core Courses: 12 units Units

HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 201	United States History I	3 units
HIST 202	United States History II	3 units

#### Required Selective Courses: 6 units (One course from Group A and one course from Group B)

#### Group A: Any diversity course defined as: Units

CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
CHIN 121	Advanced Elementary Chinese I	3 units
CHIN 122	Advanced Elementary Chinese II	3 units
CHIN 131	Intermediate Chinese I	3 units
CHIN 132	Intermediate Chinese II	3 units
ETHN 101	Latin American and Indigenous Peoples History and Culture	3 units
ETHN 103	Asian Americans and US Institutions	3 units
ETHN 104	Asian Pacific Islanders in United States History and Culture	3 units
ETHN 105	African American History and Culture	3 units
ETHN 106	Oceania & the Arts	3 units
ETHN 107	Introduction to Native American Studies	3 units
HIST 260	Women In American History	3 units
SPAN 110	Elementary Spanish	5 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units

#### Group B: Any history course or any non-history course from the humanities or social sciences related to history articulated as fulfilling CSU GE Area C or D or any introductory level social science course articulated as fulfilling CSU GE Area D Units

ADMJ 100	Introduction to the Criminal Justice System	3 units
ANTH 110	Cultural Anthropology	3 units
ANTH 180	Magic, Science and Religion	3 units
BUS. 125	International Business	3 units
COMM 130	Interpersonal Communication	3 units
DGME 100	Media in Society	3 units



DGME 102	Media Law and Ethics	3 units
ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units
ETHN 108	Rethinking Race, Gender, and Nation	3 units
ETHN 109	Borders and Crossings	3 units
GEOG 110	Cultural Geography	3 units
GEOG 150	World Regional Geography	3 units
HIST 260	Women In American History	3 units
HIST 310	California History	3 units
PLSC 100	Introduction to Political Science	3 units
PSYC 100	General Psychology	3 units
PSYC 105	Experimental Psychology	3 units
PSYC 110	Courtship, Marriage and the Family	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 201	Child Development	3 units
PSYC 220	Introduction to Psychobiology	3 units
PSYC 225	Theories of Personality	3 units
PSYC 300	Social Psychology	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Social Problems	3 units
SOCI 110	Courtship, Marriage and the Family	3 units
SOCI 141	Race and Ethnic Relations	3 units

**Total Required Major Units: 18**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**INTERDISCIPLINARY STUDIES**

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60-70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AA Associate in Arts Degree Program**

Interdisciplinary Studies, Option 1: Intercultural Studies.....60 units

Interdisciplinary Studies, Option 2: Contemporary Issues.....60 units

Interdisciplinary Studies, Option 3: Science and Society..... 60 units

**University Transfer Program**

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**AA Interdisciplinary Studies,  
Option 1: Intercultural Studies**

This degree option introduces students to multiple cultural perspectives to enable them to be informed, engaged citizens in a multicultural society. Depending on the student's focus, this degree offers transfer opportunities into areas such as World Arts and Cultures, Global Studies, Multicultural Studies, and Ethnic Studies. Students should work with a counselor to identify any additional supporting classes for transfer to a particular program and university. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.



- Analyze information, reason critically and creatively and formulate ideas logically.
- Understand and appreciate the diversity of the human experience.
- Recognize ethical principles and behave responsibly.

### Major Requirements

**Required Core Courses: 3 units. At least 3 units of courses that examine more than one culture within the course, to be selected from the following options:**

		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 180	Magic, Science and Religion	3 units
COMM 150	Intercultural Communication	3 units
ETHN 585	Ethnicity in Cinema	3 units
GEOG 110	Cultural Geography	3 units
LIT. 220	Introduction to World Literature	3 units
MUS. 250	World Music	3 units
PHIL 300	Introduction to World Religions	3 units
PLSC 110	Contemporary Foreign Governments	3 units

**Required Selective Courses: 6 units. At least 6 units of courses in the arts and literature to be selected from the following options:**

		Units
ETHN 288	African-American Cinema	3 units
LIT. 232	Survey of English Literature II	3 units
LIT. 430	Greek Mythology and Classical Literature	3 units

**Required Selective Courses: 9 units. At least 9 units of courses in the areas of social, political, and economic institutions to be selected from the following options:**

		Units
ETHN 101	Latin American and Indigenous Peoples History and Culture	3 units
ETHN 300	Introduction to La Raza Studies	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 260	Women In American History	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Interdisciplinary Studies, Option 2: Contemporary Issues

This degree option provides students with both an introduction to the wide range of issues facing contemporary society and the tools to analyze these issues critically. Depending on the student's focus, this degree offers transfer possibilities into such majors as Communications, Environmental Studies, Ethnic Studies, Sociology, and Social Services. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

### Program Learning Outcomes

Students completing this program will be able to:

- Read, write, speak and listen to communicate effectively.
- Perform quantitative analysis using appropriate resources.
- Analyze information, reason critically and creatively and formulate ideas logically.
- Understand and appreciate the diversity of the human experience.
- Recognize ethical principles and behave responsibly.

### Major Requirements

**Required Core Courses: 6 units. At least 6 units of courses that introduce students to major disciplines in the social sciences. The 6 units of courses must be selected from the following options and include at least two different discipline areas:**

		Units
BUS. 100	Introduction to Business	3 units
COMM 110	Public Speaking	3 units
ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units
GEOG 110	Cultural Geography	3 units
PSYC 100	General Psychology	3 units
PSYC 300	Social Psychology	3 units
SOCI 100	Introduction to Sociology	3 units



**Required Selective Courses: 3 units.**  
**At least 3 units of courses in statistics or critical thinking, selected from the following:**

		<b>Units</b>
ENGL 165	Composition, Argument, and Critical Thinking	3 units
MATH 200	Elementary Probability and Statistics	4 units
PHIL 103	Critical Thinking	3 units
PSYC 121	Basic Statistical Concepts	3 units

**Required Selective Courses: 9 units. At least 9 units of courses that explore particular issues facing contemporary society. The 9 units of courses must be selected from the following options and include at least two different discipline areas:**

		<b>Units</b>
ARCH 100	Survey of Modern Architecture	3 units
BIOL 102	Environmental Science and Conservation	3 units
BIOL 195	Biology Field Laboratory	1 unit
DGME 100	Media in Society	3 units
DGME 102	Media Law and Ethics	3 units
PHIL 244	Introduction to Ethics: Contemporary Social and Moral Issues	3 units
PLSC 130	International Relations	3 units
PLSC 215	Contemporary Issues In American Politics	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Race and Ethnic Relations	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## **AA Interdisciplinary Studies, Option 3: Science and Society**

This degree provides students with the foundation from which to understand the impact of scientific issues on

contemporary society. Depending on the student's focus, this major offers transfer possibilities in the social sciences, including Economics, Sociology, and Social/Behavioral Sciences, and in more specialized interdisciplinary majors such as Environmental Economics and Policy, Environmental Analysis and Design, Social Ecology, Community and Regional Development, and Development Studies. Students should work with a counselor to identify the appropriate mathematics classes and any additional supporting classes for transfer to a particular program and university. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

### **Program Learning Outcomes**

Students completing this program will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.
4. Understand and appreciate the diversity of the human experience.
5. Recognize ethical principles and behave responsibly.

### **Major Requirements**

**Required Core Courses: 3 units. At least 3 units of courses that link science with society, to be selected from:**

		<b>Units</b>
PHIL 244	Introduction to Ethics: Contemporary Social and Moral Issues	3 units

**Required Selective Courses: 7 units. At least 7 units of courses in the sciences to be selected from the following options:**

		<b>Units</b>
BIOL 100	Introduction to the Life Sciences	3 units
BIOL 102	Environmental Science and Conservation	3 units
BIOL 110	General Principles of Biology	4 units
BIOL 145	Plants, People, and Environment	3 units
BIOL 184	Wildlife Biology	3 units
BIOL 195	Biology Field Laboratory	1 unit
GEOG 100	Physical Geography	3 units
GEOL 100	Survey of Geology	3 units
GEOL 101	Geology Laboratory	1 unit
OCEAN 100	Oceanography	3 units





**Required Selective Courses: 9 units. At least 9 units of courses in the social sciences to be selected from the following options:**

	<b>Units</b>
ANTH 110 Cultural Anthropology	3 units
ANTH 180 Magic, Science and Religion	3 units
ECON 100 Principles of Macroeconomics	3 units
ECON 102 Principles of Microeconomics	3 units
GEOG 110 Cultural Geography	3 units
GEOG 150 World Regional Geography	3 units
PLSC 215 Contemporary Issues In American Politics	3 units
PSYC 100 General Psychology	3 units
PSYC 220 Introduction to Psychobiology	3 units
SOCI 100 Introduction to Sociology	3 units
SOCI 105 Social Problems	3 units

**Total Required Major Units: 19**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## KINESIOLOGY

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Dance..... 60 units  
Kinesiology.....60 units

### AA-T Associate in Arts Degree for Transfer

Kinesiology.....60 units

### CA Certificate of Achievement

Specialized Pilates Instructor.....18 - 21 units

### CS Certificate of Specialization

Athletic Coaching.....9.5 - 11 units

Comprehensive Pilates Instructor.....	13 units
Pilates Mat Instructor.....	7 units
Pilates Mat and Reformer Instructor.....	10 units
Yoga Teacher Training - 200 Hour.....	10 units
Yoga Teacher Training - 300 Hour.....	15 units

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA Dance

The Associate of Arts Degree (AA) in Dance is designed for students planning to transfer to a four-year university to major or minor in dance. A comprehensive dance education will develop skills required to create, perform, communicate and understand dance. These skills are acquired through the study of modern dance, ballet technique, jazz technique, performance, as well as production, dance appreciation, music appreciation, and composition.

### Career Opportunities

Employment opportunities in the field are numerous and include areas such as: 1. Performance: Dance or performance artist 2. Education: Dance instructor, dance studio owner, somatic educator (i.e., Yoga, Pilates, Alexander Technique, Feldenkrais) 3. Administration/Management: Artistic director, rehearsal director, dance company manager, arts administration/management 4. Dance Medicine: Dance and physical therapist, dance kinesiology 5. Specializations: Choreographer, dance notator, dance critic, dance historian, dance researcher

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate a working knowledge of production techniques, including backstage, and show management.
2. Compose a dance demonstrating knowledge of the choreography process.
3. Demonstrate an understanding and appreciation for the principal historical, theoretical, and critical approaches to dance as a performing art.
4. Demonstrate the skills required to perform at a proficient level in a variety of dance styles including ballet, jazz, modern.



**Major Requirements****Required Core Courses: 14-16 units****Units**

DANC 100	Dance Appreciation	3 units
DANC 121.1	Modern Dance I	1 unit
DANC 130.1	Jazz Dance I	1 unit
DANC 140.1	Ballet I	1 unit
DANC 390	Dance Composition/Theory/ Choreography	3 units
DANC 400.1	Dance Performance & Production I	1 - 2 units
DANC 400.2	Dance Performance & Production II	1 - 2 units
MUS. 202	Music Appreciation	3 units
	<b>OR</b>	
MUS. 275	History of Jazz	3 units

**Required Selective Courses: Select 6 units  
from the following courses:****Units**

DANC 116.1	Waltz I	0.5 or 1 units
DANC 116.2	Waltz II	0.5 or 1 units
DANC 116.3	Waltz III	0.5 or 1 units
DANC 116.4	Waltz IV	0.5 or 1 units
DANC 117.1	Tap Dance I	0.5 or 1 units
DANC 117.2	Tap Dance II	0.5 or 1 units
DANC 117.3	Tap Dance III	0.5 or 1 units
DANC 117.4	Tap Dance IV	0.5 or 1 units
DANC 121.2	Modern Dance II	0.5 or 1 units
DANC 121.3	Modern Dance III	0.5 or 1 units
DANC 121.4	Modern Dance IV	0.5 or 1 units
DANC 128.1	Latin Dance I	0.5 or 1 units

DANC 128.2	Latin Dance II	0.5 or 1 units
DANC 128.3	Latin Dance III	0.5 or 1 units
DANC 128.4	Latin Dance IV	0.5 or 1 units
DANC 130.2	Jazz Dance II	0.5 or 1 units
DANC 130.3	Jazz Dance III	0.5 or 1 units
DANC 130.4	Jazz Dance IV	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 151.1	Social Dance I	0.5 or 1 units
DANC 151.2	Social Dance II	0.5 or 1 units
DANC 151.3	Social Dance III	0.5 or 1 units
DANC 151.4	Social Dance IV	0.5 or 1 units
DANC 167.1	Swing Dance I	0.5 or 1 units
DANC 167.2	Swing Dance II	0.5 or 1 units
DANC 167.3	Swing Dance III	0.5 or 1 units
DANC 167.4	Swing Dance IV	0.5 or 1 units
DANC 400.3	Dance Performance & Production III	0.5 - 2 units
DANC 400.4	Dance Performance & Production IV	0.5 - 2 units

**Total Required Major Units: 20 - 22**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



## AA Kinesiology

Careers in the discipline of Kinesiology are broad and include such areas as teaching, coaching, Sports Management/Marketing, Sports Journalism, Exercise Science, Occupational Therapy, Athletic Training, Physicians Assistant, and various careers in the Fitness Industry. Students intending to earn a Bachelor's Degree in Kinesiology should consult early with a counselor and the current catalogue of the college/university in which they plan to transfer. Specific requirements vary; however four-year institutions usually require that students complete a core of basic sciences and Kinesiology courses as well as general education requirements prior to transfer.

### Career Opportunities

Athletic Trainer, Coach, Teacher, Occupational Therapist, Registered Nurse, Sports Information Director, Sports journalist, Sports Marketing, Strength and Conditioning Coach, Physician Assistant, Massage Therapist, Exercise Physiologist, Nutritionist, Respiration Therapist, Fitness Instructor, Epidemiologist, Biomechanist, Athletic Administrator, Aquatics Director, Adapted Physical Activity, Recreational Therapist, Sports Director, Cardiac Rehabilitation Specialist.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify career opportunities offered in Kinesiology and distinguish the basic educational requirements for various fields.
2. Demonstrate an understanding of various scientific principles in the academic study of Kinesiology.
3. Identify and demonstrate the skills or strategies utilized in various movement-based activity courses.

### Major Requirements

Required Core Courses: 13 units		Units
BIOL 130	Human Biology	3 units
BIOL 250	Human Anatomy	4 units
KINE 101	Introduction to Kinesiology	3 units
KINE 119	First Aid/Adult & Pediatric CPR	3 units

Required Selective Courses: Select 2 courses from the following - 6 units		Units
DANC 100	Dance Appreciation	3 units
KINE 102	Introduction to Coaching Principles	3 units
KINE 103	Social Issues in Sport	3 units

KINE 106	Introduction to Sports Management	3 units
KINE 300	Anatomy of Motion	3 units
KINE 301	Introduction to Personal Training	3 units

### Required Selective Courses: Movement Based Courses: Select 3 units from the following with a maximum of one unit from any one area

		Units
ADAP 100	Adapted Aquatics	0.5 or 1 units
ADAP 110	Adapted General Conditioning	0.5 or 1 units
ADAP 140	Adapted Weight Training	0.5 or 1 units
ADAP 155	Adapted Back Care	0.5 or 1 units
AQUA 109.1	Water Polo I	0.5 or 1 units
AQUA 109.2	Water Polo II	0.5 or 1 units
AQUA 109.3	Water Polo III	0.5 or 1 units
AQUA 109.4	Water Polo IV	0.5 or 1 units
AQUA 127.1	Swim Stroke Development I	0.5 or 1 units
AQUA 127.2	Swim Stroke Development II	0.5 or 1 units
AQUA 127.3	Swim Stroke Development III	0.5 or 1 units
AQUA 127.4	Swim Stroke Development IV	0.5 or 1 units
AQUA 133.1	Individual Swim Conditioning I	0.5 or 1 units
AQUA 133.2	Individual Swim Conditioning II	0.5 or 1 units
AQUA 133.3	Individual Swim Conditioning III	0.5 or 1 units
AQUA 133.4	Individual Swim Conditioning IV	0.5 or 1 units
DANC 117.1	Tap Dance I	0.5 or 1 units
DANC 117.2	Tap Dance II	0.5 or 1 units



DANC 117.3	Tap Dance III	0.5 or 1 units
DANC 117.4	Tap Dance IV	0.5 or 1 units
DANC 121.1	Modern Dance I	0.5 or 1 units
DANC 121.2	Modern Dance II	0.5 or 1 units
DANC 121.3	Modern Dance III	0.5 or 1 units
DANC 121.4	Modern Dance IV	0.5 or 1 units
DANC 130.1	Jazz Dance I	0.5 or 1 units
DANC 130.2	Jazz Dance II	0.5 or 1 units
DANC 130.3	Jazz Dance III	0.5 or 1 units
DANC 130.4	Jazz Dance IV	0.5 or 1 units
DANC 140.1	Ballet I	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
FITN 112.1	Cross Training I	0.5 or 1 units
FITN 112.2	Cross Training II	0.5 or 1 units
FITN 112.3	Cross Training III	0.5 or 1 units
FITN 112.4	Cross Training IV	0.5 or 1 units
FITN 116.1	Body Conditioning I	0.5 or 1 units
FITN 116.2	Body Conditioning II	0.5 or 1 units
FITN 116.3	Body Conditioning III	0.5 or 1 units
FITN 116.4	Body Conditioning IV	0.5 or 1 units
FITN 134	Track and Trail Aerobics	0.5 or 1 units

FITN 201.1	Weight Training I	0.5 or 1 units
FITN 201.2	Weight Training II	0.5 or 1 units
FITN 201.3	Weight Training III	0.5 or 1 units
FITN 201.4	Weight Training IV	0.5 or 1 units
FITN 226	Plyometric Conditioning	0.5 or 1 units
FITN 235.1	Boot Camp I	0.5 or 1 units
FITN 235.2	Boot Camp II	0.5 or 1 units
FITN 235.3	Boot Camp III	0.5 or 1 units
FITN 235.4	Boot Camp IV	0.5 or 1 units
FITN 301.1	Indoor Cycling I	0.5 or 1 units
FITN 301.2	Indoor Cycling II	0.5 or 1 units
FITN 301.3	Indoor Cycling III	0.5 or 1 units
FITN 301.4	Indoor Cycling IV	0.5 or 1 units
FITN 334.1	Yoga I	0.5 or 1 units
FITN 334.2	Yoga II	0.5 or 1 units
FITN 334.3	Yoga III	0.5 or 1 units
FITN 334.4	Yoga IV	0.5 or 1 units
FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units
FITN 336	Restorative Yoga	0.5 or 1 units
INDV 121.1	Badminton I	0.5 or 1 units



INDV 121.2	Badminton II	0.5 or 1 units
INDV 121.3	Badminton III	0.5 or 1 units
INDV 121.4	Badminton IV	0.5 or 1 units
INDV 251.1	Tennis I	0.5 or 1 units
INDV 251.2	Tennis II	0.5 or 1 units
INDV 251.3	Tennis III	0.5 or 1 units
INDV 251.4	Tennis IV	0.5 or 1 units
TEAM 111.1	Basketball I	0.5 or 1 units
TEAM 111.2	Basketball II	0.5 or 1 units
TEAM 111.3	Basketball III	0.5 or 1 units
TEAM 111.4	Basketball IV	0.5 or 1 units
TEAM 118	Advanced Basketball	0.5 - 3 units
TEAM 119	Tournament Basketball	0.5 or 1 units
TEAM 148.1	Indoor Soccer I	0.5 or 1 units
TEAM 148.2	Indoor Soccer II	0.5 or 1 units
TEAM 148.3	Indoor Soccer III	0.5 or 1 units
TEAM 148.4	Indoor Soccer IV	0.5 or 1 units
TEAM 150	Softball	0.5 or 1 units
TEAM 171.1	Volleyball I	0.5 or 1 units
TEAM 171.2	Volleyball II	0.5 or 1 units
TEAM 171.3	Volleyball III	0.5 or 1 units
TEAM 171.4	Volleyball IV	0.5 or 1 units
TEAM 180	Volleyball - Applications in Team Tactics	0.5 or 1 units

TEAM 182	Individual Volleyball Training	0.5 or 1 units
----------	--------------------------------	-------------------

*Note: Summer courses are only offered for .5 units.*

### **Total Required Major Units: 22**

***And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.***

## **AA-T Kinesiology**

Kinesiology is an academic area of study concerned with the art and science of human movement. The Kinesiology Program offers students an opportunity to enrich their education with emphasis on improved individual physical well-being and prepares students for transfer to bachelor's degree programs in Kinesiology, Exercise Science, Physical Education, Physical Therapy, Athletic Training, Coaching and Fitness Management. Students may obtain an AA-T in Kinesiology and optimize preparation for advanced degrees in Kinesiology at four-year institutions. The AA-T degree requires the completion of 60 transfer semester units of degree-applicable courses, a minimum overall grade point average of 2.0, a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breadth.

### **Career Opportunities**

Typical employment opportunities in the field are in the areas of coaching, personal or group training, fitness instruction, fitness specialists, physical therapy assistants, recreation, as well as managerial positions in athletics and recreation centers.

### **Program Learning Outcomes**

Students completing this program will be able to:

1. Demonstrate a working knowledge of body mechanics as it relates to physical activity, fitness and health.
2. Explain the impact of physical activity and inactivity on fitness and health.

### **Major Requirements**

#### **Required Core Courses: 12 units**

#### **Group A: Complete the following courses: Units**

KINE 101	Introduction to Kinesiology	3 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units



**Required Selective Courses: Select 3 units from the following with a maximum of one unit from any one area:**

**Aquatics:****Units**

AQUA 109.1	Water Polo I	0.5 or 1 units
AQUA 109.2	Water Polo II	0.5 or 1 units
AQUA 109.3	Water Polo III	0.5 or 1 units
AQUA 109.4	Water Polo IV	0.5 or 1 units
AQUA 127.1	Swim Stroke Development I	0.5 or 1 units
AQUA 127.2	Swim Stroke Development II	0.5 or 1 units
AQUA 127.3	Swim Stroke Development III	0.5 or 1 units
AQUA 127.4	Swim Stroke Development IV	0.5 or 1 units
AQUA 133.1	Individual Swim Conditioning I	0.5 or 1 units
AQUA 133.2	Individual Swim Conditioning II	0.5 or 1 units
AQUA 133.3	Individual Swim Conditioning III	0.5 or 1 units
AQUA 133.4	Individual Swim Conditioning IV	0.5 or 1 units
AQUA 135.1	Aqua Exercise I	0.5 or 1 units
AQUA 135.2	Aqua Exercise II	0.5 or 1 units
AQUA 135.3	Aqua Exercise III	0.5 or 1 units
AQUA 135.4	Aqua Exercise IV	0.5 or 1 units

**Dance:****Units**

DANC 117.1	Tap Dance I	0.5 or 1 units
DANC 117.2	Tap Dance II	0.5 or 1 units
DANC 117.3	Tap Dance III	0.5 or 1 units

DANC 117.4	Tap Dance IV	0.5 or 1 units
DANC 121.1	Modern Dance I	0.5 or 1 units
DANC 121.2	Modern Dance II	0.5 or 1 units
DANC 121.3	Modern Dance III	0.5 or 1 units
DANC 121.4	Modern Dance IV	0.5 or 1 units
DANC 130.1	Jazz Dance I	0.5 or 1 units
DANC 130.2	Jazz Dance II	0.5 or 1 units
DANC 130.3	Jazz Dance III	0.5 or 1 units
DANC 130.4	Jazz Dance IV	0.5 or 1 units
DANC 140.1	Ballet I	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 128.1	Latin Dance I	0.5 or 1 units
DANC 128.2	Latin Dance II	0.5 or 1 units
DANC 128.3	Latin Dance III	0.5 or 1 units
DANC 128.4	Latin Dance IV	0.5 or 1 units
DANC 116.1	Waltz I	0.5 or 1 units
DANC 116.2	Waltz II	0.5 or 1 units
DANC 116.3	Waltz III	0.5 or 1 units
DANC 116.4	Waltz IV	0.5 or 1 units
DANC 151.1	Social Dance I	0.5 or 1 units
DANC 151.2	Social Dance II	0.5 or 1 units



DANC 151.3	Social Dance III	0.5 or 1 units
DANC 151.4	Social Dance IV	0.5 or 1 units
DANC 167.1	Swing Dance I	0.5 or 1 units
DANC 167.2	Swing Dance II	0.5 or 1 units
DANC 167.3	Swing Dance III	0.5 or 1 units
DANC 167.4	Swing Dance IV	0.5 or 1 units
DANC 400.1	Dance Performance & Production I	0.5 - 2 units
DANC 400.2	Dance Performance & Production II	0.5 - 2 units
DANC 400.3	Dance Performance & Production III	0.5 - 2 units
DANC 400.4	Dance Performance & Production IV	0.5 - 2 units

**Fitness:****Units**

FITN 112.1	Cross Training I	0.5 or 1 units
FITN 112.2	Cross Training II	0.5 or 1 units
FITN 112.3	Cross Training III	0.5 or 1 units
FITN 112.4	Cross Training IV	0.5 or 1 units
FITN 116.1	Body Conditioning I	0.5 or 1 units
FITN 116.2	Body Conditioning II	0.5 or 1 units
FITN 116.3	Body Conditioning III	0.5 or 1 units
FITN 116.4	Body Conditioning IV	0.5 or 1 units
FITN 134	Track and Trail Aerobics	0.5 or 1 units
FITN 201.1	Weight Training I	0.5 or 1 units
FITN 201.2	Weight Training II	0.5 or 1 units
FITN 201.3	Weight Training III	0.5 or 1 units

FITN 201.4	Weight Training IV	0.5 or 1 units
FITN 220	Weight Conditioning for Varsity Football	0.5 - 2 units
FITN 225	Athletic Conditioning	.5 - 1 units
FITN 226	Plyometric Conditioning	0.5 or 1 units
FITN 235.1	Boot Camp I	0.5 or 1 units
FITN 235.2	Boot Camp II	0.5 or 1 units
FITN 235.3	Boot Camp III	0.5 or 1 units
FITN 235.4	Boot Camp IV	0.5 or 1 units
FITN 301.1	Indoor Cycling I	0.5 or 1 units
FITN 301.2	Indoor Cycling II	0.5 or 1 units
FITN 301.3	Indoor Cycling III	0.5 or 1 units
FITN 301.4	Indoor Cycling IV	0.5 or 1 units
FITN 332.1	Stretching and Flexibility I	0.5 or 1 units
FITN 332.2	Stretching and Flexibility II	0.5 or 1 units
FITN 332.3	Stretching and Flexibility III	0.5 or 1 units
FITN 332.4	Stretching and Flexibility IV	0.5 or 1 units
FITN 334.1	Yoga I	0.5 or 1 units
FITN 334.2	Yoga II	0.5 or 1 units
FITN 334.3	Yoga III	0.5 or 1 units
FITN 334.4	Yoga IV	0.5 or 1 units
FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units



FITN 335.4	Pilates IV	0.5 or 1 units
FITN 336.1	Restorative Yoga I	0.5 or 1 units
FITN 336.2	Restorative Yoga II	0.5 or 1 units
FITN 336.3	Restorative Yoga III	0.5 or 1 units
FITN 336.4	Restorative Yoga IV	0.5 or 1 units
FITN 339	Pilates Circuit Training	0.5 or 1 units

**Individual Sports:****Units**

INDV 121.1	Badminton I	0.5 or 1 units
INDV 121.2	Badminton II	0.5 or 1 units
INDV 121.3	Badminton III	0.5 or 1 units
INDV 121.4	Badminton IV	0.5 or 1 units
INDV 251.1	Tennis I	0.5 or 1 units
INDV 251.2	Tennis II	0.5 or 1 units
INDV 251.3	Tennis III	0.5 or 1 units
INDV 251.4	Tennis IV	0.5 or 1 units

**Team Sports:****Units**

TEAM 105	Advanced Baseball	0.5 - 4 units
TEAM 111.1	Basketball I	0.5 or 1 units
TEAM 111.2	Basketball II	0.5 or 1 units
TEAM 111.3	Basketball III	0.5 or 1 units
TEAM 111.4	Basketball IV	0.5 or 1 units
TEAM 116	Basketball: Individual Skill Development	0.5 or 1 units

TEAM 118	Advanced Basketball	0.5 - 3 units
TEAM 119	Tournament Basketball	0.5 or 1 units
TEAM 135	Advanced Football and Conditioning	0.5 - 2.5 units
TEAM 148.1	Indoor Soccer I	0.5 or 1 units
TEAM 148.2	Indoor Soccer II	0.5 or 1 units
TEAM 148.3	Indoor Soccer III	0.5 or 1 units
TEAM 148.4	Indoor Soccer IV	0.5 or 1 units
TEAM 150	Softball	0.5 or 1 units
TEAM 158	Advanced Softball: Women	0.5 - 2 units
TEAM 165	Advanced Track and Field	0.5 - 2 units
TEAM 171.1	Volleyball I	0.5 or 1 units
TEAM 171.2	Volleyball II	0.5 or 1 units
TEAM 171.3	Volleyball III	0.5 or 1 units
TEAM 171.4	Volleyball IV	0.5 or 1 units
TEAM 180	Volleyball - Applications in Team Tactics	0.5 or 1 units
TEAM 182	Individual Volleyball Training	0.5 or 1 units
TEAM 186	Men's Basketball: Individual Skill Development	2 units
TEAM 194	Women's Basketball Theory: Defense	1.5 - 3 units

**Required Selective Courses: 6-9 units****Group B: Select two courses from the following:****Units**

CHEM 210	General Chemistry I	5 units
KINE 119	First Aid/Adult & Pediatric CPR	3 units
MATH 200	Elementary Probability and Statistics	4 units
PHYS 210	General Physics I	4 units





PSYC 100	General Psychology	3 units
----------	--------------------	---------

### Total Required Major Units: 21 - 24

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Specialized Pilates Instructor

Pilates is a mind-body method of exercise using a floor mat and variety of equipment to improve ones strength, flexibility, agility and performance. Pilates increases core strength and teaches body awareness, good posture and efficient movement patterns. The Specialized Pilates Instructor Certificate prepares students to teach at a health club, fitness center, privately owned studio, or as an independent contractor. The program includes instruction in the technique, pedagogy, history and theory behind Pilates. Students procure personal sessions, observation hours, and student teaching hours in each of the program's core courses. In addition, students choose 2-3 elective courses to create an individualized program that suits their career goals.

### Career Opportunities

The goal of the Certificate of Achievement in Pilates is to provide training to prepare students for a career in fitness and/or Pilates. The program is also focused on providing continuing education for professionals already working in the fields of fitness, health, kinesiology, physical therapy, sports medicine/athletic training, and massage. Pilates develops students physically as well as academically. The Pilates Certificate program includes instruction in the technique, pedagogy, history and theory behind Pilates. Students procure personal sessions, observation hours, and student teaching hours in each of the program's core courses. Upon completion of the certificate program, students will be prepared to teach at a health club, fitness center, privately owned studio, or as an independent contractor.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate a holistic understanding of particular area(s) of specialization and how it/they can be applied to one's teaching.
2. Plan and teach a safe and effective Pilates mixed-apparatus class

### Requirements

#### Required Core Courses: 13 units

#### Units

FITN 335.1	Pilates I	1 unit
	<b>OR</b>	
FITN 335.2	Pilates II	1 unit
	<b>OR</b>	
FITN 335.3	Pilates III	1 unit
	<b>OR</b>	
FITN 335.4	Pilates IV	1 unit
KINE 125	Pilates Mat Instructor Training	3 units
KINE 126	Pilates Reformer Instructor Training	3 units
KINE 127	Pilates Apparatus Instructor Training	3 units
KINE 300	Anatomy of Motion	3 units

#### Required Selective Courses: 5-8 units

#### Units

ACTG 100	Accounting Procedures	3 units
AQUA 135.1	Aqua Exercise I	1 unit
AQUA 135.2	Aqua Exercise II	1 unit
AQUA 135.3	Aqua Exercise III	1 unit
AQUA 135.4	Aqua Exercise IV	1 unit
BIOL 130	Human Biology	3 units
BIOL 250	Human Anatomy	4 units
BIOL 310	Nutrition	3 units
BUS. 100	Introduction to Business	3 units
BUS. 150	Small Business Management	3 units
COMM 130	Interpersonal Communication	3 units
COMM 150	Intercultural Communication	3 units



FITN 201.1	Weight Training I	0.5 or 1 units
FITN 201.2	Weight Training II	0.5 or 1 units
FITN 201.3	Weight Training III	0.5 or 1 units
FITN 201.4	Weight Training IV	0.5 or 1 units
FITN 225	Athletic Conditioning	0.5 - 2 units
FITN 226	Plyometric Conditioning	0.5 or 1 units
FITN 301.1	Indoor Cycling I	0.5 or 1 units
FITN 301.2	Indoor Cycling II	0.5 or 1 units
FITN 301.3	Indoor Cycling III	0.5 or 1 units
FITN 301.4	Indoor Cycling IV	0.5 or 1 units
FITN 334.1	Yoga I	0.5 or 1 units
FITN 334.2	Yoga II	0.5 or 1 units
FITN 334.3	Yoga III	0.5 or 1 units
FITN 334.4	Yoga IV	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units
KINE 101	Introduction to Kinesiology	3 units
KINE 119	First Aid/Adult & Pediatric CPR	3 units
PSYC 100	General Psychology	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 220	Introduction to Psychobiology	3 units

**Total Required Units: 18 - 21**

## CS Athletic Coaching

A Certificate in Sports Coaching will provide students with fundamental principles to enhance their coaching knowledge and abilities. The program is designed for all coaches at any level. The certificate can serve to make a coaching candidate more qualified for a position, or if already coaching, enhance one's coaching abilities. The program will serve to expose students to Principles of Coaching, Sports Psychology, First Aid/CPR, and some basic movement activities. The entire certificate can be done online.

### Career Opportunities

Sports coaching at the grammar school, recreational, or high school level.

### Program Learning Outcomes

Students completing this program will be able to:

1. Select a coaching philosophy that is compatible with one's values and beliefs.
2. Apply the learned theories and techniques of optimal performance.
3. Earn the American Red Cross certification in Adult/Child/Infant CPR, Adult & Child AED, and Standard first aid.

### Requirements

**Required Core Courses: 9 units** **Units**

KINE 102	Introduction to Coaching Principles	3 units
KINE 103	Social Issues in Sport	3 units
<b>OR</b>		
KINE 107	Women in Sports	3 units
KINE 119	First Aid/Adult & Pediatric CPR	3 units

**Required Selective Courses: .5-2 units, one course from the following:** **Units**

FITN 112.1	Cross Training I	0.5 or 1 units
FITN 112.2	Cross Training II	0.5 or 1 units
FITN 112.3	Cross Training III	0.5 or 1 units
FITN 112.4	Cross Training IV	0.5 or 1 units
FITN 116.1	Body Conditioning I	0.5 or 1 units



FITN 116.2	Body Conditioning II	0.5 or 1 units
FITN 116.3	Body Conditioning III	0.5 or 1 units
FITN 116.4	Body Conditioning IV	0.5 or 1 units
FITN 201.1	Weight Training I	0.5 or 1 units
FITN 201.2	Weight Training II	0.5 or 1 units
FITN 201.3	Weight Training III	0.5 or 1 units
FITN 201.4	Weight Training IV	0.5 or 1 units
FITN 235.1	Boot Camp I	0.5 or 1 units
FITN 235.2	Boot Camp II	0.5 or 1 units
FITN 235.3	Boot Camp III	0.5 or 1 units
FITN 235.4	Boot Camp IV	0.5 or 1 units
FITN 332.1	Stretching and Flexibility I	0.5 or 1 units
FITN 332.2	Stretching and Flexibility II	0.5 or 1 units
FITN 332.3	Stretching and Flexibility III	0.5 or 1 units
FITN 332.4	Stretching and Flexibility IV	0.5 or 1 units
FITN 334.1	Yoga I	0.5 or 1 units
FITN 334.2	Yoga II	0.5 or 1 units
FITN 334.3	Yoga III	0.5 or 1 units
FITN 334.4	Yoga IV	0.5 or 1 units
FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units

TEAM 111.1	Basketball I	0.5 or 1 units
TEAM 111.2	Basketball II	0.5 or 1 units
TEAM 111.3	Basketball III	0.5 or 1 units
TEAM 111.4	Basketball IV	0.5 or 1 units
TEAM 116	Basketball: Individual Skill Development	0.5 or 1 units
TEAM 118	Advanced Basketball	0.5 - 3 units
TEAM 119	Tournament Basketball	0.5 or 1 units
TEAM 171.1	Volleyball I	0.5 or 1 units
TEAM 171.2	Volleyball II	0.5 or 1 units
TEAM 171.3	Volleyball III	0.5 or 1 units
TEAM 171.4	Volleyball IV	0.5 or 1 units
TEAM 186	Men's Basketball: Individual Skill Development	2 units

**Total Required Units: 9.5 - 11**

## CS Comprehensive Pilates Instructor

Prepares students to teach the complete Pilates repertoire on the Mat, Reformer, Trapeze Table, Chair, Barrels and Small Apparatus.

### Program Learning Outcomes

Students completing this program will be able to:

1. Design original Pilates mixed-apparatus programs for students of various levels and abilities
2. Teach a safe and effective Pilates mixed-apparatus class

### Requirements

**Required Core Courses: 12 units**

**Units**

KINE 125	Pilates Mat Instructor Training	3 units
KINE 126	Pilates Reformer Instructor Training	3 units



KINE 127	Pilates Apparatus Instructor Training	3 units
KINE 300	Anatomy of Motion	3 units

**Required Selective Courses: Complete a minimum of one unit from the following courses:**

		Units
FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units

**Total Required Units: 13**

## CS Pilates Mat Instructor

Prepares students to teach group mat classes and mat personal training sessions.

### Career Opportunities

Pilates is a fast growing industry with approximately 8.6 million participants. It is also one of the fastest growing physical activities in the US currently. Jobs are available in fitness clubs, privately owned studios, wellness centers, spas, schools, community centers, medical facilities, physical therapy clinics, corporate settings, and more.

### Program Learning Outcomes

Students completing this program will be able to:

1. Design original Pilates mat programs for students of various levels and abilities
2. Plan and teach a safe and effective Pilates Mat class

### Requirements

**Required Core Courses: 6 units**

**Units**

KINE 125	Pilates Mat Instructor Training	3 units
KINE 300	Anatomy of Motion	3 units

**Required Selective Courses: Plus complete a minimum of 1 unit from the following courses:**

**Units**

FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units

**Total Required Units: 7**

## CS Pilates Mat and Reformer Instructor

Prepares students to teach group mat and reformer classes as well as private training sessions.

### Program Learning Outcomes

Students completing this program will be able to:

1. Design original Pilates mat and reformer programs for students of various levels and abilities
2. Plan and teach a safe and effective Pilates mat and reformer class

### Requirements

**Required Core Courses: 9 units**

**Units**

KINE 125	Pilates Mat Instructor Training	3 units
KINE 126	Pilates Reformer Instructor Training	3 units
KINE 300	Anatomy of Motion	3 units

**Required Selective Courses: Plus complete a minimum of 1 unit from the following courses:**

**Units**

FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units



**Total Required Units: 10**

## CS Yoga Teacher Training - 200 Hour

The Yoga Certificate program includes instruction in the technique, pedagogy, history, culture and theory involved in Yoga studies and practice. Students will gain observation and student teaching hours by taking the Yoga Pedagogy Lab course.

This certificate program is intended to fulfill the requirements of the Yoga Alliance 200-hour Yoga Teacher Training. Yoga Alliance is the nationally recognized organization that regulates yoga teaching standards, and students who complete their training at CSM may register online with Yoga Alliance.

The Yoga Teacher Training Certificate enables instructors to teach Level I and Level II Hatha Yoga to groups and individuals.

### Career Opportunities

The Yoga Teacher Training - 200 Hour Certificate Program prepares students to teach at a health club, fitness center, or privately owned studio.

### Program Learning Outcomes

Students completing this program will be able to:

1. Teach a safe and effective yoga class
2. Demonstrate a basic understanding of yoga history and culture
3. Demonstrate basic understanding of anatomy as it pertains to yoga

### Requirements

Required Core Courses: 10 units		Units
KINE 200	Yoga History and Culture	3 units
KINE 201	Yoga Pedagogy Lecture	3 units
KINE 202	Yoga Asana Studies	3 units
FITN 334.1	Yoga I	1 unit
<b>OR</b>		
FITN 334.2	Yoga II	1 unit
<b>OR</b>		
FITN 334.3	Yoga III	1 unit
<b>OR</b>		

FITN 334.4	Yoga IV	1 unit
------------	---------	--------

**Additional recommended course: Units**

KINE 119	First Aid/Adult & Pediatric CPR	3 units
----------	---------------------------------	---------

**Total Required Units: 10**

## CS Yoga Teacher Training - 300 Hour

The Yoga Teacher Training - 300 hour certificate (YTT-300) is an advanced study of yoga practice, technique, teaching methodology, anatomy, philosophy and ethics. It is intended for students who are already a Registered Yoga Teacher with 200 hours of training (RYT-200). Students who complete the 300-hour training in addition to completing a Registered Yoga School 200 Hour Training (RYS-200) training AND teach for 100 hours after the completion of the 200-hour training may register to become a Registered Yoga Teacher with 500 hours of training (RYT 500).

The YTT-300 advanced training is designed to build upon and deepen the student's understanding of topics taught in the 200-hour certificate. It prepares students to teach principles and techniques of yoga that are more advanced, detailed, and subtle. This training enables them to teach with greater skill than could reasonably be expected of a RYT-200. Focus is placed upon teaching flow-based yoga, choreographing flow-based yoga sequences, teaching from an anatomically sound point of view, developing a strong personal practice, articulating an educational layer while teaching yoga asana classes, and finding stillness through restorative yoga.

This certificate program is intended to fulfill the requirements of the Yoga Alliance 300-hour Yoga Teacher Training. Yoga Alliance is the nationally recognized organization that regulates yoga teaching standards. Students who complete their training at CSM may register online with Yoga Alliance upon fulfillment of their certificate.

### Career Opportunities

Upon completion of the Yoga Teacher Training 300 hour certificate, graduates will be prepared to teach beginning, intermediate and advanced level yoga classes. Specialization in creative flow-based yoga, anatomically-based yoga, restorative yoga, and yoga pedagogy. Graduates will also gain a broad knowledge of teaching theories, yoga philosophy, and anatomical sciences, thus making them coveted employees at yoga studios, health



clubs, corporate yoga ventures, and other locations that offer yoga classes.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate advanced competence in teaching flow-based yoga classes.
2. Demonstrate advanced competence in teaching restorative yoga classes.
3. Demonstrate a deep understanding of human anatomy and kinesiology as it relates to yoga and fitness.
4. Demonstrate the ability to educate students about anatomy and yoga philosophy while teaching a hatha yoga class.
5. Demonstrate the ability to incorporate pedagogical theories into hatha yoga classes.
6. Demonstrate expertise in a yoga topic of their choosing.

### Requirements

Required Core Courses: 15 units		Units
KINE 203	Yoga Pedagogy Research 1	3 units
KINE 204	Advanced Yoga Pedagogy & Philosophy	3 units
KINE 205	Advanced Yoga Asana	3 units
KINE 206	Yoga Pedagogy Research 2	2 units
KINE 300	Anatomy of Motion	3 units
FITN 336.1	Restorative Yoga I	1 unit
<b>OR</b>		
FITN 336.2	Restorative Yoga II	1 unit
<b>OR</b>		
FITN 336.3	Restorative Yoga III	1 unit
<b>OR</b>		
FITN 336.4	Restorative Yoga IV	1 unit

**Total Required Units: 15**

## MANAGEMENT

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program

### 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

#### AA Associate in Arts Degree Program

Management..... 60 units

#### CA Certificate of Achievement

Leadership..... 21 units

Management..... 19 units

#### CS Certificate of Specialization

Human Resources Management..... 15 units

Management..... 15 units

Project Management..... 15 units

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

#### About the Program

This program is designed for individuals working at the supervisory level and for those interested in supervisory positions. An advisory committee composed of representatives from various types of businesses and industrial organizations has assisted the College staff in the development of the program.

Career opportunities for those with supervisory and management training should improve dramatically in the years ahead. Employers in virtually every field will be seeking individuals with formal training in organization and management for supervisory, mid-level, and top management positions. Specific management opportunities include administrative assistant, bank trust officer, branch manager, chief executive officer, claims adjuster, department/division manager, employment interviewer, first-line supervisor, inventory manager, management consultant, information systems consultant, management trainee, office manager, operations manager, plant manager, president, production controller, project manager, shift supervisor, small business owner/manager, and store manager. Some of these careers require a Bachelor's or advanced degree. The program provides readily usable skills for the student who earns an Associate degree, as well as a base for those who intend to transfer to baccalaureate institutions.



## AA Management

This program provides the fundamental skills and knowledge required to obtain and successfully retain a management role at organizations in various industries and of various sizes.

The program allows the student to earn both an associates degree in management and a pathway-specific certificate of specialization in either Entrepreneurship, Human Resources Management, Leadership, or Project Management. A Generalist pathway is also available.

### Career Opportunities

Career opportunities for those with supervisory and management training should improve dramatically in the years ahead. Employers in virtually every field will be seeking individuals with formal training in organization and management for supervisory, mid-level, and top management positions. Specific management opportunities include department/division manager, human resources manager, first-line supervisor, inventory manager, management consultant, information systems consultant, management trainee, office manager, operations manager, production manager, project manager, shift supervisor, small business owner/manager, and store manager. Some of these careers require a Bachelor's or advanced degree. This program provides readily usable skills for the student who earns an Associate degree, as well as a base for those who intend to transfer to baccalaureate institutions.

### Program Learning Outcomes

Students completing this program will be able to:

1. Critically analyze business management concepts and principles as applied to a business situation.
2. Explain the role of human resources in an organization.
3. Apply leadership and team building theories in the workplace.

### Major Requirements

Required Core Courses: 19 units		Units
ACTG 121	Financial Accounting	4 units
BUS. 136	Business Finance	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Management	3 units
MGMT 104	Leadership Theory	3 units

### Required Selective Courses:

Choose one of the following pathways and complete the required units for that pathway

#### Generalist Pathway: 15-16 units

#### Units

ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 125	International Business	3 units
BUS. 150	Small Business Management	3 units
BUS. 171	The Entrepreneurial Mindset	3 units
BUS. 180	Introduction to Marketing	3 units
BUS. 205	Business Ethics and Social Responsibility	3 units
MGMT 215	Human Resources Management	3 units
MGMT 220	Organizational Behavior	3 units
MGMT 265	Project Management	3 units
MUS. 286	Music Business	3 units

#### Entrepreneurship Pathway: 15 units

#### Units

BUS. 150	Small Business Management	3 units
BUS. 171	The Entrepreneurial Mindset	3 units
BUS. 173	Sources of Financing	3 units
BUS. 174	The Business Plan	3 units
BUS. 176	Selling the Idea	3 units

#### Human Resources Management Pathway: 15 units

#### Units

BUS. 100	Introduction to Business	3 units
MGMT 151	Compensation and Benefits	3 units
MGMT 152	Staffing and Performance	3 units
MGMT 154	Training and Development	3 units
MGMT 215	Human Resources Management	3 units

#### Leadership Pathway: 12 units

#### Units

BUS. 205	Business Ethics and Social Responsibility	3 units
----------	---	---------



MGMT 102	Leading Innovative Teams	3 units
MGMT 103	Leading for Performance	3 units
MGMT 106	Essentials of Negotiation	3 units

**Project Management Pathway: 6 units** **Units**

MGMT 106	Essentials of Negotiation	3 units
MGMT 265	Project Management	3 units

**Total Required Major Units: 25 - 35**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## CA Leadership

The Certificate of Achievement in Leadership prepares business, management, and public administration students and practitioners with improved core analytical skills required for approaching organizational challenges holistically, for making better executive decisions, to develop greater awareness of leadership styles and their perceptions by others, and to learn effective ways of designing teams, business operations, management initiatives, and organizational culture and structure.

### Career Opportunities

According to the July 2022 SFBCELMR, there is a large labor market gap in the Bay region with 16,961 annual openings for the Leadership occupational cluster and 181 annual (3-year average) awards for an annual undersupply of 16,780 students. In the Mid-Peninsula Sub-Region, there is also a gap with 5,185 annual openings and 14 annual (3-year average) awards for an annual undersupply of 5,171 students. The report showed 14,615 leadership openings for students with high school or vocational (certificate) training, and 3,023 with an Associate's degree in the wider region. Leadership skills help move hourly workers to living wages and salaried positions. Further, according to a Burning Glass report, in California, over 162,000 job posts across multiple disciplines listed leadership skills as a key requirement for prospective employees. Management occupations related to the proposed program: First-Line Supervisors of Office and Administrative Support Workers; General and Operations Managers; Managers, All Other; Administrative Service Managers; and, Sales Managers.

## Program Learning Outcomes

Students completing this program will be able to:

1. Clearly articulate own leadership capacity based on a thorough examination of personal leadership style, vision, and values
2. Discuss and analyze both core beliefs and the origins of their core beliefs
3. Support a constructive and innovative team climate
4. Recognize ethical and moral issues, identify needed actions, and demonstrate the moral courage to implement them
5. Demonstrate an understanding of core business principles in the primary areas of leadership and management, organizational behavior, and conflict management

### Requirements

**Required Core Courses: 21** **Units**

BUS. 205	Business Ethics and Social Responsibility	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Management	3 units
MGMT 102	Leading Innovative Teams	3 units
MGMT 103	Leading for Performance	3 units
MGMT 104	Leadership Theory	3 units
MGMT 106	Essentials of Negotiation	3 units

**Total Required Units: 21**

## CA Management

This program provides skills for the student who earns a certificate, as well as a base for those who intend to take the career path for the Associates and beyond. Students will learn about basic management skills and theories and how they are applied in the workplace.

### Career Opportunities

Career opportunities for those with supervisory and management training should improve dramatically in the years ahead. Employers in virtually every field will be seeking individuals with formal training in organization and management for supervisory, mid-level, and top management positions. Specific management opportunities





include department/division manager, human resources manager, first-line supervisor, inventory manager, management consultant, information systems consultant, management trainee, office manager, operations manager, production manager, project manager, shift supervisor, small business owner/manager, and store manager. Some of these careers require an Associates, Bachelor's, or advanced degree.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Critically analyze business management concepts and principles as applied to a business situation
2. Explain the role of human resources in an organization
3. Apply leadership and team building theories in the workplace

**Requirements**

Required Core Courses: 19 units		Units
ACTG 121	Financial Accounting	4 units
BUS. 136	Business Finance	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Management	3 units
MGMT 104	Leadership Theory	3 units

**Total Required Units: 19**

**CS Human Resources Management**

This program focuses on fundamentals of human resources management, and prepares the student for the Society for Human Resource Management exam.

**Career Opportunities**

Students completing this certificate will be prepared for entry-level positions such as human resources managers, generalists, assistants, and specialists.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Demonstrate understanding of the core functions of the Human Resource profession as practiced in a contemporary business setting.

2. Identify critical Federal, State, or local laws implemented by the Human Resource team.
3. Demonstrate professional business communication skills appropriate for Human Resources personnel.

**Requirements**

Required Core Courses: 15 units		Units
BUS. 100	Introduction to Business	3 units
MGMT 151	Compensation and Benefits	3 units
MGMT 152	Staffing and Performance	3 units
MGMT 154	Training and Development	3 units
MGMT 215	Human Resources Management	3 units

**Total Required Units: 15**

**CS Management**

This program provides skills for the student who earns a certificate, as well as a base for those who intend to take the career path for the Associates and beyond. Students will learn about basic management skills and theories and how they are applied in the workplace.

**Career Opportunities**

Career opportunities for those with supervisory and management training should improve dramatically in the years ahead. Employers in virtually every field will be seeking individuals with formal training in organization and management for supervisory, mid-level, and top management positions. Specific management opportunities include department/division manager, human resources manager, first-line supervisor, inventory manager, management consultant, information systems consultant, management trainee, office manager, operations manager, production manager, project manager, shift supervisor, small business owner/manager, and store manager. Some of these careers require an Associates, Bachelor's, or advanced degree.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Critically analyze business management concepts and principles as applied to a business situation.
2. Explain the role of human resources in an organization.



- Apply leadership and team building theories in the workplace.

Required courses: 15 units		Units
BUS. 136	Business Finance	3 units
BUS. 201	Business Law	3 units
BUS. 205	Business Ethics and Social Responsibility	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Management	3 units

**Total Required Units: 15**

## CS Project Management

The Project Management certificate prepares students with the essential skills and education to be a successful project manager and perform skills such as planning, leading, executing and controlling organizational projects, as well as a variety of techniques requiring technology and soft skills.

### Career Opportunities

There is a high demand for trained project managers in the Peninsula and surrounding areas in various industries, such as information technology, construction, medical, and more. Project managers average salary in San Mateo County is \$108,000/year, which provides a living wage in this area.

### Program Learning Outcomes

Students completing this program will be able to:

- Identify and define project needs.
- Identify, analyze, and resolve project problems.
- Plan project schedules and budgets.
- Manage effectively in a variety of project organizational structures.
- Communicate effectively among various project personnel and stakeholders.

### Requirements

Required Core Courses: 12 units		Units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Management	3 units
MGMT 106	Essentials of Negotiation	3 units
MGMT 265	Project Management	3 units

**Required selective courses: 3 units, choose one**

		Units
ACTG 100	Accounting Procedures	3 units
BUS. 101	Human Relations At Work	3 units
MGMT 220	Organizational Behavior	3 units

**Total Required Units: 15**

## MATHEMATICS

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

**University Transfer Program  
60 - 70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Mathematics.....60 units

### AS-T Associate in Science Degree for Transfer

Mathematics.....60 units

### Recommended high school preparation

Four years of Mathematics

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

Mathematics provides the foundation for studying engineering; the biological, physical and health sciences; economics; business; computer science; statistics; and many other fields. A major in mathematics itself opens up job opportunities in numerous fields, as mathematical problemsolving skills are widely applicable.

The Mathematics major may be used as a basis for professional careers which include accountant, actuary, appraiser, assessor, auditor, banker, biometrician, budget analyst, casualty rater, controller, computer programmer, data processing manager,



demographer, econometrician, educator at all levels, engineering analyst, epidemiologist, financial analyst/planner, insurance agent/broker, loan officer, management trainee, market research analyst, mathematician, securities trader, statistician, surveyor, and systems analyst.

Additional professional areas for which a degree in Mathematics prepares individuals are the aircraft and space industries, architectural and surveying services, civil service, communications, and science, including work in high technology industries such as research and development laboratories.

## AS Mathematics

Mathematics provides the foundation for studying engineering; the biological, physical and health sciences; economics; business; computer science; statistics; and many other fields. A major in mathematics itself opens up job opportunities in numerous fields, as mathematical problemsolving skills are widely applicable.

### Career Opportunities

The Mathematics major may be used as a basis for professional careers which include accountant, actuary, appraiser, assessor, auditor, banker, biometrician, budget analyst, casualty rater, controller, computer programmer, data processing manager, demographer, econometrician, educator at all levels, engineering analyst, epidemiologist, financial analyst/planner, insurance agent/broker, loan officer, management trainee, market research analyst, mathematician, securities trader, statistician, surveyor, and systems analyst. Additional professional areas for which a degree in Mathematics prepares individuals are the aircraft and space industries, architectural and surveying services, civil service, communications, and science, including work in high technology industries such as research and development laboratories.

### Program Learning Outcomes

Students completing this program will be able to:

1. Synthesize ideas expressed in mathematical language by a. Demonstrating the ability to understand both written and spoken mathematics. b. Demonstrating a basic understanding of proof. c. Communicating arguments clearly. d. Demonstrating the ability to collaborate in problem solving (i.e. study groups, group projects).
2. Demonstrate analytical thinking by a. Identifying what a problem is really asking. b. Breaking complex problems into manageable smaller problems. c. Identifying the relationships among verbal, symbolic, graphical and numerical

representations within the same problem. d. Solving non-algorithmic problems.

3. Demonstrate resourcefulness in problem solving by a. Choosing appropriate methods. b. Synthesizing appropriate strategies, techniques or information from prerequisite courses. c. Using alternative representations of mathematical ideas. d. Recognizing and explaining source of errors and impossible solutions.
4. Employ mathematical strategies with confidence.

### Major Requirements

Required Core Courses: 15 units		Units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units

Required Selective Courses: List A: One 3 unit course from the following:		Units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units

Required Selective Courses: List B: One 3-4 unit course from the following:		Units
MATH 270 *	Linear Algebra	3 units
MATH 275 *	Ordinary Differential Equations	3 units
MATH 268	Discrete Mathematics	4 units
CIS 278	(CS1) Programming Methods: C+	4 units
PHYS 250	Physics with Calculus I	4 units

\* if not selected in List A

**Total Required Major Units: 21 - 22**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



## AS-T Mathematics

The AS-T major in Mathematics prepares students for transfer into bachelor's degree programs in mathematics and similar areas.

### Career Opportunities

The Mathematics major may be used as a basis for professional careers which include accountant, actuary, appraiser, assessor, auditor, banker, biometrician, budget analyst, casualty rater, controller, computer programmer, data processing manager, demographer, econometrician, educator at all levels, engineering analyst, epidemiologist, financial analyst/planner, insurance agent/broker, loan officer, management trainee, market research analyst, mathematician, securities trader, statistician, surveyor, and systems analyst. Additional professional areas for which a degree in Mathematics prepares individuals are the aircraft and space industries, architectural and surveying services, civil service, communications, and science, including work in high technology industries such as research and development laboratories.

### Program Learning Outcomes

Students completing this program will be able to:

1. Synthesize ideas expressed in mathematical language by a. Demonstrating the ability to understand both written and spoken mathematics. b. Demonstrating a basic understanding of proof. c. Communicating arguments clearly. d. Demonstrating the ability to collaborate in problem solving (i.e. study groups, group projects).
2. Demonstrate analytical thinking by a. Identifying what a problem is really asking. b. Breaking complex problems into manageable smaller problems. c. Identifying the relationships among verbal, symbolic, graphical and numerical representations within the same problem. d. Solving non-algorithmic problems.
3. Demonstrate resourcefulness in problem solving by a. Choosing appropriate methods. b. Synthesizing appropriate strategies, techniques or information from prerequisite courses. c. Using alternative representations of mathematical ideas. d. Recognizing and explaining source of errors and impossible solutions.
4. Employ mathematical strategies with confidence.

### Major Requirements

**Required Core Courses: 15 units** **Units**

MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units

MATH 253	Calculus with Analytic Geometry III	5 units
----------	-------------------------------------	---------

**Required Selective Courses: List A: One 3 unit course from the following:**

		Units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units

**Required Selective Courses: List B: One 3-4 unit course from the following:**

		Units
MATH 270 *	Linear Algebra	3 units
MATH 275 *	Ordinary Differential Equations	3 units
MATH 268	Discrete Mathematics	4 units
CIS 278	(CS1) Programming Methods: C+ +	4 units
PHYS 250	Physics with Calculus I	4 units

\* if not selected in List A

**Total Required Major Units: 21 - 22**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## MUSIC

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60 - 70 transferable units**

California State University  
University of California  
Independent Colleges and Universities



**AA Associate in Arts Degree Program**

Electronic Music..... 60 units  
 Music..... 60 units

**AA-T Associate in Arts Degree for Transfer**

Music..... 60 units

**CA Certificate of Achievement**

Electronic Music..... 21 units

**CS Certificate of Specialization**

Commercial Music..... 14 - 15 units

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**About the Program**

The College of San Mateo provides a creative environment where every student may become enriched through an active association with the art of music and a faculty who are active in the music profession. The Music Department at College of San Mateo places strong emphasis upon performance as well as composition in both traditional and electronic media. At the same time, the department offers the general student enhanced understanding and appreciation of all forms of music. Through this two-fold approach, the department's purpose becomes clear: to promote excellence in all aspects of music performance and academic course work, to provide basic preparation for careers in music, and to promote interest in all music and artistic endeavors at the College and in the Bay Area community.

Career opportunities include accompanist; arranger; composer; conductor; critic; band, orchestra or recording musician; lyricist, performing instrumentalist or vocalist; music director (radio station); private music instructor; music producer; music publisher; music therapist; night-club/restaurant entertainer; recording engineer; and teacher/professor. Additional career possibilities include choir director, music librarian, music minister, piano tuner, professional manager, recreation specialist, and soloist.

**AA Electronic Music**

The Electronic Music major combines the areas of music, electronics and computer science, with a primary

emphasis on music. The Electronic Music major is designed for students who intend to transfer to baccalaureate institutions; however, upon completion of the Associate degree in this discipline, many individuals start their own electronic music studios, where they record music for videos, films, or individual artists, as well as compose their own music on electronic instruments. Completion of a Bachelor's degree in Electronic Music expands career opportunities to include performer, producer, recording engineer, and sound engineer. Software companies also hire Electronic Music graduates to develop and test new electronic equipment ranging from synthesizers to software packages.

**Career Opportunities**

Career opportunities include performer, producer, recording engineer, sound designer and sound engineer.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Compose, produce, record and mix original electronic music pieces using various electronic music technologies and techniques.
2. Design original sounds using analog synthesis, digital synthesis and sampling.
3. Create and synchronize original sound effects, Foley, music and dialogue to visuals.
4. Analyze the compositional elements, production qualities and musical aesthetics of their own works and the works of other electronic musicians, producers and composers.

**Major Requirements**

Required Core Courses: 12 units		Units
MUS. 290	Electronic Music I	3 units
MUS. 291	Electronic Music II	3 units
MUS. 292	Sound Creation: Sampling and Synthesis	3 units
MUS. 293	Audio for Visual Media	3 units

Required Selective Courses: 4 units from the following courses:		Units
MUS. 111 *	Musicianship I	1 unit
<b>AND</b>		
MUS. 131 *	Harmony I	3 units
<b>OR</b>		
MUS. 112	Musicianship II	1 unit
<b>AND</b>		



MUS. 132	Harmony II	3 units
<b>OR</b>		
MUS. 113	Musicianship III	1 unit
<b>AND</b>		
MUS. 133	Harmony III	3 units
<b>OR</b>		
MUS. 114	Musicianship IV	1 unit
<b>AND</b>		
MUS. 134	Harmony IV	3 units

**Required Selective Courses: 2 units from the following courses:**

	<b>Units</b>
MUS. 301 Piano I	2 units
MUS. 302 Piano II	2 units
MUS. 303 Piano III	2 units
MUS. 304 Piano IV	2 units

**Required Selective Courses: 3 units from the following courses:**

	<b>Units</b>
MUS. 202 Music Appreciation	3 units
MUS. 210 From Blues to Hip Hop: A History of American Popular Music	3 units
MUS. 250 World Music	3 units
MUS. 275 History of Jazz	3 units
MUS. 280 History of Electronic Music	3 units

**Additional Recommended Courses:**

	<b>Units</b>
MUS. 296 Electronic Music Composition Portfolio I	1.5 units

\* Recommended preparation for students who do not read music: MUS 100 Fundamentals of Music

**Total Required Major Units: 21**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Music

The College of San Mateo provides a creative environment where every student may become enriched through an active association with the art of music and a faculty who

are active in the music profession. The Music Department at College of San Mateo places strong emphasis upon performance as well as composition in both traditional and electronic media. At the same time, the department offers the general student enhanced understanding and appreciation of all forms of music. Through this two-fold approach, the department's purpose becomes clear: to promote excellence in all aspects of music performance and academic course work, to provide basic preparation for careers in music, and to promote interest in all music and artistic endeavors at the College and in the Bay Area community.

### Career Opportunities

Career opportunities include accompanist; arranger; composer; conductor; critic; band, orchestra or recording musician; lyricist, performing instrumentalist or vocalist; music director (radio station); private music instructor; music producer; music publisher; music therapist; night-club/restaurant entertainer; recording engineer; and teacher/professor. Additional career possibilities include choir director, music librarian, music minister, piano tuner, professional manager, recreation specialist, and soloist.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate proficiency in aural skills such as sight-singing, rhythmic execution, harmonic, melodic and rhythmic dictation.
2. Perform advanced analysis on the melodic, harmonic and formal components of written music from the common practice period.
3. Create derivative and/or original music in 4-voice chorale style consistent with common practice period voice leading norms.
4. Demonstrate basic proficiency in keyboard skills including scales, basic chord progressions, sight-reading and repertoire appropriate to graduating first year piano students.
5. Demonstrate proficiency on an instrument or voice that enables self-expression and musical communication.

### Major Requirements

**Required Core Courses, Theory and Musicianship: 16 units  
Four semesters total**

**1st Semester (Fall Only):**

	<b>Units</b>
MUS. 131 Harmony I	3 units
MUS. 111 Musicianship I	1 unit



**2nd Semester (Spring Only):** **Units**

MUS. 132	Harmony II	3 units
MUS. 112	Musicianship II	1 unit

**3rd Semester (Fall Only):** **Units**

MUS. 133	Harmony III	3 units
MUS. 113	Musicianship III	1 unit

**4th Semester (Spring Only):** **Units**

MUS. 134	Harmony IV	3 units
MUS. 114	Musicianship IV	1 unit

**Required Core Courses, Applied Lessons: 4 units****Four semesters, 1 unit each****Units**

MUS. 501	Studio Lessons I (Applied Music I)	1 unit
MUS. 502	Studio Lessons II (Applied Music II)	1 unit
MUS. 503	Studio Lessons III (Applied Music III)	1 unit
MUS. 504	Studio Lessons IV (Applied Music IV)	1 unit

**Required Selective Courses, Ensembles: 4-8 units****A minimum of four semesters of ensemble, selected from the following courses:****Units**

MUS. 231	Afro-Latin Percussion Ensemble I	2 units
MUS. 232	Afro-Latin Percussion Ensemble II	2 units
MUS. 233	Afro-Latin Percussion Ensemble III	2 units
MUS. 234	Afro-Latin Percussion Ensemble IV	2 units
MUS. 423	Small Ensembles	2 units
MUS. 424	Small Jazz Ensembles	2 units
MUS. 425	Contemporary Jazz Combo	2 units
MUS. 429	Wind Ensemble	1 unit
MUS. 430	Symphonic Band	1 unit
MUS. 452	Repertory Jazz Band	1 unit
MUS. 454	Jazz Workshop Big Band	1 unit

MUS. 470	Concert Choir	1 unit
----------	---------------	--------

**Required Selective Units, History****Requirement: 3 units****Select one from the following:****Units**

MUS. 202	Music Appreciation	3 units
MUS. 210	From Blues to Hip Hop: A History of American Popular Music	3 units
MUS. 250	World Music	3 units
MUS. 275	History of Jazz	3 units
MUS. 280	History of Electronic Music	3 units

**Piano Proficiency Requirement: 0-4 units****Two semesters or \*equivalent. Select two courses from the following:****Units**

MUS. 301	Piano I	2 units
MUS. 302	Piano II	2 units
MUS. 303	Piano III	2 units
MUS. 304	Piano IV	2 units
MUS. 314	Piano Literature & Performance - The Baroque Era	2 units
MUS. 315	Piano Literature & Performance: The Classical Era	2 units
MUS. 316	Piano Literature & Performance: The Romantic Era	2 units
MUS. 317	Piano Literature & Performance: The 20th Century & Beyond	2 units

*\*Students with piano experience may wish to use CSM's "Credit by Exam (CBE)" to satisfy this requirement, or complete a prerequisite challenge form for MUS. 303.*

**Recommended additional courses:****Music Technology:****Units**

MUS. 290	Electronic Music I	3 units
----------	--------------------	---------

**History, select from the following:****Units**

MUS. 202	Music Appreciation	3 units
MUS. 210	From Blues to Hip Hop: A History of American Popular Music	3 units
MUS. 250	World Music	3 units
MUS. 275	History of Jazz	3 units
MUS. 280	History of Electronic Music	3 units



**Theory****Units**

MUS. 124	Jazz Improvisation I	2 units
----------	----------------------	---------

**Total Required Major Units: 27 - 35**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**AA-T Music**

The College of San Mateo Music Department provides a creative environment where every student may become enriched through an active association with the art of music and a faculty who are active in the music profession. The Music Department places strong emphasis upon performance as well as harmony, ear training, and composition, thus providing students with a strong musical foundation.

The Associate in Arts in Music for Transfer offers students the opportunity to attain the basic skills and knowledge required for further undergraduate study and careers in music. It is intended to provide an expedited path for transfer into the CSU system for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an Associate in Arts in Music for Transfer are guaranteed admission to the CSU system, but not to a particular campus or major.

Students transferring to a CSU campus that accepts the Associate in Arts in Music for Transfer will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus, or a college or university that is not part of the CSU system, or those who do not intend to transfer. Students should consult with a College of San Mateo counselor when planning to complete the degree for further information on university admissions and transfer requirements.

To earn an AA-T degree, students must meet the following requirements:

1. Complete a minimum of 60 CSU transferable units;
2. Earn a minimum grade point average (GPA) of at least a 2.0 in all CSU transferable coursework;
3. Complete a minimum of 18 units in an "AA-T" major. Note: All courses in the major must be completed with a grade of "C" or better. A "P" (Pass) grade is not an acceptable grade for the courses in the major.
4. Completion of the California State University General Education-Breadth (CSU GE Breadth) or the Intersegmental General Education Curriculum (IGETC) pattern.

**Career Opportunities**

Career opportunities include: accompanist; arranger; composer; conductor; critic; band, orchestra or recording musician; lyricist; performing instrumentalist; music director; private music instructor; music producer; music publisher; music therapist; recording engineer; and teacher/professor. Additional career possibilities include choir director, music librarian, music minister, piano tuner, professional manager, recreation specialist, and soloist.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Gain basic technical proficiency and demonstrate artistic growth in musical performance on a given instrument and/or voice in both a solo and ensemble context, enabling self expression and musical communication.
2. Demonstrate practical knowledge of the underlying structures of voice leading and harmony throughout the common practice period in western music through written composition and analysis.
3. Demonstrate fluency in audiation such as sight singing, rhythmic execution, and harmonic, melodic and rhythmic dictation.

**Major Requirements****Required Core Courses: 20 units****Units**

MUS. 111	Musicianship I	1 unit
MUS. 112	Musicianship II	1 unit
MUS. 113	Musicianship III	1 unit
MUS. 114	Musicianship IV	1 unit
MUS. 131 *	Harmony I	3 units
MUS. 132	Harmony II	3 units
MUS. 133	Harmony III	3 units
MUS. 134	Harmony IV	3 units
MUS. 501	Studio Lessons I (Applied Music I)	1 unit
MUS. 502	Studio Lessons II (Applied Music II)	1 unit
MUS. 503	Studio Lessons III (Applied Music III)	1 unit
MUS. 504	Studio Lessons IV (Applied Music IV)	1 unit





**Required Selective Courses: 4 units from the following:**  
(Ensemble courses may be taken four times)

		Units
MUS. 423	Small Ensembles	2 units
MUS. 424	Small Jazz Ensembles	2 units
MUS. 425	Contemporary Jazz Combo	2 units
MUS. 430	Symphonic Band	1 unit
MUS. 452	Repertory Jazz Band	1 unit
MUS. 470	Concert Choir	1 unit

\* Mus. 131 will be double counted to apply to meet general education requirement C1.

**Total Required Major Units: 24**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Electronic Music

The Electronic Music Program combines the areas of music, electronics and computer science, with a primary emphasis on music. The Electronic Music Certificate is designed for students who intend to start their own electronic music studios where they may record music for videos, films, or individual artists, as well as compose and produce their own music on electronic instruments. Completion of a Certificate in Electronic Music expands career opportunities to include performer, producer, recording engineer, sound designer and sound engineer.

### Career Opportunities

Career opportunities include performer, producer, recording engineer, sound designer and sound engineer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Compose, produce, record and mix original electronic music pieces using various electronic music technologies and techniques.

2. Design original sounds using analog synthesis, digital synthesis and sampling.
3. Create and synchronize original sound effects, Foley, music and dialogue to visuals.
4. Analyze the compositional elements, production qualities and musical aesthetics of their own works and the works of other electronic musicians, producers and composers.

### Requirements

**Required Core Courses: 12 units**

**Units**

MUS. 290	Electronic Music I	3 units
MUS. 291	Electronic Music II	3 units
MUS. 292	Sound Creation: Sampling and Synthesis	3 units
MUS. 293	Audio for Visual Media	3 units

**Required Selective Courses: 4 units from the following courses:**

**Units**

MUS. 111	Musicianship I	1 unit
*		
	<b>AND</b>	
MUS. 131	Harmony I	3 units
*		
	<b>OR</b>	
MUS. 112	Musicianship II	1 unit
	<b>AND</b>	
MUS. 132	Harmony II	3 units
	<b>OR</b>	
MUS. 113	Musicianship III	1 unit
	<b>AND</b>	
MUS. 133	Harmony III	3 units
	<b>OR</b>	
MUS. 114	Musicianship IV	1 unit
	<b>AND</b>	
MUS. 134	Harmony IV	3 units

**Required Selective Courses: 2 units from the following courses:**

**Units**

MUS. 301	Piano I	2 units
MUS. 302	Piano II	2 units
MUS. 303	Piano III	2 units
MUS. 304	Piano IV	2 units



**Required Selective Courses: 3 units from the following courses:**

	<b>Units</b>
MUS. 202 Music Appreciation	3 units
MUS. 210 From Blues to Hip Hop: A History of American Popular Music	3 units
MUS. 250 World Music	3 units
MUS. 275 History of Jazz	3 units
MUS. 280 History of Electronic Music	3 units

**Recommended Additional Courses:**

	<b>Units</b>
MUS. 296 Electronic Music Composition Portfolio I	1.5 units

\* Recommended preparation for students who do not read music: MUS 100 Fundamentals of Music

**Total Required Units: 21**

## CS Commercial Music

This Certificate of Specialization provides the foundational skills necessary to enter the music industry. Career opportunities include music producer, recording engineer, songwriter, sound designer, film and video game composer, audio technician, live sound mix engineer, and performing artist.

### Career Opportunities

Career opportunities include music producer, recording engineer, songwriter, sound designer, film and video game composer, audio technician, live sound mix engineer, and performing artist.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate the basic functions and uses of audio equipment including microphones, mixers, amplifiers, speakers, computer music software and hardware, MIDI synthesizers, drum machines and effects processors.
2. Create high quality digital audio productions.
3. Demonstrate entry-level skills and knowledge necessary for selected careers in the music industry.

### Requirements

**Required Core Courses: 9 units**

	<b>Units</b>
MUS. 286 Music Business	3 units

MUS. 290 Electronic Music I	3 units
MUS. 291 Electronic Music II	3 units

**Required Selective Courses: choose a minimum of 5 units from the following courses**

	<b>Units</b>
MUS. 120 Songwriting	3 units
MUS. 292 Sound Creation: Sampling and Synthesis	3 units
MUS. 293 Audio for Visual Media	3 units
MUS. 298 New Interfaces for Making Music	4 units
MUS. 423 Small Ensembles	2 units
MUS. 222 Live Sound and Streaming	3 units
MUS. 289 Recording for Musical Applications	3 units

**Total Required Units: 14 - 15**

## NURSING

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Nursing.....60 units

### Recommended high school preparation

Coursework in Biology, Chemistry, Anatomy, English, Mathematics, Psychology

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### Nursing Program Admission Requirements

Go to the [CSM Nursing Program \(collegeofsanmateo.edu/nursing\)](https://collegeofsanmateo.edu/nursing) website for the current admissions information.



At this site print the Nursing Program Information Sheet and the Nursing Articulation Grid for detailed information about admissions requirements and processes. You may also contact the Nursing Department, (650) 574-6218.

## AS Nursing

The College of San Mateo Nursing Program provides students with opportunities for learning at the College, local hospitals, and related health agencies. Clinical practice begins early in the first semester. Upon graduation, the candidate receives an Associate in Science degree and is eligible to take the National Council Licensing Exam (NCLEX). The graduate is also eligible to transfer to a four-year nursing program.

### Career Opportunities

Career opportunities are available in hospitals, physician's offices, clinics, labs, nursing and personal care facilities, public health and other government agencies, educational services, health and allied services, outpatient care facilities. Many nurses specialize in areas such as cardiac care, geriatrics, intensive care, obstetrics, pediatrics, and surgery. Specific career opportunities include nursing administrator, clinic nurse, critical care nurse, emergency department nurse, flight nurse, home health nurse, hospital staff nurse, industrial nurse, medical researcher, nurse anesthetist, nurse midwife, nurse practitioner, office nurse, public health nurse, school nurse, and teacher/educator.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply nursing methods, protocols and procedures to appropriate care situations
2. Use the nursing process, which emphasizes critical thinking, independent judgment and continual evaluation as a means to determine nursing activities
3. Utilize theory and knowledge from nursing, the physical/behavioral sciences and the humanities in providing nursing care
4. Identify and assess the healthcare needs of patients/clients using the tools/framework appropriate to the clinical setting
5. Document and evaluate the outcome of nursing and other interventions and communicate to team members
6. Prioritize care-delivery on an ongoing basis
7. Work in partnership with patients, clients, and caregivers
8. Engage in and disengage from therapeutic relationships through the use of effective interpersonal and counseling skills
9. Provide compassionate, culturally sensitive care to clients in a variety of settings

10. Adhere to the ANA Code of Ethics for nurses, treating patients as unique whole individuals with specific needs, desires, and abilities
11. Describe current legal and professional standards for nurses in relation to common clinical problems
12. Practice in a manner that respects patient confidentiality and adheres to HIPAA
13. Appraise own professional performance accurately. Evaluate their professional learning needs and take steps to meet them

### Major Requirements

Core Required Courses: 77.5-79.5 units		Units
NURS 211	Introduction to Nursing	4.5 units
NURS 212	Concepts of Homeostasis in Nursing	4.5 units
NURS 221	Pediatric Nursing	4.5 units
NURS 222	Perinatal and Reproductive Health Nursing	4.5 units
NURS 225	Nursing Skills Lab II	0.5 units
NURS 231	Mental Health Nursing	5 units
NURS 232	Medical/Surgical Nursing	5 units
NURS 235	Nursing Skills Lab III	0.5 units
NURS 241	Advanced Medical/Surgical Nursing	5 units
NURS 242	Leadership/Management in Nursing	5 units
NURS 245	Nursing Skills Lab IV	0.5 units
NURS 816	Open Lab for Nursing 211/212	0.5 units
NURS 817	Open Lab for Nursing 221/222	0.5 units
NURS 818	Open Lab for Nursing 231/232	0.5 units
NURS 819	Open Lab for Nursing 241/242	0.5 units
CHEM 210	General Chemistry I	5 units
<b>OR</b>		
CHEM 410	Health Science Chemistry I	4 units
BIOL 240	General Microbiology *must be completed within 5 years of acceptance in the Nursing Program	4 units
BIOL 250	Human Anatomy *must be completed within 5 years of acceptance in the Nursing Program	4 units



BIOL 260	Human Physiology *must be completed within 5 years of acceptance in the Nursing Program	5 units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 100	General Psychology	3 units
PSYC 200	Developmental Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
<b>OR</b>		
ANTH 110	Cultural Anthropology	3 units
COMM 110	Public Speaking	3 units
<b>OR</b>		
COMM 130	Interpersonal Communication	3 units
<b>OR</b>		
COMM 140	Small Group Communication	3 units
<b>OR</b>		
COMM 150	Intercultural Communication	3 units
ENGL 100	Composition and Reading	3 units
<b>OR</b>		
ENGL 105	Composition with Support	5 units

**Pre-admissions Major requirements 36-38 units**

		<b>Units</b>
BIOL 240 *	General Microbiology	4 units
BIOL 250 *	Human Anatomy	4 units
BIOL 260 *	Human Physiology	5 units
ENGL 100	Composition and Reading	3 units
<b>OR</b>		
ENGL 105	Composition with Support	5 units
PSYC 100	General Psychology	3 units
PSYC 200	Developmental Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
<b>OR</b>		
ANTH 110	Cultural Anthropology	3 units
COMM 110	Public Speaking	3 units

<b>OR</b>		
COMM 130	Interpersonal Communication	3 units
<b>OR</b>		
COMM 140	Small Group Communication	3 units
<b>OR</b>		
COMM 150	Intercultural Communication	3 units
MATH 200	Elementary Probability and Statistics	4 units
CHEM 210	General Chemistry I	4 units
<b>OR</b>		
CHEM 410	Health Science Chemistry I	4 units

**Other Major requirements once accepted into the program 41.5 units**

		<b>Units</b>
NURS 211	Introduction to Nursing	4.5 units
NURS 212	Concepts of Homeostasis in Nursing	4.5 units
NURS 221	Pediatric Nursing	4.5 units
NURS 222	Perinatal and Reproductive Health Nursing	4.5 units
NURS 225	Nursing Skills Lab II	0.5 units
NURS 231	Mental Health Nursing	5 units
NURS 232	Medical/Surgical Nursing	5 units
NURS 235	Nursing Skills Lab III	0.5 units
NURS 241	Advanced Medical/Surgical Nursing	5 units
NURS 242	Leadership/Management in Nursing	5 units
NURS 245	Nursing Skills Lab IV	0.5 units
NURS 816	Open Lab for Nursing 211/212	0.5 units
NURS 817	Open Lab for Nursing 221/222	0.5 units
NURS 818	Open Lab for Nursing 231/232	0.5 units
NURS 819	Open Lab for Nursing 241/242	0.5 units

*Students interested in an LVN upgrade must attend an in person information session on one of the dates noted on the nursing department website.*

*Students who wish to transfer into the nursing program or challenge nursing courses should call the Nursing Department.*

*To comply with SB 139, students accepted into the nursing program who have completed a bachelor's degree at a college*



or university in the United States that is accredited by an agency approved by the SMCCCD do not need to complete CSM prescribed general education courses.

#### Requirements for R.N. Licensing Exam:

1. Graduation from high school or equivalent
2. All major requirements listed under pre-admissions and major.
3. If an individual has been convicted of a crime, he or she should contact the Board of Registered Nursing regarding eligibility for licensure. Candidates are reviewed on a case by case basis.

\* must be completed within 5 years of acceptance in the Nursing Program

**Total Required Major Units: 77.5 - 79.5**

**And required General Education coursework required for the Associate degree.**

## PHILOSOPHY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

#### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

#### AA-T Associate in Arts Degree for Transfer

Law, Public Policy, and Society.....60 units  
Philosophy..... 60 units

#### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University of California systems. For independent or out-of-state colleges and universities use their catalog to locate this information. Transfer Services can assist you to gather this information.

## AA-T Law, Public Policy, and Society

An AA-T in Law, Public Policy, and Society is intended as good preparation for students interested in law school upon completion of a bachelor's degree. This interdisciplinary area emphasizes the development of logical, analytical and communication skills; introduces

students to the legal field; and prepares students for further study in a variety of majors such as Philosophy, Economics, Political Science, Communication Studies, History, or Social and Behavioral Sciences. Students who opt to pursue this course of study are encouraged to engage in further exploration of one or more specific majors as they select electives for degree completion.

### Career Opportunities

The coursework required to earn an AA-T in Law, Public Policy, and Society has been identified as good preparation for law school upon completion of a bachelor's degree.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze social science concepts and theories.
2. Recognize, evaluate and respond to arguments.

### Major Requirements

#### Required Core Courses: 24 -25 Units

##### Area 1: Understanding the Law

Units

ADMJ 100	Introduction to the Criminal Justice System	3 units
<b>OR</b>		
ADMJ 104	Concepts of Criminal Law	3 units

##### Area 2: Ethics

Units

PHIL 244	Introduction to Ethics: Contemporary Social and Moral Issues	3 units
----------	--	---------

##### Area 3: Oral Communications

Units

COMM 110	Public Speaking	3 units
----------	-----------------	---------

##### Area 4: Written Communication

Units

ENGL 100	Composition and Reading	3 units
----------	-------------------------	---------

##### Area 5: Critical Thinking

Units

PHIL 200	Introduction to Logic	3 units
----------	-----------------------	---------

##### Area 6: Quantitative Reasoning

Units

MATH 200	Elementary Probability and Statistics	4 units
<b>OR</b>		



PSYC 121	Basic Statistical Concepts	3 units
----------	----------------------------	---------

**Area 7: US History** **Units**

HIST 201	United States History I	3 units
<b>OR</b>		
HIST 202	United States History II	3 units

**Area 8: Introduction to American Government** **Units**

PLSC 200	National, State and Local Governments	3 units
----------	---------------------------------------	---------

**Required Selective Courses: 6 units**

**List A: Select two courses from two of the areas listed below:**

**(NOTE: courses must not have been used above.)**

**Administration of Justice** **Units**

ADMJ 100	Introduction to the Criminal Justice System	3 units
ADMJ 102	Principles and Procedures of the Criminal Justice System	3 units
ADMJ 104	Concepts of Criminal Law	3 units
ADMJ 106	Legal Aspects of Evidence	3 units
ADMJ 108	Community Relations and the Justice System	3 units
ADMJ 125	Juvenile Procedures	3 units

**Business** **Units**

BUS. 201	Business Law	3 units
----------	--------------	---------

**Economics** **Units**

ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units

**Political Science** **Units**

PLSC 100	Introduction to Political Science	3 units
PLSC 110	Introduction to Comparative Government and Politics	3 units
PLSC 130	Introduction to International Relations	3 units

PLSC 150	Introduction to Political Theory and Thought	3 units
----------	--	---------

**Diversity** **Units**

ANTH 110	Cultural Anthropology	3 units
GEOG 110	Cultural Geography	3 units
SOCI 141	Race and Ethnic Relations	3 units
ETHN 101	Latin American and Indigenous Peoples History and Culture	3 units
ETHN 103	Asian Americans and US Institutions	3 units
ETHN 104	Asian Pacific Islanders in United States History and Culture	3 units
ETHN 105	African American History and Culture	3 units
ETHN 106	Oceania & the Arts	3 units
ETHN 300	Introduction to La Raza Studies	3 units

**College Success** **Units**

COUN 120	College and Career Success	3 units
IDST 110	College 1	3 units

**Total Required Major Units: 30 - 31**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## AA-T Philosophy

Philosophy is a disciplined reflection on the human condition. It can be an analysis and criticism of ideas and statements, or an attempt to synthesize all experience and knowledge, or an exploration of the meaning of life and how best to live it. Critical thinking is developed while examining peoples' responses to fundamental questions. This degree prepares students for transfer to the CSU system for further study in philosophy.



## Career Opportunities

Philosophy is the ultimate "transferable work skill." With its emphasis on reason and argumentation, philosophy is an excellent preparation for a post-baccalaureate career in law, religion, business, international diplomacy, social work, medical management or writing as well as post-graduate education.

## Program Learning Outcomes

Students completing this program will be able to:

1. Analyze social science concepts and theories
2. Evaluate diverse viewpoints related to the human experience
3. Produce evidence-based arguments

## Major Requirements

### Required Core Courses: 6 units selected from the following:

	Units
PHIL 200 Introduction to Logic	3 units
PHIL 100 Introduction to Philosophy	3 units
<b>OR</b>	
PHIL 244 Introduction to Ethics: Contemporary Social and Moral Issues	3 units

### Required Selective Courses: 3 units from List A: select one course

	Units
Any course from core courses not already used	3 units
PHIL 103 Critical Thinking	3 units
PHIL 160 History of Ancient Philosophy	3 units
PHIL 175 History of Modern Philosophy	3 units

### Required Selective Courses: 6 units from List B: select two courses

	Units
Any course from List A not already used	3 units
HIST 100 History of Western Civilization I	3 units
HIST 101 History of Western Civilization II	3 units
PHIL 300 Introduction to World Religions	3 units

### Required Selective Courses: 3 units from List C: select one course

	Units
Any course from List A or B not already used	3 units
ASL 100 American Sign Language I	5 units
ASL 110 American Sign Language II	5 units

ANTH 180	Magic, Science and Religion	3 units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
CHIN 121	Advanced Elementary Chinese I	3 units
CHIN 122	Advanced Elementary Chinese II	3 units
CHIN 131	Intermediate Chinese I	3 units
CHIN 132	Intermediate Chinese II	3 units
COMM 170	Oral Interpretation I	3 units
COMM 171	Oral Interpretation II	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 161	Creative Writing I	3 units
ENGL 162	Creative Writing II	3 units
ENGL 163	Creative Writing III	3 units
ETHN 104	Asian Pacific Islanders in United States History and Culture	3 units
ETHN 105	African American History and Culture	3 units
ETHN 265	Evolution of Hip Hop Culture: A Socio-Economic And Political Perspective	3 units
FILM 153	Screenwriting	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 201	United States History I	3 units
HIST 202	United States History II	3 units
HIST 260	Women In American History	3 units
HIST 310	California History	3 units
LIT. 101	Twentieth-Century Literature	3 units
LIT. 105	The Bible as Literature	3 units
LIT. 113	The Novel	3 units
LIT. 115	The Short Poem in English: A Survey	3 units
LIT. 151	Shakespeare	3 units
LIT. 201	American Literature I	3 units
LIT. 202	American Literature II	3 units
LIT. 220	Introduction to World Literature	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units



LIT. 430	Greek Mythology and Classical Literature	3 units
SPAN 110	Elementary Spanish	5 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units

**Total Required Major Units: 18**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**PHYSICAL SCIENCE****AS Associate in Science Degree Program**

Physical Science..... 60 units

**AS Physical Science**

The A.S. degree in Physical Science provides students with a breadth of understanding of the physical sciences, in addition to a depth of knowledge in the specialized fields of astronomy, chemistry, geology, and physics. The program is designed to prepare students for transfer to baccalaureate institutions as majors in Physical Science or related science disciplines.

**Career Opportunities**

Career opportunities include astronomer, chemist, geographer, geologist, geophysicist, meteorologist, oceanographer, and physicist. Physical scientists are employed by government agencies and the chemical, computer, construction, drug, food, industrial electronics, manufacturing and petroleum industries. Additional

career opportunities exist in energy management, mineral exploration and land-use planning.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Analyze relationships between force, mass, and motion of objects.
2. Explain the significant role of energy in understanding the structure of matter and the universe. Differentiate between various forms of energy and the roles they play in motion and transformations of matter (physical, chemical and nuclear).
3. Proficiently use scientific terms in describing phenomena.
4. Perform quantitative analysis relating graphical and numerical data obtained from laboratory experiments to test hypotheses and verify physical concepts, principles and laws.

**Major Requirements**

**Required Core Courses: 18 units with one or more courses selected from each group.**

Group 1		Units
ASTR 100	Introduction to Astronomy	3 units
ASTR 101	Astronomy Laboratory	1 unit

Group 2		Units
CHEM 210	General Chemistry I	5 units
CHEM 410	Health Science Chemistry I	4 units

Group 3		Units
GEOL 100	Survey of Geology	3 units
GEOL 101	Geology Laboratory	1 unit

Group 4		Units
PHYS 100	Conceptual Physics	3 units
PHYS 210	General Physics I	4 units
PHYS 250	Physics with Calculus I	4 units





You may complete the required 18 units with courses selected from Groups 1, 2, 3, and 4. However, if you have not completed the required 18 units from these groups, you may complete the unit requirement by selecting courses from the following list.

		Units
CHEM 231	Organic Chemistry I	5 units
CIS 255	(CS1) Programming Methods: Java	4 units
CIS 278	(CS1) Programming Methods: C++	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 220	General Physics II	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

### Total Required Major Units: 18

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

## PHYSICS

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Physics.....60 units

### AS-T Associate in Science Degree for Transfer

Physics.....60 units

### Recommended high school preparation

Coursework in Mathematics (four years), Physics, Chemistry, English

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

The A.S. degree in Physics is designed to prepare students for transfer to baccalaureate institutions as Physics or other science majors. Physics is also an accepted pre-medical field of study. A large percentage of Physics majors select employment with universities as researchers and/or professors. Private industry employs approximately two-thirds of all non-academic physicists in companies manufacturing aircraft and missiles, chemicals, electrical equipment, and scientific equipment. Government, hospitals, and commercial research laboratories also employ Physics graduates. Specific careers include aerodynamist, airplane navigator, air pollution operating specialist, ballistics expert, educator, electrical or mechanical engineer, electrician, hydrologist, industrial hygienist, and electrical, laser, mechanical or optics physicist.

### Recommended high school preparations

Coursework in Mathematics, Chemistry, Physics, English

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AS Physics

The A.S. degree in Physics is designed to prepare students for transfer to baccalaureate institutions as Physics or other science majors. Physics is also an accepted pre-medical field of study.



## Career Opportunities

A large percentage of Physics majors select employment with universities as researchers and/or professors. Private industry employs approximately two-thirds of all non-academic physicists in companies manufacturing aircraft and missiles, chemicals, electrical equipment, and scientific equipment. Government, hospitals, and commercial research laboratories also employ Physics graduates. Specific careers include aerodynamist, airplane navigator, air pollution operating specialist, ballistics expert, educator, electrical or mechanical engineer, electrician, hydrologist, industrial hygienist, and electrical, laser, mechanical or optics physicist.

## Program Learning Outcomes

Students completing this program will be able to:

1. Students will be able to apply the Laws of Physics to real-world problems.
2. Students will be able to collect and analyze data to verify physical principles.
3. Students will be prepared for upper division course at a 4-year college.

## Major Requirements

### Required Core Courses: 12 units

### Units

PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

### Required Selective Courses: 6 units selected from the following courses:

### Units

CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units
CHEM 232	Organic Chemistry II	5 units
CIS 255	(CS1) Programming Methods: Java	4 units
CIS 278	(CS1) Programming Methods: C+ +	4 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units
MATH 270	Linear Algebra	3 units

MATH 275	Ordinary Differential Equations	3 units
----------	---------------------------------	---------

## Total Required Major Units: 18

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS-T Physics

## Career Opportunities

A large percentage of Physics majors select employment with universities as researchers and/or professors. Private industry employs approximately two-thirds of all non-academic physicists in companies manufacturing aircraft and missiles, chemicals, electrical equipment, and scientific equipment. Government, hospitals, and commercial research laboratories also employ Physics graduates. Specific careers include aerodynamist, airplane navigator, air pollution operating specialist, ballistics expert, educator, electrical or mechanical engineer, electrician, hydrologist, industrial hygienist, and electrical, laser, mechanical or optics physicist.

## Program Learning Outcomes

Students completing this program will be able to:

1. Students will be able to apply the Laws of Physics to real-world problems.
2. Students will be able to collect and analyze data to verify physical principles.
3. Students will be prepared for upper division course at a 4-year college.

## Major Requirements

### Required Core Courses: 27 units

### Units

PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units



**Additional recommended preparation chosen from the following courses. (While these additional courses are not required for this degree, completion of these courses will better prepare students for upper division Physics courses at a CSU):**

	<b>Units</b>
MATH 270 Linear Algebra	3 units
MATH 275 Ordinary Differential Equations	3 units
CHEM 210 General Chemistry I	5 units
<b>AND</b>	
CHEM 220 General Chemistry II	5 units
One course in computer programming	4 units

**Total Required Major Units: 27**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## POLITICAL SCIENCE

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program**  
**60 – 70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

### AA-T Associate in Arts Degree for Transfer

Political Science.....60 units

**University Transfer Program**

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA-T Political Science

The Associate in Arts in Political Science for Transfer degree (AA-T) prepares students for transfer into bachelor's degree programs in Political Science and similar programs at a CSU campus and guarantees admission to the CSU system. Political Science coursework in general is helpful to the student who intends to eventually pursue graduate studies in such diverse fields as political science, education, journalism, business and law.

### Career Opportunities

Career opportunities associated with this discipline require the minimum of a B.A. degree. Some business firms and government agencies seek persons with a broad overview and perspective of the operation of government. In addition to a career as a political scientist, career possibilities include employment with the federal, state and local governments; law; business; international organizations; nonprofit associations and organizations; campaign management and polling; journalism; pre-collegiate education; electoral politics; research; and university and college teaching.

### Program Learning Outcomes

Students completing this program will be able to:

1. Effectively communicate the impact of state and non-state actors on the development and implementation of policy.
2. Critically analyze political theories and ideologies.
3. Discuss the impact of ethnic, cultural and economic diversity on political issues and policy.
4. Evaluate ethical issues and conflicts inherent to political issues.

### Major Requirements

<b>Required Core Courses: 3 units</b>		<b>Units</b>
PLSC 200*	National, State and Local Governments	3 units

<b>Required Selective Courses: 9-10 units from List A: select three courses</b>		<b>Units</b>
PLSC 110	Introduction to Comparative Government and Politics	3 units
PLSC 130	Introduction to International Relations	3 units
PLSC 150	Introduction to Political Theory and Thought	3 units
Any one of the following: (3-4)		
MATH 200	Elementary Probability and Statistics	4 units



PSYC 120	Introduction to Research Methods	3 units
PSYC 121	Basic Statistical Concepts	3 units
SOCI 121	Introduction to Research Methods	3 units

**Required Selective Courses: 6 units from List B: select two courses**

	Units
Any List A course not selected above	3 units
PLSC 100 Introduction to Political Science	3 units
PLSC 210 American Politics	3 units
PLSC 215 Contemporary Issues In American Politics	3 units
PLSC 310 California State and Local Government	3 units

*Note: Upon transfer to a U.C. campus, students who have completed both PLSC 200 and PLSC 210 will receive transfer credit for only one 3-unit course.*

\* PLSC 210 completed at CSM Fall 2011 through Spring 2016 may be substituted for PLSC 200.  
+ Only one course from MATH 200, PSYC 120, PSYC 121, or SOCI 121 may be used to satisfy major requirements.

**Total Required Major Units: 18 - 19**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## PSYCHOLOGY

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60 - 70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

### AA-T Associate in Arts Degree for Transfer

Psychology..... 60 units

### CS Certificate of Specialization

Psychology: Pre-Counseling.....6 units

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### AA-T Psychology

The Associate in Arts in Psychology for Transfer degree prepares students for transfer into bachelor's degree programs in Psychology and similar programs at a CSU campus and guarantees admission to the CSU system. Psychology is a broad discipline which employs both pure science and practical application to everyday living.

### Career Opportunities

Career opportunities include administrator, community college instructor or academic counselor, drug abuse counselor, employment counselor, human factors specialist, mental health professional, outreach specialist, personnel analyst, personnel management specialist, probation officer, psychiatric aide, psychiatrist, psychologist, psychometrist, research director, social services director, survey designer, student affairs officer, therapist, training officer, and Marriage, Family, Child Counselor.

### Program Learning Outcomes

Students completing this program will be able to:

1. Define the main focus of study in Psychology, including key theoretical approaches.
2. Demonstrate understanding of strength and weakness of scientific and research methods in biological, physiological and psychological sciences.
3. Understanding of testing and measurement problems in psychological fields of study.
4. Display understanding of how these items relate to science and the goals of science.
5. Identify and distinguish primary models describing topics examined in psychology.
6. Apply theory and models in psychology to real world concerns.



**Major Requirements****Required Core Courses: 9-10 units** **Units**

PSYC 100	General Psychology	3 units
MATH 200	Elementary Probability and Statistics	4 units
<b>OR</b>		
PSYC 121	Basic Statistical Concepts	3 units
PSYC 120	Introduction to Research Methods	3 units

**Required Selective Courses: 3-4 units from List A: select one course** **Units**

PSYC 220	Introduction to Psychobiology	3 units
BIOL 110	General Principles of Biology	4 units

**Required Selective Courses: 3 units from List B: select one course** **Units**

Any List A course not used above		3 - 4 units
PSYC 200	Developmental Psychology	3 units
PSYC 201	Child Development	3 units

**Required Selective Courses: 3 units from List C: select one course** **Units**

Any List A or List B course not used above		3 - 4 units
PSYC 105	Experimental Psychology	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
PSYC 110	Courtship, Marriage and the Family	3 units
PSYC 301	Psychology of Human Relationships and Adjustment	3 units
PSYC 225	Theories of Personality	3 units
PSYC 300	Social Psychology	3 units
PSYC 310	Positive Psychology	3 units
PSYC 320	Psychology of Wellness: The Mind-Body Connection	3 units
PSYC 330	Sports Psychology	3 units
PSYC 410	Abnormal Psychology	3 units

**Total Required Major Units: 18 - 20**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**CS Psychology: Pre-Counseling**

This certificate provides an understanding of the constructs of personality as well as the study of abnormal psychology, mental health, and treatment. This increases understanding of human behavior that may be applied to enhance job skills in a variety of fields as well as to support preparation for future pathways of study at both the undergraduate and graduate levels.

**Career Opportunities**

Career opportunities supported by this certificate include administrator, community college instructor or academic counselor, drug abuse counselor, employment counselor, human factors specialist, mental health professional, outreach specialist, personnel analyst, personnel management specialist, probation officer, psychiatric aide, psychiatrist, psychologist, psychometrist, research director, social services director, survey designer, student affairs officer, therapist, training officer, and Marriage, Family, Child Counselor.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Identify the key concepts in abnormal psychology, including historical and current perspectives of identifying, assessing, and treating psychological conditions.
2. Identify and distinguish key constructs of personality of self and others, demonstrating an understanding of core theories of personality.
3. Demonstrate understanding of scientific research regarding the development of psychological health and illness in personality.

**Requirements****Required Core Courses: 6 units** **Units**

PSYC 225	Theories of Personality	3 units
PSYC 410	Abnormal Psychology	3 units

**Total Required Units: 6**

## PUBLIC AND NONPROFIT ADMINISTRATION

### AS Associate in Science Degree Program

Public and Non-Profit Administration..... 60 units

### CA Certificate of Achievement

Public and Non-Profit Administration..... 21 units

## AS Public and Non-Profit Administration

The Associates of Science degree in Public and Nonprofit Administration provides students with the knowledge and skills necessary to lead and manage people, programs, and organizations in the governmental and nonprofit sectors. In addition to analytical and communications skills relevant to the management professions, students receive a broad background and understanding of the political, social, and economic environment in which public issues exist, while focusing on areas of public management, public budgeting and finance, and nonprofit studies.

### Career Opportunities

Public Administration Specialist Occupations: Compliance Officers (SOC 13-1041), Management Analysts, Urban and Regional Planners Public Administration Management Occupations: Administrative Services and Facilities Managers, Chief Executives (11-1011), General and Operations Managers (11-1021), Social and Community Service Managers (11-9151), Public Administration Community College-level Occupations: Eligibility Interviewers, Government Programs, Office Clerk, General (43-9061), Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

### Program Learning Outcomes

Students completing this program will be able to:

1. To lead and manage in public governance
2. To participate in and contribute to the policy process
3. To articulate and apply a public values perspective
4. To communicate and interact productively with a diverse and changing workforce and citizenry

5. Engage diverse stakeholders and facilitate civil discourse, community participation, and public-private cooperation

### Required core courses: 33-34 units

### Units

ACTG 164	Governmental & Nonprofit Accounting	3 units
BUS. 123	Business Statistics	3 units
<b>OR</b>		
CIS 124	Foundations of Data Science	4 units
<b>OR</b>		
MATH 200	Elementary Probability and Statistics	4 units
BUS. 401	Business Communications	3 units
<b>OR</b>		
COMM 115	Survey of Human Communication	3 units
<b>OR</b>		
COMM 150	Intercultural Communication	3 units
MGMT 100	Introduction to Management	3 units
MGMT 104	Leadership Theory	3 units
MGMT 220	Organizational Behavior	3 units
MGMT 265	Project Management	3 units
PLSC 100	Introduction to Political Science	3 units
<b>OR</b>		
PLSC 200	National, State and Local Governments	3 units
<b>OR</b>		
PLSC 310	California State and Local Government	3 units
PNPA 100	Foundations of Public Administration	3 units
PNPA 101	Foundations of the Non-profit Sector	3 units
PNPA 102	Ethics in Public Administration	3 units

### Total Required Major Units: 33 - 34

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



## CA Public and Non-Profit Administration

The Certificate of Achievement in Public and Nonprofit Administration provides students with the knowledge and skills necessary to lead and manage people, programs, and organizations in the governmental and nonprofit sectors. In addition to analytical and communications skills relevant to the management professions, students focus on areas of public management, public budgeting and finance, and nonprofit studies.

### Career Opportunities

Public Administration Specialist Occupations: Compliance Officers (SOC 13-1041), Management Analysts, Urban and Regional Planners Public Administration Management Occupations: Administrative Services and Facilities Managers, Chief Executives (11-1011), General and Operations Managers (11-1021), Social and Community Service Managers (11-9151), Public Administration Community College-level Occupations: Eligibility Interviewers, Government Programs, Office Clerk, General (43-9061), Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

### Program Learning Outcomes

Students completing this program will be able to:

1. To lead and manage in public governance
2. To participate in and contribute to the policy process
3. To articulate and apply a public values perspective
4. To communicate and interact productively with a diverse and changing workforce and citizenry
5. Engage diverse stakeholders and facilitate civil civic discourse, community participation, and public-private cooperation

### Requirements

Required Core Courses: 21 units		Units
BUS. 401	Business Communications	3 units
<b>OR</b>		
COMM 115	Survey of Human Communication	3 units
<b>OR</b>		
COMM 150	Intercultural Communication	3 units
MGMT 100	Introduction to Management	3 units
MGMT 104	Leadership Theory	3 units

MGMT 220	Organizational Behavior	3 units
PNPA 100	Foundations of Public Administration	3 units
PNPA 101	Foundations of the Non-profit Sector	3 units
PNPA 102	Ethics in Public Administration	3 units

**Total Required Units: 21**

## REAL ESTATE

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### CS Certificate of Specialization

Real Estate Professional..... 15 units  
 Real Estate Salesperson.....9 units

### Recommended high school preparation

Coursework in Mathematics, Business, Accounting, english

### Prerequisite Requirements

For licensed Real Estate Agents, R.E. 100 and 105 may be waived as prerequisites for all real estate courses.

## CS Real Estate Professional

The CSM Certificate of Specialization has been designed for students who plan to enter the field of Real Estate in such areas as sales, brokerage, property management, investments, planning, and additional career paths.

The program prepares students for employment and is stackable with our Real Estate AA Degree program, which qualifies them for the real estate sales and brokers examinations enabling students to enter residential real estate sales and other career paths in Real Estate.

CSM has been a respected Real Estate education college for over half a century and our RE courses are all accepted by the California State Department of Real Estate towards both sales agent and broker licensure requirements.

### Career Opportunities

Essentially all real estate agents are employed in real estate offices as salespersons. Some agents secure employment with developers, land buying corporations, and government agencies. Additional opportunities for



those with a background in real estate include appraiser, escrow officer, loan officer, mortgage banker/ broker, and property manager.

### Program Learning Outcomes

Students completing this program will be able to:

1. Meet the requirements to sit for the California Real Estate License Exam.
2. Define the role and responsibilities of a real estate agent in California.
3. Demonstrate an understanding of how real estate is acquired, held, used, regulated, taxed, and transferred.

### Requirements

Required Core Courses: 9 units		Units
BUS. 100	Introduction to Business	3 units
<b>OR</b>		
BUS. 150	Small Business Management	3 units
<b>OR</b>		
MGMT 100	Introduction to Management	3 units
R.E. 100	Real Estate Principles	3 units
R.E. 110	Real Estate Practice	3 units

Required Selective Courses: 6 units		Units
ACTG 100	Accounting Procedures	3 units
<b>OR</b>		
BUS. 201	Business Law	3 units
R.E. 121	Legal Aspects of Real Estate	3 units

**Total Required Units: 15**

## CS Real Estate Salesperson

This certificate prepares students for the Real Estate Salesperson licensing examination. The license is required of individuals who conduct licensed real estate activities as described by Real Estate Law in California. Licensed Real Estate Salespersons work under the supervision of a licensed broker.

### Career Opportunities

Salespersons in real estate are generally employed in real estate offices serving the general public. However, some agents secure employment with commercial enterprises operating in the real estate industry (e.g., developers,

government agencies, escrow companies, loan officer, mortgage banker, property manager, etc.)

### Program Learning Outcomes

Students completing this program will be able to:

1. Meet the requirements set by the State of California to qualify to take the Real Estate Sales licensing exam.
2. Prepare the student to successfully pass the State of California Real Estate Sales licensing exam.
3. Define the role, responsibility and ethical conduct of a licensed sales agent in California.
4. Properly analyze how to acquire and hold real estate in California.

### Requirements

Required Core Courses: 9 units		Units
R.E. 100	Real Estate Principles	3 units
R.E. 110	Real Estate Practice	3 units
R.E. 121	Legal Aspects of Real Estate	3 units

**Total Required Units: 9**

## SOCIAL SCIENCE

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Social Science..... 60 units

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.





## AA Social Science

Social Science fields are many and varied, and include such areas as Cultural Anthropology, Economics, Ethnic Studies, Geography, History, International Relations, Philosophy, Political Science, Psychology, and Sociology. An A.A. degree prepares students for transfer to a baccalaureate institution for further study in Social Science or one of its encompassed fields.

### Career Opportunities

Career opportunities for social scientists are found with federal, state and local government agencies. Additional opportunities exist with colleges and universities in research and teaching. Some social scientists are self-employed in research or special studies for business, industry or government.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze relevant contemporary social issues using concepts and evidence from the social sciences.
2. Evaluate social/behavioral research with regard to research methods, evidence and scientific reasoning.
3. Describe how the social context can affect individual behavior and perspectives.

### Major Requirements

**Required Core Courses: 18 units**  
**Select courses from at least three of the subject areas listed below. In one of the subject areas you must select at least two courses.**

Units

Anthropology
Economics
Ethnic Studies (excluding ETHN 288, 585)
Geography (excluding GEOG 100)
History
Political Science
Psychology (excluding PSYC 121)
Social Science
Sociology

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## SPANISH

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60 – 70 transferable units

California State University  
 University of California  
 Independent Colleges and Universities

### CS Certificate of Specialization

Spanish.....12 units

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

In addition to providing skills in understanding, speaking, reading, and writing Spanish, the major provides a greater understanding of Spanish culture and civilization and prepares students for greater international and domestic career opportunities. Given the multi-national nature of the business world today, fluency in a foreign language, such as Spanish, increases an individual's marketability and value in the areas of banking, consular and junior foreign service, education, import/export business, international business, international relations, medicine, nursing, overseas employment, police work, social security, translating/interpreting services, and social services. Specific career opportunities include bilingual aide, border patrol officer, buyer, court interpreter, counselor, customs agent/inspector, foreign exchange clerk, foreign student advisor, interpreter, journalist, museum curator, physician, scientific linguist, tour guide, and tutor.

## CS Spanish

In addition to providing skills in understanding, speaking, reading, and writing Spanish, the certificate provides a greater understanding of Spanish culture and civilization and prepares students for greater international and domestic career opportunities. Given the multinational nature of the business world today, fluency in a foreign language, such as Spanish, increases an individual's marketability and value in the areas of banking, consular



and junior foreign service, education, import/export business, international business, international relations, medicine, nursing, overseas employment, police work, social security, translating/interpreting services, and social services.

### Career Opportunities

Specific career opportunities include bilingual aide, border patrol officer, buyer, court interpreter, counselor, customs agent/inspector, foreign exchange clerk, foreign student advisor, interpreter, journalist, museum curator, physician, scientific linguist, tour guide, and tutor.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand native speech at average speed on a variety of common topics.
2. Utilize appropriate vocabulary, grammar, and pronunciation to express verbal communication covering a broad spectrum of common interpersonal interactions.
3. Decode written Spanish in a variety of formats.
4. Use appropriate levels of Standard Spanish vocabulary and grammatical structures to write on a variety of common topics so as to be understood by a native speaker unfamiliar with English.
5. Identify aspects of Hispanic culture throughout the world, and compare and contrast them with aspects of non-Hispanic cultures.

### Requirements

**Required Core Courses: 12 units selected from the following courses:**

		Units
SPAN 110	Elementary Spanish	5 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units

*In special circumstances, the Dean of Language Arts may approve the limited use of other courses in the same language (such as those numbered 680 or taken at Skyline or Cañada Colleges). In rare circumstances, the Dean may approve using a course in another discipline if its content is closely related to the language studied.*

**Total Required Units: 12**

## UNIVERSITY TRANSFER

### CA Certificate of Achievement

University Transfer Option 1: California State University General Education Certification (CSUGE).....39 - 40 units

University Transfer Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU)..... 37 units

University Transfer Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)..... 34 units

### CA University Transfer Option 1: California State University General Education Certification (CSUGE)

#### Program Learning Outcomes

Students completing this program will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.
4. Understand and appreciate the diversity of the human experience.
5. Recognize ethical principles and behave responsibly.

**Complete 39-40 units of coursework to meet the California State University General Education Certification requirements as listed below.**

#### Requirements

**Required Core Courses: 9 units**

**Complete 9 units of Area A: Communications in the English Language and Critical Thinking. Select a course from each area below.**

	Units
A1: Oral Communication	3 units
A2: Written Composition	3 units
A3: Critical Thinking	3 units



**Required Core Courses: 9-10 units**  
**Complete 9-10 units of Area B: Physical Universe and Its Life Forms.**  
**The course used to meet Area B4 must be completed with a grade of "C" or higher. One of the courses selected to meet Area B1 or Area B2 must be a lab course or have a lab component to meet the B3 lab requirement. Select a course from each area below.**

	Units
B1: Physical Science	3 units
B2: Life Science	3 units
B3: Lab Course (the course selected to meet either B1 or B2 must be a lab course or have a lab component to meet the B3 requirement)	
B4: Math/Concepts/Quantitative Reasoning	3 units

**Required Core Courses: 9 units**  
**Complete 9 units of Area C: Arts, Literature, Philosophy and Foreign Language. At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities.**

	Units
C1: Arts	3 units
C2: Humanities	3 units
C1 or C2	3 units

**Required Core Courses: 6 units**  
**Complete 6 units in Area D: Social, Political and Economic Institutions. Must complete coursework in at least two disciplines. Courses selected to meet Area D may also be used to meet a CSU graduation requirement in US History, US Constitutions, and California State and Local Government (referred to as AHANDI/CA State). (CSU Chico does not allow double counting of courses in Area D to meet AHANDI/CA State.)**

	Units
Area D	6 units

**Required Core Courses: 3 units**  
**Complete 3 units in Area E: Lifelong Understanding and Self Development.**

Area E	3 units
--------	---------

**Required Core Courses: 3 units**  
**Complete 3 units in Area F: Ethnic Studies**

	Units
Area F	3 units

**Total Required Units: 39 - 40**

## CA University Transfer Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU)

### Program Learning Outcomes

Students completing this program will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.
4. Understand and appreciate the diversity of the human experience.
5. Recognize ethical principles and behave responsibly.

**Complete 37 units of coursework to meet the IGETC/CSU Certification requirements as listed below.**

### Requirements

**Required Core Courses: 9 units**  
**Area 1: English Communication.**

	Units
Area 1A: English Composition	3 units
Area 1B: Critical Thinking	3 units
Area 1C: Oral Communication	3 units

**Required Core Courses: 3 units**  
**Area 2: Mathematical Concepts and Quantitative Reasoning.**

	Units
Area 2	3 units



**Required Core Courses: 9 units**

**Area 3: Arts and Humanities. At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities.**

	Units
Area 3A: Arts	3 units
Area 3B: Humanities	3 units
Area 3A or 3B	3 units

**Required Core Courses: 6 units**

**Area 4: Social and Behavioral Sciences. Must complete coursework in at least two different disciplines.**

	Units
Area 4	6 units

**Required Core Courses: 7 units**

**Area 5: Physical and Biological Sciences. At least one course must include a laboratory component.**

	Units
Area 5A: Physical Science	3 - 4 units
Area 5B: Biological Science	3 - 4 units
Area 5C: Science Laboratory	1 unit

**Required Core Courses: 3 units**

**Area 7: Ethnic Studies**

	Units
Area 7	3 units

**Total Required Units: 37**

## **CA University Transfer Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)**

**Program Learning Outcomes**

Students completing this program will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.

4. Understand and appreciate the diversity of the human experience.
5. Recognize ethical principles and behave responsibly.

**Complete 34-39 units of coursework to meet the IGETC/UC Certification requirements as listed below.**

**Requirements****Required Core Courses: 6 units**

**Area 1: English Composition.**

**Units**

Area 1A: English Composition	3 units
Area 1B: Critical Thinking	3 units

**Required Core Courses: 3 units**

**Area 2: Mathematical Concepts and Quantitative Reasoning.**

**Units**

Area 2	3 units
--------	---------

**Required Core Courses: 9 units**

**Area 3: Arts and Humanities. At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities.**

**Units**

Area 3A: Arts	3 units
Area 3B: Humanities	3 units
Area 3A or 3B	3 units

**Required Core Courses: 6 units**

**Area 4: Social and Behavioral Sciences. Must complete coursework in at least two disciplines.**

**Units**

Area 4	6 units
--------	---------

**Required Core Courses: 7 units**

**Area 5: Physical and Biological Sciences. At least one course must include a laboratory component.**

**Units**

Area 5A: Physical Science	3 - 4 units
Area 5B: Biological Science	3 - 4 units
Area 5C: Science Laboratory	1 unit

**Required Core Courses:**

**Language other than English - Area 6:**



This area is a proficiency requirement that can be fulfilled through a number of options. Verification for any of the options listed on the Intersegmental General Education Transfer Curriculum (IGETC) Worksheet is required to complete certification.

**Required Core Courses: 3 units**

**Area 7: Ethnic Studies**

**Units**

Area 7	3 units
--------	---------

**Total Required Units: 34**

## Other Instructional Programs / Articulation Attribute Legend

### Dual Enrollment

Dual Enrollment is a coordinated effort in conjunction with our local high school partners to expand our community college offerings to our students at the high schools. We are looking to bring our Academic and Career Communities to our high school students who might not otherwise be considering college. We will look to align these campus communities with those high school Career and Technical Education Pathways that already exist on the high school campuses. The program gives students and their families the opportunity to engage in career exploration courses and look to identify academic and technical careers and pathways of study that are available for students to pursue and complete at College of San Mateo.

Dual Enrollment students can begin their pathway of study while in high school depending on the offerings and pathways in existence at the local high schools. They can engage by signing up for the courses in their high school schedule and registering as both a high school student and college student alongside the Dual Enrollment support team at College of San Mateo. Please see our [Dual Enrollment webpage \(collegeofsanmateo.edu/highschool/dualenrollment.php\)](https://collegeofsanmateo.edu/highschool/dualenrollment.php) for local offerings. By engaging in dual enrollment classes and upon completion of the courses, students will receive both high school credit and college credit for free. If students find that the next course in the pathway is not developed at the high school they can come to College of San Mateo and engage in Concurrent Enrollment. If they have graduated, they can simply enroll in the next class when they enroll at the college.

### Emergency Medical Technician

The Emergency Medical Technician: Basic course prepares students to take the National Registry Examination. Successfully passing the exam provides the student with National Registry certification as an EMT. This certification is required as a prerequisite for the Fire Academy, as well as for students who want to continue on to a paramedic training program.

Students are required to possess a Basic Life Support certification from the American Heart Association prior to the start of class. Students will also need to submit proof of immunizations for the required ambulance ride-along assignment no later than their first ride-along.

For more information about the Fire Technology program, including the Fire Academy and Emergency Medical Technician courses, visit the [Fire Technology website \(collegeofsanmateo.edu/fire\)](https://collegeofsanmateo.edu/fire).

### Firefighter Academy

The Firefighter Academy is an Accredited Regional Training Program (ARTP) certified by California Office of the State Fire Marshal. Completion of this course, and the required experience component, leads to Firefighter I certification from State Fire Training.

Students are required to possess an EMT certification or Paramedic license. Additional pre-requisites include at least six units of Fire Technology coursework; or documentation of one year in a fire suppression unit; or the sponsorship of a fire agency.

For more information about the Fire Technology program, including the Fire Academy and Emergency Medical Technician courses, visit the [Fire Technology website \(collegeofsanmateo.edu/fire\)](https://collegeofsanmateo.edu/fire).

### Articulation Attribute Legend

Identifies how each course meets associate degree general education requirements, California State University General Education certification, IGETC certification. For the most current information on how CSM coursework is applied to the CSU and UC systems (CSU General Education, IGETC, American History and Institutions), go to the [ASSIST \(assist.org\)](https://assist.org) website.

**AA** – Associate Degree applicable

**CSU** – transferable to the California State University system

**UC** – transferable to the University of California system

**C-ID** – California Identification Number (see the [Transfer Planning](#) page for more information.)

**Course notations indicate how course is applied to CSM AA/AS degree general education requirements**

**AA Area C1** – Math/Quantitative Reasoning competency

**AA Area C2** – English/Reading competency

**AA Area C3** – Information Competency



**AA Area E1a** – American History and Institutions, CA State and Local Government

**AA Area E1b** – Ethnic Studies

**AA Area E2a** – English Composition

**AA Area E2b** – Communication and Analytical Thinking

**AA Area E4** – Physical Education

**AA Area E5a** – Natural Science

**AA Area E5b** – Social Science

**AA Area E5c** – Humanities

**AA Area E5d** – Career Exploration and Self-Development

**Course notations indicate how course is applied to the Intersegmental General Education Transfer Curriculum (IGETC)**

**IGETC Area 1A** – English Composition

**IGETC Area 1B** – Critical Thinking and English Composition

**IGETC Area 1C** – Oral Communication (CSU requirement only)

**IGETC Area 2A** – Mathematical Concepts and Quantitative Reasoning

**IGETC Area 3A** – Arts

**IGETC Area 3B** – Humanities

**IGETC Area 4** – Social and Behavioral Sciences

**IGETC Area 5A** – Physical Science

**IGETC Area 5B** – Biological Science

**IGETC Area 5C** – Science Laboratory

**IGETC Area 6** – Language Other than English (UC requirement only)

**IGETC Area 7** – Ethnic Studies

**Course notations indicate how course is applied to the California State University General Education/Breadth (CSU GE)**

**CSU Area A1** – Oral Communication

**CSU Area A2** – Written Communication

**CSU Area A3** – Critical Thinking

**CSU Area B1** – Physical Science

**CSU Area B2** – Life Science

**CSU Area B3** – Science Laboratory

**CSU Area B4** – Math Concepts

**CSU Area C1** – Arts

**CSU Area C2** – Humanities

**CSU Area D** – Social, Political and Economic Institutions

**CSU Area E** – Lifelong Understanding and Self Development

**CSU Area F** – Ethnic Studies

**Course notations indicate course is applied to the California State University graduation requirement for US History, Constitution, and American Ideals (AH&I). Coursework in three areas is required for CSU graduation. It is suggested, but not required, that transfer students complete this prior to transfer. Coursework approved to meet AH&I can also be applied to meet general education requirements with CSU GE and IGETC if applicable.**

**US-1** – U.S. History and Historical Development of American Institutions and Ideals

**US-2** – U.S. Constitution and Government

**US-3** – California State and Local Government

The course descriptions marked with a (\*) are transferable with limitations. See a counselor for information about course applicability to educational goals. Additional articulation and university transfer information is located on the College of San Mateo website and the [Assist website \(www.assist.org\)](http://www.assist.org).

## Educational Opportunities at other San Mateo County Community Colleges

College of San Mateo is part of the San Mateo County Community College District which also operates Cañada College in Redwood City and Skyline College in San Bruno. In addition to offering comprehensive general education, vocational, transfer, and remedial programs, each college has a number of special offerings which can be found within each of their respective catalogs. Please visit the catalog pages for both [Cañada \(catalog.canadacollege.edu\)](http://catalog.canadacollege.edu) and [Skyline \(catalog.skylinecollege.edu\)](http://catalog.skylinecollege.edu) for additional information.





## Course Numbering and Special Courses

---

The course numbering system in use at College of San Mateo as part of the San Mateo County Community College District categorizes courses according to the following:

- **100-599** Courses generally transferable to a four-year college or university.
- **600-699** Courses varying in content and which are usually transferable.
- **700-799** Courses that are part of a specific occupational program and which are not generally regarded as transferable.
- **800-899** Courses that are non-transferable
- **925-957** Non-credit ESL courses

From time to time, a department may offer a course which is experimental in nature, and covers a special topic. Because such courses are never exactly the same, you will not find them described in the catalog. They are, however, regular credit courses of the College.

The following experimental/selected topics credit courses may be offered in all instructional programs as approved by the Curriculum Committee. See class schedule for current semester offerings.

### **665 Selected Short Course Topics**

Designed for Accounting students and professionals who are interested in increasing or developing new skills. View [WebSchedule \(webschedule.smccd.edu\)](https://webschedule.smccd.edu) for course offerings.

### **680-689 Selected Topics (Degree/Certificate Applicable, CSU Transferable)**

Units: 0.5-3; Hours/semester: By Arrangement. Selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/student need and available staff. These courses may be offered as lecture or lab classes. View [WebSchedule \(webschedule.smccd.edu\)](https://webschedule.smccd.edu) for course offerings.

### **690 Special Projects**

Units: 1-3; Hours/semester: 48-162 lab hours by arrangement. Grade Option; Prerequisite: 3.0 G.P.A. in subject field. Independent study in a specific field or topic, directed by an instructor and supervised by the Division Dean. Students are eligible to request approval of a special project only after successfully completing at least two college level courses in the subject field. (Note: Students normally may receive credit for only one special project per semester.) Units apply toward AA/AS degree or certificate. CSU Transferable.

680 and 690 courses may be transferable to UC, contingent upon a review of the course outline by a UC campus after transfer. Maximum credit allowed in Selected Topics and Special Projects is 3 units per term, with 6 units total in any or all subject areas combined.

### **879 Selected Topics (Degree/Certificate Applicable, Non-Transferable)**

Units: 0.5-3; Hours/semester: By Arrangement. Selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/student need and available staff. These courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Not designed for transfer credit. Units apply toward AA/AS degree or certificate.

### **880 Other Selected Topics (Non-Degree/Non-Certificate Applicable, Non-Transferable)**

Units: 0.5-3; Hours/semester: By Arrangement. Selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/student need and available staff. These courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Not designed for transfer credit. Units do not apply toward AA/AS degree nor certificate.



## Course Descriptions

---

### Accounting

#### ACTG 100 ACCOUNTING PROCEDURES

Study of the fundamentals of accounting and the skills required to perform the bookkeeping for a small business. Topics include the accounting cycle, preparation of journals, ledgers, adjusting journal entries, and financial statements; the sales cycle, purchasing cycle, payroll, and bank reconciliations. ACTG 100 provides an important foundation for ACTG 121. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC

#### ACTG 103 TEN-KEY SKILLS

Development of speed and accuracy using the ten-key pad on a computer keyboard. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Transfer Credit:** CSU

#### ACTG 106 ACCOUNTING CYCLE SURVEY

Survey of accounting cycle concepts and applications. Topics include the balance sheet equation, journal entries, general ledger accounts, the trial balance, adjusting journal entries, and preparation of financial statements. This course provides foundational skills that will help students succeed in all other accounting courses. Students may use this course as preparation for future accounting classes or as a review. The Financial Accounting and Reporting (FAR) section of the CPA exam includes questions based on the accounting cycle, so this course will help students prepare for the CPA exam. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

#### ACTG 107 TIME VALUE OF MONEY SURVEY

Survey of the time value of money (TVM) concept. Topics include calculation of present values and future values for single amounts and annuities. The TVM concept will be applied to problems commonly found in accounting such as notes, bonds, and leases. This course provides foundational skills that will help students succeed in all other accounting courses. Students may use this course as

preparation for future accounting classes or as a review. The Financial Accounting and Reporting (FAR) section of the CPA exam includes questions based on the time value of money concept, so this course will help students prepare for the CPA exam. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

#### ACTG 108 FINANCIAL STATEMENT ANALYSIS SURVEY

Survey of financial statement analysis concepts and applications. Topics include preparation of financial statements, horizontal analysis, vertical analysis, and using ratios to analyze profitability, liquidity, ability to pay short-term and long-term debts, and common stock as an investment. This course provides foundational skills that will help students succeed in all other accounting courses. Students may use this course as preparation for future accounting classes or as a review. The Financial Accounting and Reporting (FAR) and Auditing and Attestation (AUD) sections of the CPA exam include questions based on financial statement analysis, so this course will help students prepare for the CPA exam. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

#### ACTG 118 PERSONAL INVESTING

This course provides an overview of personal investing. Students will learn how to make informed decisions about investing in common stocks, fixed-income securities (bonds), mutual funds, and exchange-traded funds (ETFs). Other topics include measuring risk and return, modern portfolio concepts, market efficiency, behavioral finance, and managing a portfolio. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

#### ACTG 119 PERSONAL FINANCIAL PLANNING

This course provides an overview of financial literacy, terminology, concepts and practices of personal finance. Students will learn how to navigate the financial decisions they must face and to make informed decisions related to

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



career exploration, financial planning, budgeting, banking, credit, insurance, spending, taxes, saving, investing, buying/leasing a vehicle, living independently, and inheritance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### ACTG 121 FINANCIAL ACCOUNTING

Preparation and interpretation of financial accounting information. Topics include application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity; accounting systems and internal controls; use of software applications to prepare and analyze accounting information; use of accounting information by decision makers. Students taking their first course in accounting are encouraged to complete ACTG 100 before enrolling in ACTG 121. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** ACTG 100

**Transfer Credit:** CSU, UC

**C-ID:** ACCT 110

### ACTG 131 MANAGERIAL ACCOUNTING

Use of accounting information by management for analysis, planning, decision-making and control. Topics include product cost accumulation, cost-volume-profit analysis, responsibility accounting, budgeting, capital budgeting, and use of software applications to prepare and analyze accounting information. [CPE Hours: CPA, 60 hours] *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** ACTG 121

**Transfer Credit:** CSU, UC

**C-ID:** ACCT 120

### ACTG 144 QUICKBOOKS: SET-UP AND SERVICE BUSINESS

Introduction to QuickBooks accounting software. Topics include set-up and service business transactions; the sales cycle, purchasing cycle and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. [CPE Hours: CPA, EA

22 hours] *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Transfer Credit:** CSU

### ACTG 145 QUICKBOOKS: PAYROLL AND MERCHANDISING BUSINESS

Introduction to QuickBooks accounting software. Topics include payroll and merchandising business transactions; the sales cycle, purchasing cycle, and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. [CPE Hours: CPA, EA 22 hours] *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Transfer Credit:** CSU

### ACTG 161 INTERMEDIATE ACCOUNTING I

Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity. Topics include analysis of cash, receivables, inventory, plant assets, and the related revenues and expenses. Intermediate Accounting I includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** ACTG 106, ACTG 107 and ACTG 121

### ACTG 162 INTERMEDIATE ACCOUNTING II

Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity. Topics include analysis of liabilities, leases, income taxes, pensions, equity, and the related revenues and expenses; preparation of the statement of cash flows. Intermediate Accounting II includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** ACTG 106, ACTG 107, ACTG 121, and ACTG 161

### ACTG 163 AUDITING

Study of the philosophy, environment and practice of auditing. Topics include Generally Accepted Auditing Standards (GAAS), ethics, legal liability and malpractice; internal controls and audit risk; audit planning, procedures, statistical tools, evidence, documentation and reports. Auditing includes topics tested on the Auditing and Attestation (AUD) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 106, ACTG 107, ACTG 121, and ACTG 161

### ACTG 164 GOVERNMENTAL & NONPROFIT ACCOUNTING

Study of the theory and practice of accounting for federal, state, and local governmental entities and nonprofit agencies. Topics include analysis and application of pronouncements from the Governmental Accounting Standards Board (GASB); fund accounting, operational and cash budgeting, and operational control issues; transaction analysis, financial statement preparation and analysis, and external reporting issues. Governmental & Nonprofit Accounting includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 106, ACTG 107, and ACTG 121

### ACTG 165 COST ACCOUNTING

Study of the theory and practice of managerial cost accumulation concepts and techniques for product and service costing, planning and control. Special emphasis will be placed on the use of cost accounting information for decision-making and the preparation, analysis and use of cost accounting information. Topics include process costing, job order costing, variable costing, direct costing, standard costing, budgeting, profit planning, and activity based costing. Cost Accounting includes topics tested on the Business Environment and Concepts (BEC) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 106, ACTG 107, and ACTG 131

### ACTG 167 ADVANCED ACCOUNTING

Accounting for consolidations, investments in other corporations, foreign currency transactions, and partnerships. Advanced Accounting is the last in the series of financial accounting courses and may be considered "Intermediate Accounting III." Advanced Accounting includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** ACTG 121, ACTG 161

### ACTG 168 FINANCIAL MANAGEMENT FOR ACCOUNTANTS

Finance from the viewpoint of the chief financial officer. Topics include understanding the role of managerial finance and financial markets; analyzing financial statements and ratios; valuation of stocks and bonds; understanding risk, return, and cost of capital; capital budgeting and capital structure. Financial Management for Accountants includes topics tested on the Business Environment and Concepts (BEC) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 106, ACTG 107

### ACTG 169 ACCOUNTING ETHICS

Study of ethical issues and professional responsibilities in the accounting profession. Topics will include the AICPA Code of Professional Conduct and Treasury Department Circular 230. Students will use the case study method to analyze the ethics of decisions made by individuals at real-world companies. This course meets the California Board of Accountancy accounting ethics course requirement for CPA licensure. Accounting Ethics includes topics tested on the Auditing and Attestation (AUD) and Regulation (REG) sections of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### ACTG 175 VOLUNTEER INCOME TAX PREPARATION

Students serving in the Volunteer Income Tax Assistance (VITA) program prepare income tax returns for qualifying individuals at no cost. CSM VITA volunteers receive 32 hours of training and prepare income tax returns for 24 hours at the CSM VITA site. Training includes preparation of Federal and California income tax returns and use of tax preparation software. Topics include Capital Gains and Losses, Business Income and Expenses, the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions and adjustments. *Pass/No Pass Only. Degree Credit.*

**Units:** 2.5

**Hours/semester:** 32-36 Lecture; 24-27 Lab; 64-72 Homework

**Transfer Credit:** CSU

### ACTG 176 ENROLLED AGENT EXAM PREPARATION

Preparation for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam). Topics include taxation of individuals, inheritance, gifts, estates; taxation of small businesses, partnerships, farmers, C corporations, S corporations; taxation of not-for-profit entities, foreign

corporations, and retirement plans. Other topics include fiduciary tax returns, determination of tax-exempt status, practice before the IRS and tax preparer rules. Course content will be adjusted to reflect changes in the SEE. [CPE Hours: CPA 45; CTEC 48 Fed, 0 CA] *Pass/No Pass Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 181, ACTG 182 and ACTG 183

**Transfer Credit:** CSU

### ACTG 181 TAXATION OF INDIVIDUALS USING TAX SOFTWARE

Preparation of Federal and California income tax returns for individuals using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Form 1040 (Individual), Schedules A (Itemized Deductions), B (Interest and Dividends), C (Profit or Loss from a Business), D (Capital Gains and Losses), and tax credits. Students who successfully complete this course may apply to CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. This course is part of the Enrolled Agent Exam Preparation Series. Taxation of Individuals includes topics tested on the Regulation (REG) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Transfer Credit:** CSU

### ACTG 182 TAXATION OF BUSINESS ENTITIES USING TAX SOFTWARE

Preparation of Federal and California income tax returns for businesses, including sole proprietorships, corporations (C corps, S corps), and partnerships (General and Limited Partnerships, Limited Liability Companies, and Limited Liability Partnerships) using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Forms 1120 (Corporate), 1120S (S Corporate), 1065 (Partnership), 4562 (Depreciation), and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Series. Taxation of Business Entities includes topics tested on the Regulation (REG) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Recommended:** ACTG 100 or ACTG 121

**Transfer Credit:** CSU

### **ACTG 183 TAXATION OF TRUSTS, GIFTS, AND ESTATES USING TAX SOFTWARE**

Preparation of Federal and California income tax returns for trusts, estates, and gifts using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Forms 1041 (Fiduciary), 706 (Estate) and 709 (Gift) and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Series. Taxation of Trusts, Gifts, and Estates includes topics tested on the Regulation (REG) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Transfer Credit:** CSU

### **ACTG 261 TAX RESEARCH & IRS REPRESENTATION**

Introduction to electronic tax research using free tax and legal research websites. Research areas include Internal Revenue Code, statutes, case law, rulings, and tax commentary. Learn how to handle audit issues from examination to appeals, as well as challenge and appeal penalties and negotiate penalty settlements. The course will also explore the Internal Revenue Service collection process and matters including offers in compromise and installment agreements. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Transfer Credit:** CSU

### **ACTG 262 DEPRECIATION, BUSINESS & REPAIR EXPENSES**

Introduction to the methods used to depreciate business assets, including Class Life, MACRS, Section 179, AMT adjustments, and California conformity/nonconformity. Understand ordinary and necessary business expenses and current requirements in final repair regulations. [CPE Hours: CPA, EA 8; CTEC (6 Fed), (2 CA)]. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Transfer Credit:** CSU

### **ACTG 263 TAXATION OF SMALL BUSINESS**

A course exploring the income tax issues for sole proprietorships. Topics include income reporting (including income from Forms 1099-MISC and 1099-K), ordinary and necessary business expenses, automobile and travel expenses, depreciation options, home office usage, and effective recordkeeping. The course will provide practice in the preparation of Schedule C, Schedule SE, Form 4562, and other related forms. [CPE Hours: CPA 8; EA, CTEC 6] *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Transfer Credit:** CSU

### **ACTG 264 LACERTE TAX SOFTWARE BASICS**

Introduction to the use of Lacerte tax software to prepare basic tax returns. Primary emphasis will be on the Individual package; Partnership, Corporation, and Fiduciary packages will also be discussed. This course meets continuing education credit requirements of the California Tax Education Council (CTEC). *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Transfer Credit:** CSU

### **ACTG 265 TAXATION OF RENTAL REAL ESTATE**

Introduction to the use of federal Schedule E for reporting rental real estate income and expenses. Topics include vacation homes, partially-rented personal residences, rules on deducting losses, and Alternative Minimum Tax (AMT) considerations. This course meets continuing education credit requirements of the California Tax Education Council (CTEC). *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

### **ACTG 266 TACKLING K-1S AND COMMON TAX DEDUCTIONS/CREDITS**

This course explores partner distributions, taxable and non-taxable income from partnership Schedule K-1s, differences between Publicly Traded Partnerships and others, limitations on Limited Partners, treatment of Passive Activity Losses, basis, recourse and non-recourse debt. The course will include the review of the foreign tax credit, itemized deductions, and foreign bank reporting requirements under the current tax laws. Students will learn what forms must be filed, when forms are due, where to file the forms, as well as the ethical requirements and

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



civil and criminal penalties that may be assessed for non-compliance. [CPE Hours: CPA 8; EA, CTEC 6] *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Recommended:** ACTG 264 with a minimum grade of Pass. Having a working knowledge of the Lacerte tax software will make the learning experience more meaningful as the assignments in class will use the Lacerte tax software, or ACTG 181 basic experience with preparation of individual tax returns.

**Transfer Credit:** CSU

### ACTG 276 VITA INTERMEDIATE

This course is for students returning for a second year to serve in the Volunteer Income Tax Assistance (VITA) program and prepare income tax returns for qualifying individuals at no cost. These returning students will have the opportunity to gain additional practical experience from preparing more challenging tax returns. These volunteers will receive 8 hours of review and update in income tax law and use of tax preparation software. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 8-9 Lecture; 24-27 Lab; 16-18 Homework

**Prerequisites:** ACTG 175

**Transfer Credit:** CSU

### ACTG 277 VITA ADVANCED

This course is for students returning for a third year to serve in the Volunteer Income Tax Assistance (VITA) program and prepare income tax returns for qualifying individuals at no cost. These returning students will have the opportunity to gain additional practical experience from preparing complex tax returns, as well as learning to be quality reviewers for the VITA program. These volunteers will receive 8 hours of review and update in income tax law and use of tax preparation software, as well as classroom training on quality review for Federal and California individual income tax returns. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 8-9 Lecture; 24-27 Lab; 16-18 Homework

**Prerequisites:** ACTG 276

**Transfer Credit:** CSU

## Adapted Physical Education

### ADAP 100 ADAPTED AQUATICS

Offered primarily for students with physical limitations. Students practice techniques to increase range of motion, and strengthen weakened extremities through water-oriented exercises and swim instruction. May be repeated for competency and continued evaluation of improvement. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Recent physical examination and disability verification form.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### ADAP 110 ADAPTED GENERAL CONDITIONING

Offered primarily for students with physical limitations. Prescription and implementation of adapted stretching, strengthening, and aerobic exercises. May be repeated for competency and continued evaluation of improvement. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Recent physical examination and disability verification form.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### ADAP 140 ADAPTED WEIGHT TRAINING

Designed primarily for students with disabilities. Instruction includes various weight lifting techniques and exercises to enhance the student's physical well-being. An individualized exercise program includes: circuit weight training, whole body movement lifts, set training, single muscle isolation and stabilization lifts, and stretching techniques. May be repeated for competency and continued evaluation of improvement. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Recent physical examination and disability verification form.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**ADAP 155 ADAPTED BACK CARE**

Students will participate in a flexibility and core strength training program. These exercises will help build musculature and correct posture, which are important in maintaining back health. May be repeated for competency and continued evaluation of improvement. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Recent physical examination and disability verification form.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**Administration of Justice**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**ADMJ 100 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM**

This course examines the evolution of the principles and approaches used by the justice system and the changing forces which have shaped them. Students are introduced to the origins and development of criminal law, legal processes, and sentencing and incarceration policies. Discussion points will include components and characteristics of the criminal justice system, theoretical explanations of crime, responses to and measurement of crime, and current challenges to the system. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** AJ 110

**ADMJ 102 PRINCIPLES AND PROCEDURES OF THE CRIMINAL JUSTICE SYSTEM**

This course examines due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents. Discussion points will examine the components of the criminal justice system and their roles and responsibilities. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

**C-ID:** AJ 200

**ADMJ 104 CONCEPTS OF CRIMINAL LAW**

This course introduces students to the general elements and classifications of crimes against persons, property, morals and public welfare using case law and case studies. Discussion points will also include common and statutory law, the nature of acceptable evidence, prosecution and defense decision making, criminal culpability and defenses to crimes. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

**C-ID:** AJ 120

**ADMJ 106 LEGAL ASPECTS OF EVIDENCE**

This course examines evidence and legal rules governing its admission or exclusion in the criminal process. Discussion points include the origin, development, philosophy, and constitutional basis of evidence, as well as the considerations affecting arrest, search, and seizure. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

**C-ID:** AJ 124

**ADMJ 108 COMMUNITY RELATIONS AND THE JUSTICE SYSTEM**

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict. Discussion points include the challenges and prospects of administering justice within a diverse multicultural population, crime prevention, restorative justice, conflict resolution, and ethics. *Letter Grade Only. Degree Credit.*

**Units:** 3

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

**C-ID:** AJ 160

### ADMJ 120 CRIMINAL INVESTIGATION

This course addresses the techniques, procedures and ethical issues in the investigation of crime. Discussion points include organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

**C-ID:** AJ 140

### ADMJ 125 JUVENILE PROCEDURES

This course examines the origin, development and organization of the Juvenile Justice system as it evolved in the United States Justice System. Discussion points include theories on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the United States Justice System. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

**C-ID:** AJ 220

### ADMJ 185 INTRODUCTION TO FORENSIC SCIENCE

This course provides an introduction to the role of forensics in criminal investigations. Discussion points include the methods utilized in the forensic analysis of scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and Eligibility for ENGL 100 or Eligibility for ENGL 105 and eligibility for MATH 110 or MATH 111/112

**Transfer Credit:** CSU

**C-ID:** AJ 150

## Administration of Justice – Public Safety Training

College of San Mateo is a member of the South Bay Regional Public Safety Training Consortium. The Consortium is funded by member colleges to provide vocational specific training which may require special facilities, special training conditions, or is presented outside of the regular schedule of college classes.

South Bay is our regional Police Academy and Dispatcher Academy presenter, and offers other in-service training courses. Although open to the public, some of these courses are intended to serve those already employed in a variety of public safety careers. Prospective students must meet the prerequisites listed in the course description.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center, which is located on the Coyote Valley campus of Gavilan College. Course numbers will be assigned as needed and Consortium titles will be used. Course curriculum adheres to Title V requirements, as well as the specifications of the associated regulating agencies.

For more information about the courses available, including requirements and schedules, please visit the [South Bay website \(theacademy.ca.gov\)](http://theacademy.ca.gov) or call (408) 229-4299.

### AJPS 107 BASIC POLICE ACADEMY

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the statutory basic training requirements for California Peace Officers. The course follows the instructional framework, minimum hour and content requirements established by POST. The course meets requirements for employed peace officer students, however is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint clearance and medical clearance. This course requires significant time commitments and outside course work including uniform preparation, homework assignments and equipment maintenance. This course requires additional fees. *Letter Grade Only. Degree Credit.*

**Units:** 22

**Hours/semester:** 444-499.5 Lecture; 444-499.5 Lab; 888-999 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Prerequisites:** Completion of application with all required documents. Pass the POST Entry-Level Law Enforcement Test Battery (PELLETB); Pass a Physical Agility Test; Department of Justice fingerprint clearance; Physical Clearance and Limitation Report; and Valid California Driver License.

## Anthropology

### ANTH 110 CULTURAL ANTHROPOLOGY

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** ANTH 120

### ANTH 125 PHYSICAL ANTHROPOLOGY

Biological consideration of the origin, development, and potential survival of humans and other primates. Topics include concepts of evolution: natural selection and populations, patterns of inheritance, the fossil record, and behavioral adaptations. The course will examine how biological, physical, and cultural variations have allowed human populations to adapt to various physical environments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

**C-ID:** ANTH 110

### ANTH 127 PHYSICAL ANTHROPOLOGY LABORATORY

Laboratory designed to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course: the scientific method, biological variation and forces of evolution, genetics, human osteology and variation, comparative osteology and behavior of primates, and fossil evidence for human evolution. Field trips may be offered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in ANTH 125

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**C-ID:** ANTH 115L

### ANTH 180 MAGIC, SCIENCE AND RELIGION

Cross-cultural study of religion, magic and science as psychological projections of societies and as cultural phenomena reflecting political and economic systems, subsistence strategies, and gender structure. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D), UC (IGETC Area 4)

### ANTH 350 INTRODUCTION TO ARCHAEOLOGY AND WORLD PREHISTORY

Basic methods and theoretical approaches used to reconstruct the past and developments in human history and prehistory; human origins, peopling of the globe, origins of agriculture, classical and historical archaeology, ancient civilizations, maritime archaeology, ethics and legal concerns regarding cultural heritage, conservation and preservation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** ANTH 150

## Aquatics

### AQUA 109.1 WATER POLO I

A course designed to cover the many facets of the sport of water polo at the beginning level. Skills such as passing, receiving, shooting, dribbling and picking up the ball in water will be emphasized. The rules of the game and strategies are taught for a thorough understanding of team play. Conditioning drills will supplement fundamental skill development. Students must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 109.2 WATER POLO II

A course designed to cover the many facets of the sport of Water Polo at the intermediate level. Skills such as passing, receiving, shooting, dribbling and picking up the ball in water will be emphasized. The rules of the game and strategies are taught for a more thorough understanding of team play. Conditioning drills will supplement skill development. Level II will focus more on team strategy. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 109.3 WATER POLO III

A course designed to cover the many facets of the sport of Water Polo at the advanced level. Individual skills such as passing, shooting, dribbling, and picking up the ball in water will be reviewed. Advanced offensive and defensive water polo strategies will be emphasized. Advanced levels of conditioning will supplement team play. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 109.4 WATER POLO IV

A course designed to cover the many facets of the sport of Water Polo at the expert level. Individual skills such as passing, shooting, dribbling, and picking up the ball in water will be reviewed. Advanced offensive and defensive water polo strategies will be emphasized. Advanced levels of conditioning will supplement team play. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 127.1 SWIM STROKE DEVELOPMENT I

A beginning level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 127.2 SWIM STROKE DEVELOPMENT II

An intermediate level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**AQUA 127.3 SWIM STROKE DEVELOPMENT III**

An advanced level course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 127.4 SWIM STROKE DEVELOPMENT IV**

An expert level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 133.1 INDIVIDUAL SWIM CONDITIONING I**

This beginning level swim course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 133.2 INDIVIDUAL SWIM CONDITIONING II**

This intermediate level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to

swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 133.3 INDIVIDUAL SWIM CONDITIONING III**

This advanced level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 133.4 INDIVIDUAL SWIM CONDITIONING IV**

This expert level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 135.1 AQUA EXERCISE I**

A beginning level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 135.2 AQUA EXERCISE II

An intermediate level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 135.3 AQUA EXERCISE III

An advanced level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 135.4 AQUA EXERCISE IV

An expert level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

## Architecture

### ARCH 100 SURVEY OF MODERN ARCHITECTURE

Basic values and concepts in contemporary architecture as a synthesis of art and science. A study of the significant design work, principles, and visions of influential architects, planners, and designers from the end of the 19th century into the 21st century. Explores the critical relationships between architecture and environmental design and human experience, societal needs, building technique and community. Slides, films, lecture and individual research. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### ARCH 120 ARCHITECTURE + DESIGN DRAWING I: DRAWING AND VISUAL THINKING

This course presents the basic techniques of hand drawing as an essential method and skill of design exploration, visual thinking, and design communication. Studio work involves observation and freehand drawing of objects, architecture and environmental settings exploring techniques of line, tone, and their combination using soft pencil, conte/charcoal and pen/ink. Topics include proportion, visual composition, principles of observed perspective, and orthographic drawing conventions such as plan, section and elevation, and Paraline drawing. Introduction to digital media to create 3-D model. Graphic supplies will be required. (Fall only) *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Transfer Credit:** CSU, UC

### ARCH 140 ARCHITECTURE + DESIGN DRAWING II: DESIGN COMMUNICATION

Basic techniques used in the graphic communication of architects and environmental designers. Develops the student's ability to visualize and graphically express forms and spaces in two and three dimensions. Use of orthographic, paraline, and perspective drawing in both black/white and color media. Introduction of digital media to create 3-D model. Use of essential principles of pictorial space, methods of delineation, and mixed media techniques. Graphic supplies required. (Spring only) *Letter Grade Only. Degree Credit.*

**Units:** 2

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** ARCH 120

**Transfer Credit:** CSU, UC

### ARCH 146 INTRODUCTION TO ADVANCED 3D DIGITAL MODELING

This course provides the beginning architecture student with an elementary exposure to the use of advanced digital 3D modeling software currently being widely utilized by architecture & design students at the university level. At the present time this software is "Rhino 3D". This skill is necessary and critical in order to further our students' effectiveness and facility with the process of designing, thus increasing their transfer success. Students will use a free downloadable student version of the software to complete homework assignments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** ARCH 120

**Transfer Credit:** CSU

### ARCH 210 DESIGN I: INTRODUCTION TO ARCHITECTURE, ENVIRONMENTAL DESIGN, AND THE DESIGN PROCESS

An introduction to architectural and environmental design with emphasis on critical two and three dimensional thinking utilizing visual, graphic, written, and three-dimensional analysis. Explores principles and relationships of form and space with people and place, scale, proportion, order, contrast, balance, and unity. Design exercises allow students to explore and manipulate ordering elements in architecture, essential principles of architectonic form including order, shelter, enclosure, light, texture, place, solids/voids, hierarchy and circulation/movement. The relationship and value of the design process and design decisions on human existence is interwoven through the semester's work. Includes introduction of exemplar buildings and environments including significant movements and theories in design and architecture history as well as indigenous cultures. Studio design exercises provide an introductory exposure to the means of design communication and craft, including verbal, written, hand graphic and three-dimensional object model building skills. Graphic supplies required. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** Completion of or concurrent enrollment in ARCH 120

**Transfer Credit:** CSU, UC

### ARCH 220 DESIGN II: ARCHITECTURE DESIGN, FORM AND THE BUILT ENVIRONMENT

Continuation of the architectural design studio methodology introduced in Arch 210. Introduction to the tactile, experiential, and ordering elements of architectural and environmental form as physical responses to specific needs and constraints. Design opportunities, lectures, and discussion include the presentation, development, and analysis of elemental architectural solutions and topics. Introduction of fundamental principles and opportunities in the design of elementary three dimensional architectural solutions and the making of buildings in response to specific program needs within defined constraints. Design exercises explore the development of building forms, circulation/movement, experiential quality of space, site analysis and the materiality of building solutions within the context of the problem solving process. Graphic processes and visual analysis combined with model building and freehand drawings and digital media are used for a more critical approach to problem solution and developed graphic expression. Design process issues, setting design goals and objectives and the creation of spatial settings for human use are critically investigated. Graphic supplies will be required. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ARCH 210 and completion of or concurrent enrollment in ARCH 140

**Transfer Credit:** CSU, UC

### ARCH 225 MAKING ARCHITECTURE: BUILDING METHODS, MATERIALS & DESIGN BUILD 1

Introduction to the terminology, principles, and materials of construction and building components within the context of the design & build process in architecture. Emphasis on the origin, history, nature and application of both traditional and emergent materials and processes in building construction. Includes discussion of sustainable materials and methods in construction and fundamental principles of stability and form in buildings. Term project is a student team or individual design-build project. Additional supplies and fees may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ARCH 120, Completion of or concurrent enrollment in ARCH 140 and ARCH 210.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU

### **ARCH 666 INTRODUCTION TO ARCHITECTURE**

An overview of professional opportunities and requirements in architecture and environmental design including licensure and education. Discussion of the process of design, the role of the architect, professional opportunities in architecture, and opportunities in related fields. Exploration of educational paths in architecture and environmental design including transfer programs and requirements. (Fall only) *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

## **Art**

### **ART 101 ART AND ARCHITECTURE FROM THE ANCIENT WORLD TO MEDIEVAL TIMES (C. 1400)**

Ancient, Classical, Early Christian and Medieval art and architecture. A survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture. Chronologically introducing the great works of the periods, it explores the connection between them and the societies, values and ideals that stimulated their creation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ARTH 110

### **ART 102 ART OF RENAISSANCE AND BAROQUE (C. 1300-1700)**

Survey of artistic expression during the Proto-Renaissance, Renaissance, High Renaissance, and Baroque periods (c. 1300-1700). Emphasizes the development of painting and sculpture and their relationship to their cultural and historical context. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ART 102+ART 103 = C-ID ARTH 120

### **ART 103 ART OF EUROPE AND AMERICA: NEOCLASSICAL (C. 1750-PRESENT)**

Survey of European and American artistic expression from the Neoclassical to the present (c. 1750 - present.) Emphasizes the development of modern painting and sculpture as a reaction against earlier traditions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ART 102+ART 103 = C-ID ARTH 120

### **ART 104 MODERN ART**

This course provides an overview of art and architecture from the Western modern period of the 19th and 20th centuries. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ARTH 150

### **ART 105 ASIAN ART AND ARCHITECTURE**

Introductory survey on Asian art and architecture with a focus on China, Japan, Korea, South Asia and Southeast Asia from the prehistoric to contemporary periods. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ARTH 130

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



### ART 124 OLD MASTERS' AESTHETICS AND TECHNIQUES

This class is a combination of art history and studio art designed to introduce the aesthetics, materials and techniques of the Renaissance and Baroque periods. Students will create the dominant painting technique of each period, including fresco, egg tempera and traditional oils. Previous studio art experience is not needed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### ART 129 NEW MASTERS' AESTHETICS AND TECHNIQUES

This class is a combination of art history and studio art designed to introduce the aesthetics, materials and techniques of the Western modern period of the 19th and 20th centuries. Students will recreate the dominant art style and technique of each period, including Impressionism, Post-Impressionism, Surrealism and various forms of Abstraction. Previous studio art experience is not needed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU, UC

### ART 200 PORTFOLIO PREPARATION

This course is designed for students with experience in studio art, digital media, architecture or other fields requiring a portfolio for transfer, internships, jobs and exhibitions. Students learn to develop a cohesive body of work, prepare the work for presentation, and identify appropriate venues for submission. Students initiate, develop, and complete individual projects culminating in a digital and hard copy portfolio as well web presence. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

### ART 203 PLEIN AIR PAINTING

Students will learn the art of plein air by painting landscapes at various outdoor locations as well as attending lectures, demos and working on projects in the studio. All painting mediums are welcome. Students are responsible for their own transportation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Transfer Credit:** CSU, UC

### ART 204 DRAWING I

(formerly ART 201) The use of drawing as a means of increasing visual awareness through the exploration of the creative process: observation, discovery, examination, interpretation and response. Introduction to the principles and practices of drawing, employing a wide range of subject matter and drawing media. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 110

### ART 205 DRAWING II

Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 204

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 205

### ART 206 EXPRESSIVE FIGURE DRAWING AND PORTRAITURE

Students explore contemporary artistic approaches to working with the human figure by drawing the human

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





figure expressively from live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** ART 204

**Transfer Credit:** CSU, UC

### ART 207 LIFE DRAWING

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 204

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC

**C-ID:** ARTS 200

### ART 208 PORTRAIT DRAWING I

Portrait characterizations using the techniques and materials of drawing in several media. Application of fundamental studies of the anatomy of the head and faces in the pursuits of expressive representations of people. Individualized instruction is emphasized. Studio practice drawing from live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Transfer Credit:** CSU, UC

### ART 209 PORTRAIT DRAWING II

Advanced portrait characterizations, expanding upon the drawing techniques of Portrait Drawing I. Further enhancements of drawings based upon astute studies of the anatomy of the head and faces. Individualized instruction is emphasized. Studio drawing sessions of male and female live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 208

**Transfer Credit:** CSU, UC

### ART 213 LIFE DRAWING II

Continued study of the human form as art using the techniques and materials of drawing in graphite, charcoal, pastel, ink, and mixed media. Application of more advanced studies of anatomy and expressive representations of the human figure in different environments. Studio practice drawing from live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 207

**Transfer Credit:** CSU, UC

### ART 214 COLOR

A study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 270

### ART 215 PORTRAITURE III

Continued study of the human portrait, expanding upon techniques learned in Portraiture II and focusing on the development of individual style. Students will have the choice of various media, including paint, drawing, and pastels. Studio sessions will include live male and female models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 209

**Transfer Credit:** CSU, UC

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**ART 216 PORTRAITURE IV**

Advanced study of the human portrait, expanding upon the techniques of Portraiture III and focusing on the development of individual style. Students will have the choice of various media, including drawing, pastels and paint. Studio drawing/painting sessions will feature live male and female models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 215

**Transfer Credit:** CSU, UC

**ART 223 OIL PAINTING I**

Introduction to principles, elements, and practices of oil painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** ART 204

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 210

**ART 224 OIL PAINTING II**

A continuation of Oil Painting I with increased emphasis on a variety of painting techniques and development of personal style. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 223

**Transfer Credit:** CSU, UC

**ART 225 ACRYLIC PAINTING I**

Introduction to principles, elements, and practices of acrylic painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** ART 204

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 210

**ART 226 ACRYLIC PAINTING II**

Continuation of Art 225 with emphasis on a variety of acrylic painting techniques, and development of a personal aesthetic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 225

**Transfer Credit:** CSU, UC

**ART 230 EXPRESSIVE FIGURE DRAWING AND PORTRAITURE II**

Continued study of contemporary artistic approaches to working with the human figure. Students explore the expressive content of the figure and portrait by drawing from live models. Highly recommended for students studying animation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 206

**Recommended:** ART 204

**Transfer Credit:** CSU, UC

**ART 231 WATERCOLOR I**

Introduction to principles, elements, and practices of watercolor painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** ART 204 and ART 214

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 210

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**ART 232 WATERCOLOR II**

Continuation of Art 231, with emphasis on more painting experience in various styles and techniques in watercolor, such as an addition of opaque paints and the use of collage to extend the painting experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 231

**Transfer Credit:** CSU, UC

**ART 233 WATERCOLOR III**

Continuation of Watercolor II, with emphasis on the development of personal style and a comprehensive portfolio for transfer or exhibitions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 232

**Transfer Credit:** CSU, UC

**ART 243 WATERCOLOR IV**

Continuation of Watercolor III, with emphasis on advanced painting techniques, the development of personal style and a comprehensive portfolio for transfer and/or exhibitions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 233

**Transfer Credit:** CSU, UC

**ART 244 OIL PAINTING III**

The third semester of oil painting introduces students to advanced painting techniques and artistic context, with an increasing emphasis on personal style and meaning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 224

**Transfer Credit:** CSU, UC

**ART 247 OIL PAINTING IV**

The fourth semester of oil painting builds and expands upon the advanced painting techniques introduced in Oil Painting III, with further exploration of personal style, meaning and artistic context. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 244

**Transfer Credit:** CSU, UC

**ART 251 ACRYLIC PAINTING III**

The third semester of acrylic painting introduces students to advanced painting techniques and artistic context, with an increasing emphasis on personal style and meaning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 226

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**Transfer Credit:** CSU, UC

**ART 252 ACRYLIC PAINTING IV**

The fourth semester of Acrylic Painting builds and expands upon the intermediate advanced painting techniques introduced in Acrylic Painting III, with further exploration of personal style, meaning and artistic context. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 251

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**Transfer Credit:** CSU, UC

**ART 253 PLEIN AIR PAINTING II**

A continuation of Plein Air Painting I with increased emphasis on a variety of painting techniques and development of personal style. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 203

**Transfer Credit:** CSU, UC

### ART 254 PLEIN AIR PAINTING III

The third semester of Plein Air Painting introduces students to advanced landscape painting techniques, with an increasing emphasis on personal style and meaning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 253

**Transfer Credit:** CSU, UC

### ART 255 PLEIN AIR PAINTING IV

The fourth semester of Plein Air Painting introduces students to expert landscape painting techniques, with an increasing emphasis on personal style and context. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ART 254

**Transfer Credit:** CSU, UC

### ART 301 TWO-DIMENSIONAL DESIGN

This course emphasizes critical examination of basic principles and elements of design. Students acquire fundamental design and compositional skills, while exploring basic theoretical and practical concepts of 2-D design. Students apply visual solution strategies to solve design problems in a series of projects. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 100

### ART 347 THE HISTORY OF PHOTOGRAPHY (1900-PRESENT)

The history of the social, artistic and technical developments in photography beginning with the turn of

the twentieth century: An examination of photography's broad impact as a cultural, visual and social force including the diversity of 20th and 21st Century photographic movements. Examines the impact photography has had in shaping societies' views in regards to journalism, media, developments in the arts and science, as well as cultural and personal identity. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### ART 348 PHOTOGRAPHIC COMPOSITION USING HANDHELD DEVICES

Teaches students to improve their photographs and covers the principles of visual awareness, composition and editing using phones and tablets. Encourages students to transmit their thoughts and feelings through the photographic medium. Students learn to compose, edit and display photographs that are projected and critiqued in class. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**Transfer Credit:** CSU, UC

### ART 350 VISUAL PERCEPTION

Visual exploration into natural forms and man-made objects as an expression of art using photography as the medium. Covers basic principles of perception, light and color, composition and visual awareness. Encourages students to transmit their aesthetic, intellectual and emotional concerns through the photographic medium. Instruction in the basic use of digital cameras, lenses and creative controls in photography including critiques. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ART 204

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU, UC

### ART 351 BEGINNING BLACK AND WHITE PHOTOGRAPHY

The use of black and white photography as a means of increasing visual awareness. Introduction to basic black & white photographic skills and equipment including film

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



processing, printing, print finishing. Exploration of the creative process: observation, discovery, examination, interpretation and response. Extensive darkroom work and a professional portfolio produced. Camera not required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** ART 204 or ART 350

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC

### ART 352 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY

Designed for students who have basic black and white camera and darkroom skills. Refinement of visual and technical skills. Covers intermediate exposure and development techniques applied to fine printmaking, filters, and medium format cameras. Portfolio is produced. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 351

**Transfer Credit:** CSU, UC

### ART 353 ADVANCED BLACK AND WHITE PHOTOGRAPHY

Designed for students who have intermediate camera and black-and-white darkroom skills. Further refinement of visual and technical skills. Covers studio lighting, advanced exposure and development techniques applied to fine printmaking, archival processing, portfolio presentation and large format cameras. Portfolio produced. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 352

**Transfer Credit:** CSU, UC

### ART 381 BEGINNING DIGITAL PHOTOGRAPHY

Teaches photography using a digital camera and computer. Computer proficiency is required. Covers the principles of composition, use of natural light and visual awareness. Students use Adobe Lightroom to organize, edit and display photographs. Proficiency using a digital camera is developed. Students create photographs that are projected

and critiqued in class. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ART 351

**Transfer Credit:** CSU, UC

### ART 383 INTERMEDIATE DIGITAL PHOTOGRAPHY

Introduction to digital editing and printing using current tools and software through the development of a portfolio. Students to provide photographic materials in the form of images from digital cameras. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 381

**Recommended:** ART 351

**Transfer Credit:** CSU, UC

### ART 384 ADVANCED DIGITAL PHOTOGRAPHY

Designed for advanced students to refine and develop their digital editing and printing using current tools and software through the development of a portfolio. Includes exploration of digital papers and inks. Students to provide photographic materials in the form of images from digital cameras. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 383

**Recommended:** ART 351

**Transfer Credit:** CSU, UC

### ART 385 MASTER PORTFOLIO - DIGITAL PHOTOGRAPHY

Designed for students who have completed the Digital Photography Program and wish to enroll in a course that allows them to produce a professional quality photographic portfolio on a topic of their choice. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 24-27 Lecture; 96-108 Lab; 48-54 Homework

**Prerequisites:** ART 384

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU, UC

### ART 388 MASTER PHOTOGRAPHY PORTFOLIO

Designed for students who have completed the Photography Program and wish to enroll in a course that allows them to produce a professional quality photographic portfolio on a topic of their choice. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 24-27 Lecture; 96-108 Lab; 48-54 Homework

**Prerequisites:** ART 353 and ART 391

**Transfer Credit:** CSU, UC

### ART 391 EXPERIMENTAL PHOTOGRAPHY 1

Designed for students who have basic camera and black-and-white darkroom skills. Refinement of visual and technical skills with an introduction to experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 351

**Transfer Credit:** CSU, UC

### ART 392 EXPERIMENTAL PHOTOGRAPHY 2

Designed for students who have basic experimental photography skills. Intermediate level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 391

**Transfer Credit:** CSU, UC

### ART 393 EXPERIMENTAL PHOTOGRAPHY 3

Designed for students who have intermediate experimental photography skills. Intermediate level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 392

**Transfer Credit:** CSU, UC

### ART 394 EXPERIMENTAL PHOTOGRAPHY 4

Designed for students who have advanced experimental photography skills. Advanced level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 393

**Transfer Credit:** CSU, UC

### ART 396 DOCUMENTARY PHOTOGRAPHY 1

Designed for students with digital photography skills. Students create two portfolios of documentary photographs. Lectures address the history of documentary photography, social impact and how to convey information with clarity and honesty. A major emphasis is choosing a project and developing a point of view. Class critiques guide each project. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 381

**Transfer Credit:** CSU, UC

### ART 397 DOCUMENTARY PHOTOGRAPHY 2

Designed for students with basic documentary skills. Students create a single portfolio of documentary photographs. Lectures address the information gathering process, planning and conveyance of information. A major emphasis is choosing a single project and developing a rapport with the subject. Class critiques guide each project. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 396

**Transfer Credit:** CSU, UC

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**ART 398 DOCUMENTARY PHOTOGRAPHY 3**

Designed for students with digital photography skills. Students create a single portfolio of documentary photographs. Lectures address the history of documentary photography, social impact and how to convey information with clarity and honesty. A major emphasis is choosing a project and developing a point of view. Class critiques guide each project. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework**Prerequisites:** ART 397**Transfer Credit:** CSU, UC**ART 399 DOCUMENTARY PHOTOGRAPHY 4**

Designed for students with advanced documentary skills. Lectures address group collaboration, planning and conveyance of information. A major emphasis is developing a rapport with the subject. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework**Prerequisites:** ART 398**Transfer Credit:** CSU, UC**ART 401 THREE-DIMENSIONAL DESIGN**

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework**AA/AS Degree Requirements:** Area E5c**Transfer Credit:** CSU, UC**C-ID:** ARTS 101**ART 405 SCULPTURE I**

Sculpture I is an introduction to sculpture. In the class students learn to create a human figure from clay. A second work involves media such as stone, bronze, metal, or glass. The third work will be conceptual in nature. This is an introductory course; no previous experience is needed.

Extra supplies may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework**Transfer Credit:** CSU, UC**ART 406 SCULPTURE II**

Sculpture II continues and refines the themes and techniques that were introduced in Sculpture I. The media is open and may include glass, stone, metal, wood, bronze and/or non-traditional materials. The themes range from representational interpretation of the human form to purely abstract or conceptual works. The knowledge and skills acquired from Sculpture I are built upon. Extra supplies may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework**Prerequisites:** ART 405**Transfer Credit:** CSU, UC**ART 409 SCULPTURE III EXTENDED EXPERTISE**

The third in the sculpture sequence. Students develop advanced skills in the technique and material selected in Art 406 and also work with additional techniques and materials introduced in Art 405. Students complete advanced projects using multiple media. Extra supplies may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework**Prerequisites:** ART 406**Transfer Credit:** CSU, UC**ART 410 SCULPTURE IV ADVANCED EXPRESSION**

Class will focus on creation of a final project or a portfolio of work. Topics such as documentation and display of work will be addressed. Materials can include metal, stone, glass. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework**Prerequisites:** ART 409**Transfer Credit:** CSU, UC

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**ART 411 CERAMICS I**

Introduction to the art and crafts of ceramics. During this course the student will learn elementary hand-building clay construction. They will be introduced to throwing on the potter's wheel. Methods of ornamentation, glazing, firing will be demonstrated and utilized. A number of different firing techniques may be used, including low fire, stoneware, high fire, salt, and raku. Extra supplies may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Transfer Credit:** CSU, UC

**ART 412 CERAMICS II**

Continuation of Ceramics I and an introduction to the chemistry of glazing and the firing process of ceramics. During this course the student will learn the techniques of loading and unloading kilns and glaze making. Students will have the opportunity to construct a large number of projects of their own choosing. We have many different firings to experiment with, including low fire, stoneware, salt and Raku. Extra supplies may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 411

**Transfer Credit:** CSU, UC

**ART 417 CERAMICS GLAZE**

Advanced glazing techniques with emphasis on glaze application and formulation. Various techniques such as sgraffito mishima and airbrushing will be explored. Glazes will be formulated and tested. Students will need to create clay works. These works will be used as objects to be glazed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 412

**Transfer Credit:** CSU, UC

**ART 418 CERAMICS III**

Advanced study of ceramics with a focus on either sculptural or functional artworks in clay. Advanced and

specialized techniques in clay will be explored. Students will create work for a portfolio. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 412

**Transfer Credit:** CSU, UC

**ART 806 DIGITAL WORKSHOP**

Designed for students currently enrolled in a Digital Photography course offering supervised lab time to build computer skills and provide additional lab time to work on assignments. Extra supplies may be required. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Corequisites:** ART 381 or ART 383 or ART 384 or ART 385 or ART 396 or ART 397 or ART 398 or ART 399

**ART 807 EXTENDED FINE ARTS STUDIO WORKSHOP**

Designed for current fine art students at all levels who need extra time and guidance from an instructor and the use of the 2D arts studio in order to build a body of artwork for successful transfer and/or career opportunities. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Corequisites:** ART 124 or ART 200 or ART 203 or ART 204 or ART 205 or ART 206 or ART 207 or ART 208 or ART 209 or ART 213 or ART 214 or ART 215 or ART 216 or ART 223 or ART 224 or ART 225 or ART 226 or ART 230 or ART 231 or ART 232 or ART 233 or ART 243 or ART 244 or ART 247 or ART 251 or ART 252 or ART 253 or ART 254 or ART 255 or ART 301

**American Sign Language****ASL 100 AMERICAN SIGN LANGUAGE I**

A beginning course designed to introduce students to the visual-gestural richness of American Sign Language as it is used within the Deaf culture. Introduces students to ASL's basic structure and vocabulary while developing students' expressive skills and understanding of fingerspelling and basic conversational strategies. Provides an introduction to the Deaf community and culture. Equivalent to two years of

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





high school ASL. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 6A)

## ASL 110 AMERICAN SIGN LANGUAGE II

A continuation of ASL 100, designed to enhance proficiency in ASL usage. The course further develops conversational skills with an increased emphasis on visual receptive and expressive skills required for learning advanced vocabulary, grammar, non-manual behaviors, and fingerspelling. Creates awareness of Deaf culture through the study of the history of ASL, the cultural dynamics of the Deaf community, and the cultural customs of communication. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** ASL 100

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A)

## Astronomy

### ASTR 100 INTRODUCTION TO ASTRONOMY

General survey course in astronomy, in which students will study the sun, planets, their moons, and other minor bodies of the solar system. Students will also study extrasolar planets, stars, black holes, dark matter/dark energy and cosmology. Emphasis is on conceptual understanding of the universe. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** MATH 110, Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

### ASTR 101 ASTRONOMY LABORATORY

Constellation identification, understanding of right ascension and declination, and basic astronomical measurements of our moon, planets, and stars. Occasional telescopic observations using CSM's observatory. With ASTR 100, ASTR 115, or ASTR 125, satisfies lab requirements for

UC and California State Universities. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MATH 110 and completion of or concurrent enrollment in, ASTR 100 or ASTR 115 or ASTR 125 .

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

### ASTR 103 OBSERVATIONAL ASTRONOMY LAB

Offered as an alternative to Astronomy 101. Students observe the moon, planets, and various star clusters, using CSM observatory 's telescopes. They will have the opportunity to image planets and observe stellar spectra, using the department's CCD cameras and Rainbow Optics eyepiece spectroscope. Use of the department's planetarium projector assists students in becoming familiar with the sky. Focus is on observational techniques. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MATH 110 and completion of or concurrent enrollment in ASTR 100, ASTR 115 or ASTR 125

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

### ASTR 115 THE SOLAR SYSTEM

Study of the sun, planets, their moons, asteroids, and comets, as well as the age and formation of the solar system. Also covers the history of astronomy and the contributions of various cultures to astronomy. Emphasizes the connection between Newton's Laws and the conservation of energy to Kepler's laws of planetary motion. Discusses the results of interplanetary space probes and the discovery of extrasolar planets. Focuses on conceptual understanding of the solar system. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** MATH 110

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

### ASTR 125 STARS, GALAXIES, AND COSMOLOGY

Study the sun, other stars, Milky Way galaxy, other galaxies and their evolution, black holes, quasars, dark matter, and the foundations of cosmology. Students will become

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



familiar with the basic tenets of general relativity and its application to black holes. The concept regarding stars as the primary producers of energy in the universe as well as the chemicals necessary for life, is emphasized. Focus is on conceptual understanding of stars, galaxies, and the rudiments of cosmology. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

### ASTR 210 FUNDAMENTALS OF ASTROPHYSICS

Hands-on introduction to the composition, nature, and origin of the Universe, including study of the Solar System, stellar evolution, and galaxies. The laboratory portion of the course includes observation and analysis of the night sky utilizing telescopes, cameras, and other equipment at CSM's rooftop observatory. Students will learn and apply modern astronomical research techniques including astroimaging, spectroscopy, and photometry. This course is intended for students majoring in astronomy or another physical science. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 222 or MATH 225

**Recommended:** PHYS 210 or PHYS 250

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU Area B1 and B3), UC (IGETC Area 5A and 5C)

## Biology

### BIOL 100 INTRODUCTION TO THE LIFE SCIENCES

Fundamental principles of life. The awareness of plant and animal interrelations and interdependencies. Examines the human role in the world of living things in relation to contemporary problems. One or more field trips may be required. (Intended for non-science majors with no previous experience in the biological sciences.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

### BIOL 102 ENVIRONMENTAL SCIENCE AND CONSERVATION

Introduction to environmental issues from a scientific perspective, focusing on physical, chemical, and biological processes within the Earth system, the interaction between humans and these processes, and the role of science in finding sustainable solutions. Topics include ecological principles, biodiversity, climate change, sustainability, renewable and non-renewable energy, water resources, air and water pollution, and solid waste management. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

### BIOL 110 GENERAL PRINCIPLES OF BIOLOGY

Study of the principles of the biological sciences, including methods of scientific inquiry and experimental design. The course includes the origin and evolution of life, cellular makeup of living things, cellular metabolism including photosynthesis and respiration, genetics, ecology, life cycles, and natural history. One or more field trips may be required. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C)

### BIOL 121 IMMUNOASSAYS WORKSHOP: TECHNIQUES AND APPLICATIONS

Workshop in principles, applications, and hands-on or modeling of techniques in Immunoassays. Immunoassays are one of the two fundamental approaches to detecting and measuring the presence of proteins and other molecules in clinical, research and biotechnology. Anyone interested in furthering their practical application of biotechnology lab skills and knowledge to support their educational or career goals is encouraged to take this course. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Recommended:** The ability to read and understand a college-level science text, manufacturers' literature and industry standard operating procedures is advised.

**Transfer Credit:** CSU

### **BIOL 122 SEMINAR IN IMMUNOLOGY AND APPLICATIONS IN BIOTECHNOLOGY**

Seminar covering the immune system with a focus on applications in biotechnology. Course can be taken on its own but is intended as a theoretical support for applied skills learned in BIOL 121 Immunoassays Workshop: Techniques and Applications. Anyone interested in furthering their theoretical or practical understanding of the immune system to support their educational or career goals is encouraged to take this course. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Recommended:** Students should have the ability to read and write using standard English at a college level and perform basic high school math.

**Transfer Credit:** CSU

### **BIOL 123 BIOTECHNOLOGY WORKSHOP: TECHNIQUES AND APPLICATIONS OF THE POLYMERASE CHAIN REACTION**

Workshop in principles, applications, and hands-on or modeling of techniques in PCR (polymerase chain reaction). *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

### **BIOL 124 SEMINAR IN DNA AND APPLICATIONS IN BIOTECHNOLOGY**

Seminar covering biological and chemical aspects of Nucleic Acids (DNA & RNA) with a focus on applications in biotechnology. Course can be taken on its own but is intended as a theoretical support for applied skills learned in BIOL123 Biotechnology Workshop in Polymerase Chain Reaction (PCR). Anyone interested in furthering their theoretical or practical understanding of nucleic acids to support their educational or career goals is encouraged to take this course. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Recommended:** It is advised that students have the ability to read and write using standard English at a college level and perform basic high school math.

**Transfer Credit:** CSU

### **BIOL 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of elementary school teaching careers and requirements for earning a California K-5 school teaching credential; study of California Department of Education standards in science for grades K-5; development and teaching class lessons in physical and life sciences. Same as Physics 126. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BIOL 127 TEACHING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of middle school teaching careers and requirements for earning a California middle school teaching credential; study of California Department of Education standards in science for grades 6, 7, 8; development and teaching class lessons in physical and life sciences. Same as Physics 127. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** One college level course in Biology or Chemistry or Physics

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BIOL 128 TEACHING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of high school teaching careers and requirements for earning a California high school teaching credential; study of California Department of Education standards in science for grades 9-12; development and teaching class lessons in physical and life sciences. Same as PHYS 128. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** BIOL 127 or PHYS 127

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**BIOL 130 HUMAN BIOLOGY**

Introductory study of human anatomy and physiology. Includes development, genetics, evolution and ecology. Recommended especially for students interested in Allied Health Fields. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

**BIOL 132 HUMAN BIOLOGY LABORATORY**

Introductory laboratory exercises concerning human anatomy and physiology and utilizing the scientific method, analysis of data and drawing appropriate conclusions. This course is a supplement to BIOL 130, Human Biology. Recommended especially for students interested in the Allied Health Fields. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in BIOL 130.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**BIOL 145 PLANTS, PEOPLE, AND ENVIRONMENT**

Introduction to plants and their functions as they apply to people. Covers principles of living organisms, structure-function, evolution, and ecology. Emphasizes the role of plants in the development of human civilization and considers their impact as a primary food source for the human population. One or more field trips may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

**BIOL 184 WILDLIFE BIOLOGY**

Study of wildlife species of North America, with emphasis on common mammals of the Pacific states. Additional selected and appropriate vertebrate species: identification, characteristics, life histories, abundance, and distribution. Basic biological and ecological principles directly applicable

to wildlife issues of species and habitat conservation. One or more field trips may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

**BIOL 195 BIOLOGY FIELD LABORATORY**

Emphasis on field trips to selected sites with laboratory preparation. Covers a wide range of topics including animals, both domestic and wild; natural and human-made ecosystems; forests; habitat disruption; and museums and parks. Laboratory and field investigations conducted using the scientific method. Emphasizes critical thinking skills. Designed for non-science majors to fulfill laboratory science G.E. requirement. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in, BIOL 100 or BIOL 102 or BIOL 140 (Skyline) or BIOL 145 or BIOL 184

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**BIOL 210 GENERAL ZOOLOGY**

Introduction to principles of animal biology. Includes molecular basis of life, structure, function and behavior as seen in invertebrates and vertebrates; ecology; zoogeography and animal evolution. One or more field trips may be required. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** Successful completion of a college biology course with lab and a college chemistry course with lab.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

**C-ID:** BIOL 210+220 = BIOL 130S; BIOL 210+220+230 = BIOL 135S

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



## BIOL 220 GENERAL BOTANY

Principles of biology as illustrated by plants with emphasis on structure, physiology, evolution, comparative diversity, and reproduction in plants, fungal, and protistan phyla. One or more field trips may be required. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** BIOL 110 or BIOL 195 or equivalent biology course with lab and CHEM 192 or CHEM 210 or CHEM 410 or equivalent chemistry course with a lab.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

**C-ID:** BIOL 210+220 = BIOL 130S; BIOL 210+220+230 = BIOL 135S

## BIOL 230 INTRODUCTORY CELL BIOLOGY

Evaluation and analysis of the living cell and its components. Examines cell structures and metabolism as they relate to cell function and reproduction. (Recommended for all Biology majors.) . One or more field trips may be required. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CHEM 210 and either, BIOL 210, or BIOL 220 or BIOL 215 (Skyline) or BIOL 225 (Canada).

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

**C-ID:** BIOL 190; BIOL 210+220+230 = BIOL 135S

## BIOL 240 GENERAL MICROBIOLOGY

Introduction to the morphology, physiology, and genetics of microorganisms, with emphasis on bacteria and viruses. Includes environmental, applied microbiology, and the role of bacteria and viruses in health and disease. Laboratory work consists of isolation, cultivation, and identification of bacteria and techniques used to demonstrate microbial properties; including serological methods and bioinformatics. (Recommended for students

majoring in life science, physical science, health science, and nursing). One or more field trips may be required. Minimum 16 hours by arrangement required per term. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 16-18 TBA; 80-90 Homework

**Prerequisites:** A college level biology course with a lab AND a college level chemistry course with a lab. This includes BIOL 110, BIOL 210, BIOL 220, BIOL 230, BIOL 250, BIOL 260, BIOL 130 with BIOL 132 (lab), BIOL 225 (Canada), OR BIOL 215 (Skyline), AND CHEM 192, CHEM 210, or CHEM 410.

**Recommended:** Eligibility for MATH 110 or MATH 111.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

## BIOL 250 HUMAN ANATOMY

Structural organization of the human body: Study of the gross and microscopic anatomy of the organ systems. Laboratory study using human cadaveric prosections. Extra supplies may be required. Primarily intended for students of nursing, physiotherapy, physical education and related fields. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** BIOL 100 or BIOL 101 (offered at Skyline) or BIOL 110 or BIOL 130

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C)

**C-ID:** BIOL 110B

## BIOL 260 HUMAN PHYSIOLOGY

Functions of the organs and systems of the human body. (Intended for students of nursing, physiotherapy, physical education/kinesiology, psychology and related fields. Elective for pre-dental, pre-medical, and pre-veterinary students.) Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** BIOL 250 or equivalent and CHEM 192, CHEM 210 or CHEM 410 or the equivalent.

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105 and Eligibility for MATH 110 Eligibility

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



for elementary algebra as determined by appropriate method such as multiple measures, self-assessment and consultation with an academic counselor.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

**C-ID:** BIOL 120B

### BIOL 310 NUTRITION

Comprehensive introduction to the scientific principles of nutrition and the interrelationships of metabolism. Examines nutrient functions, food sources, and functions in the body, as well as health consequences of nutrient excesses, deficiencies and diet related chronic conditions. Analysis of special nutritional requirements and needs during the life cycle. Evaluation of personal dietary habits using current dietary guidelines and nutritional assessment methods. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 Eligibility for college-level composition as determined by appropriate method such as multiple measures, self-assessment and consultation with an academic counselor.

**AA/AS Degree Requirements:** Area E5a, E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

**C-ID:** NUTR 110

### BIOL 311 SPORTS NUTRITION

This course presents the principles of optimal nutrition for enhancing physical activity, athletic performance, and recovery from exercise. The course topics include the appropriate selection of foods, fluids, supplements, and the timing of nutrition for optimal health and performance. Topics are based on the latest peer-reviewed scientific literature, evidence-based analysis, and scientific data on energy needs, body composition, nutrient needs, fluid requirements, and special nutrition requirements during training and competition. This course also includes the use of sports supplements and specific recommendations for vegetarian or vegan athletes. This course draws on recommendations from the American Dietetic Association, the American College of Sports Medicine, and the USDA. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5a, E5d

**Transfer Credit:** CSU

## Building Inspection Technology

### BLDG 710 ADVANCED BUILDING INSPECTION

Study of the fire and life safety provisions of the International Building Code. This includes navigation of the code, building use and occupancy, building heights and area, types of construction and means of egress for commercial and multi-family residential construction. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4.5

**Hours/semester:** 72-81 Lecture; 144-162 Homework

### BLDG 720 ELECTRICAL INSPECTION I

Overview of the National Electrical Code with an emphasis on residential installations. The course covers each aspect of residential wiring from the calculations required to size an electrical service to the installation of receptacle outlets and lighting. The course will highlight any changes that have occurred from the previous code cycles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### BLDG 725 ELECTRICAL INSPECTION II

In-depth advanced study of the sections of the National Electrical Code dealing with calculations. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** BLDG 720

### BLDG 730 PLUMBING INSPECTION

Plumbing Code regulations pertinent to all phases and types of construction. Course covers sewers, building drains, rainwater/stormwater drainage, venting, water distribution systems, natural gas systems, indirect waste systems, general regulations and administrative regulations as proffered by the most current version of the California Plumbing Code. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### BLDG 735 ADA BUILDING REQUIREMENTS

The course will educate students about the history of the Disability Civil Movement and how that movement

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



translated into the development of federal and state legislation regarding accessible design and construction in the built environment. The course will cover the content and field application of current codes, standards and guidelines, including the ABA, ADA, FFHAA, Section 504 and the California Building Code. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### **BLDG 740 MECHANICAL CODE**

Regulations and inspection methods governing mechanical construction, heating and cooling equipment, combustion air, floor furnaces, wall furnaces, unit heaters, venting, ducts, ventilation systems, and refrigeration systems and equipment. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### **BLDG 750 STRUCTURAL PROVISIONS**

Study of structural design principles and proper inspection methods of concrete, masonry, steel, and wood construction. Effects of dynamic loading on structures from wind, seismic, hydrostatic, and other environmental forces are examined. The application and interpretation of structural codes, standards, and testing criteria used to assure quality construction are emphasized. Designed for students interested in inspecting, contracting, architecture, and engineering. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### **BLDG 760 ENERGY REGULATIONS**

Methods of compliance with energy regulations applicable to dwellings, apartments, condominiums, and hotels. Includes heat transfer, insulation, weather stripping, climate control systems, water heating, mandatory requirements, computer compliance, point system, component packages, appliance regulations, and solar systems. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### **BLDG 775 INTRODUCTION TO RESIDENTIAL DWELLING INSPECTION TECHNOLOGY**

Provides an overview of the building, mechanical, plumbing and electrical sections under the provisions

of the International Residential Code and the California Residential Code. Suitable for jurisdictional, home inspectors, real estate professionals, facility managers, contractors, architects, engineers and those interested in exploring the inspection industry. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### **BLDG 790 BLUEPRINT READING FOR CONSTRUCTION**

Course provides an overview of the building, mechanical, plumbing and electrical systems as it relates to construction with an emphasis reading plans. Suitable for jurisdictional or home inspectors, facility managers, contractors, architects, engineers and those in related fields of the real estate profession. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

## **Business**

### **BUS. 100 INTRODUCTION TO BUSINESS**

A broad overview of the primary functions of business, such as marketing, management, accounting, finance, and operations. Examination of critical business topics including current business trends, entrepreneurship, competition in global markets, ethical behavior and social responsibility. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU, UC

**C-ID:** BUS 110

### **BUS. 101 HUMAN RELATIONS AT WORK**

An overview of the basic behavioral science principles used to understand organizational behavior and interpersonal relations. Human relations skills are developed through a combination of theoretical knowledge and group exercises. Topics include self-knowledge, perception, self-image, self-management, communications, motivation, conflict resolution, leadership, diversity, ethical choices, and the effects they have on today's multicultural and highly diverse

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



organizational and social groups. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU (CSU GE Area E1)

### BUS. 103 BUSINESS INFORMATION SYSTEMS

An introduction to computer systems and software applications and their impact on the business environment. Topics include computer architecture, hardware, software, computer terminology and theory. Students use software applications as problem solving tools for business projects. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

**C-ID:** BUS 140

### BUS. 113 PERSONAL FINANCE

This course leads students toward financial literacy and enables students to obtain the foundation for a lifelong understanding of the basics of personal finance including money management, tax planning, investing, and retirement planning. Students learn to apply and use financial models through critical thinking, quantitative reasoning, and developing problem-solving abilities. Emphasis is placed on learning the fundamental concepts of everyday finance with a hands-on approach. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU, UC

### BUS. 115 BUSINESS MATHEMATICS

A study of mathematics as applied to business, with emphasis on word problems involving interest, discount, negotiable instruments, financial statements and ratios,

inventory pricing, depreciation, payroll, income tax, annuities, and amortization. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area C1; Area E2b

**Transfer Credit:** CSU

### BUS. 123 BUSINESS STATISTICS

This course introduces statistics with an emphasis on business applications. Students will learn how to collect, cleanse, analyze, interpret, and present numerical data for the purpose of making effective business decisions. Topics include: collection and presentation of data, measures of central value, probability, sampling and the sampling distribution of the sample average, estimation via confidence intervals, hypothesis testing, and regression and correlation. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area C1; Area E2b

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

### BUS. 125 INTERNATIONAL BUSINESS

International Business introduces students to the integrated and interdependent global environment within which businesses operate. Using theoretical and practical perspectives, this course focuses on several aspects of the global marketplace: national differences; global trade and investment environment; global monetary systems; strategy and structure of international business; and international business operations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





### **BUS. 127 FUNDAMENTALS OF INTERNATIONAL TRADE**

This course covers basic procedures to start an international trading business and provides information about the practices and procedures used in the U.S. to export and import merchandise. Students will learn to evaluate market conditions and channels in other countries, and will be introduced to export and import controls, logistics, customs, methods of payments, and international trade agreements, leading to the ability to craft a short export or import plan. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 136 BUSINESS FINANCE**

Financial Management examines capital markets and corporate finance. The course emphasizes financial aspects of managerial decisions, touches on all areas of finance, including the valuation of real and financial assets, risk management and financial derivatives, the trade-off between risk and expected return, and corporate financing and dividend policy. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** BUS. 100, BUSW 418

**Recommended:** ACTG 121 and Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

### **BUS. 150 SMALL BUSINESS MANAGEMENT**

Small business drives the American economy. This course provides the skills needed to conceive, plan, establish, finance, market, and manage a small business, including: how to write a new venture business plan, how to navigate the challenges and opportunities of the small business environment, how to achieve optimum benefits from limited resources, and how to plan for growth and succession or exit from a small business. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** BUS. 100, Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 171 THE ENTREPRENEURIAL MINDSET**

This course on the Entrepreneurial Mindset engages and inspires students with the determination and perseverance to succeed in business. The course encompasses success concepts in the context of entrepreneurship, and provides for experiential learning beyond the classroom, building relationships and networks that will contribute to opportunities and realization of business and personal goals. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 173 SOURCES OF FINANCING**

Sourcing capital is one of the greatest challenges faced by small or start-up enterprises. Unlocking the process of identifying these sources is key to the success of the enterprise. In this course, students learn about sources of small business financing, and how to effectively pitch a business idea to investors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 174 THE BUSINESS PLAN**

A key component of a business' underlying success is the development of the business plan. This course provides students with tools needed to complete a summary and/or comprehensive business plan. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 176 SELLING THE IDEA**

A key component of an enterprise's success is the clear communication of the idea to potential investors. This course builds on a business plan, and creates a 'pitch-deck'—a brief presentation, often created using PowerPoint—that provides a quick overview of the business plan for use during face-to-face or online meetings with potential investors, customers, partners, and co-founders, as well

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



as the opportunity to practice their pitch's delivery, receive feedback, and refine it. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 180 INTRODUCTION TO MARKETING**

This course is designed to provide students with an understanding of the principles of marketing. The course introduces modern business marketing concepts and strategies and familiarizes students with standards, procedure and techniques used in marketing. Topics include marketing research, components of the marketing mix, consumer / business buying behavior, target marketing, green marketing, digital marketing/social networking, global marketing, branding, personal selling, social responsibility, and ethics in marketing. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 201 BUSINESS LAW**

Introduction to law applied in business environments. Topics include The Constitution, legislative and administrative law, legal systems, enforcement agencies, contracts, crimes, torts, types of business formation, and employment law. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

**C-ID:** BUS 125

### **BUS. 203 INTERCULTURAL RELATIONS IN GLOBAL BUSINESS**

This course covers the basic principles of understanding and appreciating diverse cultures that make up global business, management and the workplace. By examining dissimilarities in cultural systems in various societies, world regions and ethnic communities, students will learn how to manage successful relationships between international business participants from various cultures, appreciate

cultural diversity, and apply ethical business practices around the globe. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU, UC

### **BUS. 205 BUSINESS ETHICS AND SOCIAL RESPONSIBILITY**

This course examines the relationships and interdependencies between businesses, government and society. Topics covered are ethical principles, schools of ethics, regulations, and social and environmental impact of business behavior. Students will study and evaluate historical and ethical business cases. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC

### **BUS. 206 OPERATIONS AND SUPPLY CHAIN MANAGEMENT**

This course introduces students to concepts and tools in operations and supply chain management exploring modern global strategies. Topics include operations, inventory management, quality control, strategic alliances, procurement and outsourcing, global logistics and the impact of information technology on supply chain management, as well as topics related to sustainability, humanitarian logistics, and ethical business practices. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 207 BUSINESS ANALYTICS FUNDAMENTALS**

This course is designed to introduce business students to statistical analysis in order to analyze and transform data into useful information, identify and anticipate trends and outcomes, and ultimately make smarter, data-driven business decisions. The course covers the process, technologies, applications, tools, and skills required to analyze data so that informed and timely decisions can be

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



made. Students will learn the methodologies, techniques, and tools (such as Structured Query Language (SQL), Excel, and Tableau) for visualization, inference, forecasting, optimization, simulation, and data mining. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** BUS. 123 or MATH 200 or CIS 124

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

### **BUS. 208 QUANTITATIVE BUSINESS ANALYSIS**

This is an introductory course on data analysis using spreadsheet software to support management decision including: simple and multiple regression models, forecasting, business simulation models, decision, analysis, and optimization models for resource allocation. Students will become comfortable working with larger datasets and articulating their analysis to a non-technical audience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** BUS. 123 or MATH 200

**Recommended:** BUSW 418 and Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

### **BUS. 209 DATA VISUALIZATION**

This course is an introduction to the principles and techniques for data visualization, the graphical representation of data that improves comprehension, communication, and decision making. Students will learn visual representation methods and techniques to increase the understanding of complex data and models using currently available technology. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** BUS. 123 or MATH 200

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

### **BUS. 230 INTERNATIONAL MARKETING**

Survey course outlining the major dimensions of the global business environment while providing a set of

conceptual and analytical tools to successfully apply the "4 P's" (product, price, place and promotion) to global marketing. Review global economic, political-legal, and cultural environmental factors. Global market research and data sources are explored. Other topics include foreign market selection, foreign market entry, supply chain management, international pricing, and global marketing of services. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 232 SALES MANAGEMENT**

Recognize and capitalize on emerging market opportunities while effectively and efficiently addressing managerial responsibilities in a diverse environment. Enhance communication skills, increase planning, organization, forecasting, and budgeting skills, and learn how to build long-term, mutually beneficial relationships and partnerships with prospects, customers, and various stakeholders. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 233 SOCIAL MEDIA MARKETING**

Explore social media marketing strategies and tactics by using new media channels, as well as digital and mobile technologies and platforms, and design an optimal marketing mix with evaluation of in-market results. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

### **BUS. 401 BUSINESS COMMUNICATIONS**

This course provides the tools and training to be able to communicate persuasively and critically in the workplace. Students will be able to explain the communication process, analyze how word selection and usage affects communication, plan and deliver individual or team oral

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



presentations, as well as understand communication in the context of international business. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU

## Business Microcomputer Applications - Windows Platform

### BUSW 418 SPREADSHEETS

(Formerly BUSW 415 and BUSW 416) Creation and use of spreadsheets, including spreadsheet design, use of menu systems, basic and advanced formulas and functions, relative and absolute addressing, formatting, printing and graphing. Also includes design and optimization of large and complex spreadsheets, database features, macros, and linking of spreadsheets with other software programs. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**C-ID:** BSOT 112X

## Chemistry

### CHEM 192 ELEMENTARY CHEMISTRY

Comprehensive introductory chemistry course covering basic concepts, theories and laws with emphasis on reasoning and problem solving skills. Topics include but are not limited to chemical nomenclature, stoichiometry, electron configuration, atomic orbitals, molecular geometry and bonding. The laboratory component of this course introduces students to both qualitative techniques and quantitative techniques appropriate for data collection, manipulation and analysis of a variety of chemical systems. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 110 or satisfactory score on District math placement test and other measures as appropriate that indicate proficiency in Elementary Algebra.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC\* (IGETC Area 5A and 5C)

**C-ID:** CHEM 101

### CHEM 210 GENERAL CHEMISTRY I

This is the first semester of a two-semester sequence class in general chemistry intended for students pursuing physical sciences, biological sciences, engineering and pre-professional majors. Includes a detailed study of basic principles of atomic and molecular structure and bonding, chemical reactions and equations including stoichiometry and thermochemistry, solutions, gas laws and a brief introduction to organic chemistry with an emphasis on critical thinking and problem solving skills. This course also includes laboratory study of these concepts, experimental chemistry techniques and the analysis and interpretation of experimental findings. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** CHEM 110, CHEM 120S (CHEM 210 & 220)

### CHEM 220 GENERAL CHEMISTRY II

This is the second semester of a two-semester sequence class in general chemistry intended for students pursuing physical sciences, biological sciences, engineering and pre-professional majors. It includes a study of chemical kinetics, chemical equilibria, acid-base chemistry, chemical thermodynamics, electrochemistry, coordination chemistry and nuclear chemistry with an emphasis on critical thinking and problem solving skills. This course also includes laboratory study of these concepts, experimental techniques and the analysis and interpretation of experimental findings. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** CHEM 210

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** CHEM 120S (CHEM 210 & CHEM 220)

### CHEM 231 ORGANIC CHEMISTRY I

Introduction to basic concepts of structure and reactivity of organic compounds; reactions of major functional groups; reaction mechanisms; and synthesis. Principles and practice of laboratory techniques; methods of separation, purification, and synthesis. Designed as the first semester of a one-year organic course or as a one-semester survey. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** CHEM 220

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** CHEM 150, CHEM 160S (CHEM 231 & 232)

### CHEM 232 ORGANIC CHEMISTRY II

More rigorous treatment of mechanisms, reactions and synthesis; structure determination using classical and spectroscopic techniques taught in Chem 231 including identification of unknown compounds and mixtures. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** CHEM 231

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** CHEM 160S (CHEM 231 & CHEM 232)

### CHEM 410 HEALTH SCIENCE CHEMISTRY I

Introduction to chemistry for the health sciences, beginning with scientific measurement and the metric system, followed by chemical bonding, solution chemistry, acids and bases, redox reactions, gases and general aspects of stoichiometry. Students who complete CHEM 210-220 and

CHEM 410-420 will receive credit for CHEM 210-220 only. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 110 or appropriate score on the College Placement test.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3)

### CHEM 420 HEALTH SCIENCE CHEMISTRY II

Completes the sequence, focusing on organic and biochemistry with special emphasis on the chemistry of carbohydrates, lipids, proteins, nucleic acids, and vitamins and their respective metabolism. Students who complete CHEM 210-220 and CHEM 410-420 will receive credit for CHEM 210-220 only. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CHEM 410

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3)

## Chinese

### CHIN 111 ELEMENTARY CHINESE I

A beginning course in Mandarin Chinese with instruction and practice in understanding, speaking, reading, and writing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

### CHIN 112 ELEMENTARY CHINESE II

This course is a continuation of Chinese 111, with further development of the skills of listening, speaking, reading, writing and basic grammar. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 111

**AA/AS Degree Requirements:** Area E5c

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU (CSU GE Area C2), UC

### CHIN 121 ADVANCED ELEMENTARY CHINESE I

A continuation of CHIN 112 Elementary Chinese II with further development of listening, speaking, reading, and writing skills. Cultural elements are integrated into course content. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 112

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

### CHIN 122 ADVANCED ELEMENTARY CHINESE II

A continuation of CHIN 121 Advanced Elementary Chinese I with further development of listening, speaking, reading, and writing skills. It includes short readings using authentic materials. Cultural elements are integrated in the course material. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 121 or equivalent

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 6A)

### CHIN 131 INTERMEDIATE CHINESE I

A continuation of CHIN 122 Advanced Elementary Chinese II with further development of listening, speaking, reading, and writing skills. It includes level appropriate reading of authentic materials. It covers the first half of the third semester's work in Chinese as taught at a four-year university. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 122

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A).

### CHIN 132 INTERMEDIATE CHINESE II

A continuation of CHIN 131 with further development of listening, speaking, reading, and writing skills. It includes level appropriate, advanced reading of authentic materials.

It covers the second half of the third semester's work in Chinese as taught at a four-year university. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 131

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A).

### CHIN 134 CHINESE READING AND WRITING

Intermediate course in Chinese designed to introduce principal Chinese reading and writing skills. Provides a forum to improve comprehension, vocabulary, grammar and syntax while learning the basic reading strategies and writing skills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 122

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU

### CHIN 201 CHINESE CHARACTER WRITING FOR BEGINNERS

An introductory course that focuses on recognizing, reading, and writing Chinese characters. The course emphasizes the evolution of characters and their writing regulations; analyzes their structures and stroke orders; and recognizes their usage in context. The instruction includes some Chinese calligraphy forms and offers hands-on experience in calligraphy pen writing. This course is designed for students who wish to extend their basic skills of Chinese character writing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### CHIN 211 COLLOQUIAL CHINESE I, ELEMENTARY

A beginning conversational Mandarin Chinese course. Extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation and idiomatic usage, with sufficient grammar to give flexibility to the spoken language. The Pinyin phonetic system is used to represent the sounds in Mandarin, and substitute for characters in writing. Designed for students who wish to acquire basic

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



skills of spoken Mandarin Chinese. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU

## CHIN 212 COLLOQUIAL CHINESE II, ELEMENTARY

Continuation of Chinese 211. Extensive oral training in Mandarin. Emphasis on further development of practical vocabulary, pronunciation, and idiomatic usage, with sufficient grammar to give flexibility to the spoken language. The phonetic system Pinyin is used to represent sounds in Mandarin and substitute for characters as a written form. Course designed for students who wish to extend their basic skills of spoken Mandarin Chinese. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 211

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU

## Computer and Information Science

### CIS 110 INTRODUCTION TO COMPUTER AND INFORMATION SCIENCE

Introduction to computers and information science. Includes computer terminology, computer hardware and software, networks, common operating systems, data representation, telecommunications, Internet access and security issues, computer ethics, and beginning computer programming concepts, and an introduction to research processes and methods through online tools and sources. Topics are motivated by current issues and events. Discussions include examination of such issues as privacy, intellectual property, and cloud computing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area C3; Area E2b, E5d

**Transfer Credit:** CSU, UC

**C-ID:** ITIS 120

### CIS 111 INTRODUCTION TO WEB PROGRAMMING

This course provides an introduction to the World Wide Web and Web programming. Basic HTML and CSS will be introduced, as well as client-side scripting in JavaScript using variables, functions, and objects. Introduces programming with HTML, CSS, JavaScript, and the DOM (Document Object Model). Server-side scripting languages such as Python and PHP will be demonstrated. Introduces Web 2.0 topics, such as Ajax, Web Services, and HTML5. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC

**C-ID:** IT IS 130

### CIS 113 RUBY PROGRAMMING

Comprehensive course in Ruby, an open-source dynamic object-oriented scripting language. Covers variables, arrays and hashes, methods and procs, classes, objects, and writing server-side Ruby scripts for the Web. Also covered are exception handling, regular expressions, I/O objects, and modules. An introduction to SQL and the MySQL database, and advanced topics such as Model-View-Controller architecture and agile Web application development with the Ruby on Rails framework. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

### CIS 114 JAVASCRIPT/AJAX PROGRAMMING

Study of the JavaScript programming language. Provides an overview of HTML5 and CSS, client-side programming, variables, arrays, functions, closures, event handlers, objects, form validation, cookies, and the DOM. Introduces Ajax (Asynchronous JavaScript and XML) technologies, design patterns, server-side programming, JSON, open-source libraries, and advanced topics such as ECMAScript versions, security, performance, and Web services. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Completion of CIS 111 or CIS 254.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU, UC

### CIS 117 PYTHON PROGRAMMING

Comprehensive course in Python, an open-source dynamic object-oriented scripting language. Covers variables, arrays, lists, tuples, dictionaries, functions, methods, classes, objects, and writing server-side Python scripts for the Web. Also covered are exception handling, regular expressions, and modules. An introduction to SQL and Python SQLite module. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

**C-ID:** COMP 122

### CIS 121 UNIX/LINUX

Introduction to the UNIX/Linux operating system. Includes a brief introduction to operating systems and UNIX history. Covers UNIX file systems, common shell features including 1/0 redirection, piping, command substitution, and simple job control. Introduces shell-specific facilities, including use of environmental and local variables, and common UNIX utilities. Also includes advanced topics such as shell scripting, communications, and system administration. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of CIS 110.

**Transfer Credit:** CSU, UC

### CIS 124 FOUNDATIONS OF DATA SCIENCE

Introduces the core concepts of data science, including statistical inference and computational thinking, while working with real data, such as economic data, geographic data and social networks. Designed for entry-level students from any major, teaches basic concepts of computer programming. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for MATH 200, Eligibility for CIS 254

**Transfer Credit:** CSU, UC

### CIS 127 HTML5 AND CSS

Introduction to HTML5 and CSS (Cascading Style Sheets). Covers CSS3, HTML5 elements, HTML5 APIs, forms, audio and video, offline applications, Canvas drawing and animation, communication APIs, Web Sockets, and Web Workers. Introduces HTML5 Geolocation, local and session storage, the Web SQL Database, and advanced topics such as mobile web applications, performance analysis, browser issues, and developer tools. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

### CIS 128 MOBILE WEB APP DEVELOPMENT

Employ HTML5, CSS and JavaScript to develop mobile web apps for smart phones and tablet/pad devices. Topics include CSS media queries, mobile user interfaces, platform-independent development, and best practices. Also covers geolocation, maps, audio, video, drawing, animation and offline apps. Provides an introduction to open-source mobile development frameworks, emulators, hybrid apps, and Progressive Web Applications (PWA). Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

### CIS 129 FRAMEWORKS/SERVER-SIDE JAVASCRIPT

Introduction to JavaScript frameworks. Provides an overview of MVC (Model-View-Controller), MVP (Model-View-Presenter) and MVVM (Model-View-ViewModel) design patterns. Server-side JavaScript programming with package managers will be introduced. Also covered are REST (REpresentational State Transfer) Web Services and APIs used to obtain and process data in XML or JSON format. Overview of JavaScript templating engines for Web applications. Various open-source libraries for DOM manipulation, GUI, visualization and testing will be introduced. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of CIS 111.

**Transfer Credit:** CSU, UC

### CIS 132 INTRODUCTION TO DATABASES

This course covers database design and the use of database management systems. It includes an introduction to the relational model, relational algebra, and SQL. It also covers XML data including DTDs and XML Schema for validation, and an introduction to the query and transformation languages XPath, XQuery, and XSLT. The course includes relational design principles based on dependencies and normal forms. Additional database topics introduced are indexes, views, transactions, authorization, integrity constraints, triggers, on-line analytical processing (OLAP), and emerging NoSQL (Not only SQL) databases for cloud and desktop computing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC

**C-ID:** IT IS 180

### CIS 133 NOSQL DATABASES

Introduction to non-relational (NoSQL) data models, such as Key-Value, Document, Column, Graph and Object-Oriented database models. Advantages and disadvantages of the different data architecture patterns will be discussed. Hands-on experience with a representative sample of open-source NoSQL databases will be provided. The rapid and efficient processing of data sets with a focus on performance, reliability, and agility will be covered. Big Data, distributed and cloud computing concepts will be introduced. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** CIS 254, completion of or concurrent enrollment in CIS 132.

**Transfer Credit:** CSU, UC

### CIS 135 ANDROID PROGRAMMING

Introduction to the architecture, API and techniques used to create robust, high-performance applications for Android mobile devices. An overview of the most common tools and techniques for writing Android applications. Other topics include user interfaces, local storage, maps, multimedia,

content providers, sensors, and user events. Storage strategies for persistent information are introduced, including the use of SQLite database features. Introduction to Kotlin programming. Intended for students with previous Java programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** CIS 254

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU, UC

### CIS 137 IOS/SWIFT PROGRAMMING

Introduction to the architecture, API and techniques used to create robust, high-performance apps for iOS mobile devices (iPhone, iPad and wearable) with the Swift programming language. An overview of the most common tools and techniques for designing and creating iOS mobile apps. Other topics include object-oriented programming, user interface design, SwiftUI, MVVM design pattern, multimedia, debugging, sensors, and user events. Storage strategies for persistent information are introduced, including the Core Data framework and the use of SQLite database features. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** CIS 254

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU, UC

### CIS 138 INTERNET OF THINGS

Introduction to the emerging platform called the Internet of Things – wherein billions of devices communicate with each other and “the Cloud”. Exploration of the convergence of multiple disciplines leading to modern Smartphones. Learn how information from physical devices in the real world gets communicated to Smartphone processors. Make informed design decisions about sampling frequencies and bit-width requirements for various kinds of sensors. Gain expertise to affect the real world with actuators such as stepper motors and LEDs, and generate notifications. Learn to interface common sensors and actuators to hardware. Develop software to acquire sensory data, process the data and actuate stepper motors, LEDs, etc. for use in mobile-enabled products. Apply analog-to-digital and digital-to-

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



analog conversion concepts. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** CIS 111, CIS 254

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU, UC

### CIS 140 BIG DATA ANALYTICS

Introduction to the field of Big Data, its concepts and technologies, as well as current programming environments such as R and Python. Students will explore the roles of a data scientist in terms of network architecture, data analytics and predictive analysis. Fundamental questions of data science and scenarios appropriate for each will be discussed. Differentiation among raw data, clean data, and tidy data; and tools to convert data to/from these formats will be covered. Effective management of large data in single and distributed computing environments, including managing data redundancy and failures, will be covered. Introduction to Data Mining and Machine Learning techniques: classification, correlation, cluster analysis, frequent patterns and data visualization will be introduced. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Completion of CIS 254.

**Transfer Credit:** CSU, UC

### CIS 145 INTRODUCTION TO DEVOPS

Introduction to the most common DevOps patterns used to develop, deploy and maintain applications. Covers the core principles of the DevOps methodology and examines a number of use cases applicable to startup, small-medium business, and enterprise development scenarios. Tools for configuration and deployment will be used, as well as common techniques for configuring and deploying systems. Also covered are operations, monitoring, testing, security, and Cloud features. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** CIS 117 and CIS 121

**Transfer Credit:** CSU, UC

### CIS 151 COMPUTER NETWORKING

Introduction to networks and digital communications with a focus on Internet protocols: Application layer architectures (client/server, peer-to-peer) and protocols (HTTP-web, SMTP-mail, etc.), Transport layer operation: (reliable transport, congestion and flow control, UDP, TCP); Network layer operation - (routing, addressing, IPv4 and IPv6), Data Link layer operation (error detection/correction, access control, Ethernet, 802.11, PPP), Layer 2/3 protocols (ATM and MPLS); selected current topics such as: security, multimedia protocols, Quality of Service, mobility, wireless networking, emerging protocols, network management. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** CIS 110 or work experience in the IT field., Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**Transfer Credit:** CSU, UC

**C-ID:** IT IS 130

### CIS 254 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN

Introduction to object-oriented computer programming for computer science majors and computer professionals. Includes simple data types, control structures, an introduction to array and string data structures and algorithms, debugging techniques, history of computer science, systems and environments, and the social implications of computing. Emphasizes object-oriented design, good software engineering principles and developing fundamental programming skills in a high-level programming language such as Java, C++ or Python, for example. This course conforms to the ACM CSO standards. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU, UC

**C-ID:** COMP 112

### CIS 255 (CS1) PROGRAMMING METHODS: JAVA

Object-oriented programming methodology for both computer science majors and computer professionals. Systematic approach to design, construction, and management of computer programs; emphasizing program

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



documentation, testing, debugging, maintenance and software reuse. Also includes evolution of programming languages and emergence of paradigms, UML, virtual machines, exception handling, sorting and searching algorithms, recursion, inheritance, polymorphism, fundamental graphics, and computer ethics. This course conforms to the ACM CS1 standards. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable and CIS 254

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU, UC

**C-ID:** COMP 122

### CIS 256 (CS2) DATA STRUCTURES: JAVA

Abstract data type implementation and usage techniques for computer science majors and computer professionals. Object-oriented approach to a variety of abstract data types including: lists, stacks, queues, priority queues, trees, maps and graphs. Also includes advanced sorting and searching topics, and algorithmic analysis using Big-O notation. This course conforms to the ACM CS2 standards. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CIS 255

**Transfer Credit:** CSU, UC

**C-ID:** COMP 132

### CIS 262 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE

Covers the fundamental mathematical elements of computer science including mathematical logic, sets, functions and relations, generating functions, combinatorics, methods of mathematical proof, basic number theory, algorithms, graphs, trees, basics of probability and statistics, Bayes' theorem, Binomial theorem, discrete probability, and computational complexity. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CIS 278 or CIS 255, (or CIS 250 or CIS 284 offered at Cañada) and successful completion of

Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** COMP 152

### CIS 264 COMPUTER ORGANIZATION AND SYSTEMS PROGRAMMING

The internal organization and operation of digital computers. Systems programming in C programming language. Assembly languages, machine architecture, support for high-level languages (logic, arithmetic, instruction sequencing) and operating systems (I/O, interrupts, memory management, process switching). Elements of computer logic design. Tradeoffs involved in fundamental architectural design decisions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable and CIS 254 or CIS 278

**Transfer Credit:** CSU, UC

**C-ID:** COMP 142

### CIS 278 (CS1) PROGRAMMING METHODS: C++

Object-oriented programming methodology for both computer science majors and computer professionals. Systematic approach to design, construction, and management of computer programs; emphasizing program documentation, testing, debugging, maintenance and software reuse. Also includes UML, virtual machines, exception handling, sorting and searching algorithms, recursion, fundamental graphics, and computer ethics. This course conforms to the ACM CS1 standards. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable and CIS 254

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU (CSU GE Area B4), UC

**C-ID:** COMP 122

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**CIS 279 (CS2) DATA STRUCTURES: C++**

Data abstract type implementation and usage techniques for computer science majors and computer professionals. Object-oriented approach to a variety of abstract data types including: lists, stacks, queues, priority queues, trees, maps and graphs. Also includes advanced sorting and searching topics, and algorithmic analysis using Big-O notation. This course conforms to the ACM CS2 standards. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CIS 278

**Transfer Credit:** CSU, UC

**C-ID:** COMP 132

**CIS 363 ENTERPRISE DATABASE MANAGEMENT**

Comprehensive course in enterprise database management with the open-source Database Systems such as MySQL or PostgreSQL. Covers relational model and theory, forms and theories of normalization, and in-depth SQL. Overview of database administration, stored procedures, functions, triggers, and metadata. Covers DBMS server administration, performance tuning, security, optimization, and database design. Advanced topics include client-server database applications using Java and PHP, dynamic SQL, prepared SQL, and callable statements. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Completion of CIS 111 or CIS 254. Completion of or concurrent enrollment in CIS 132.

**Transfer Credit:** CSU, UC

**CIS 364 FROM DATA WAREHOUSING TO BIG DATA**

Introduction to data warehousing architecture, data extraction, management, and load. Also covered are metadata management, dimensional modeling, data aggregation, data mining and Business Intelligence. Both SQL and NoSQL databases will be employed. Introduction to Big Data architecture, technologies and analytics. Selection, processing and querying of Big Data stores for disparate data sets are also covered. Other topics such as Cloud computing, security management, machine learning, Agile methodology and Big Data tools will be introduced. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in CIS 132.

**Transfer Credit:** CSU, UC

**CIS 380 PHP PROGRAMMING**

Comprehensive course in PHP (hypertext preprocessor scripting language). Includes writing server-side PHP scripts for the Web, procedural and object-oriented programming, forms and browser I/O, an introduction to SQL statements and the MySQL database, and advanced topics such as creating dynamic Web content with PHP and MySQL, sessions, Web services, e-commerce, and authentication with PHP. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of CIS 111 or CIS 254

**Transfer Credit:** CSU, UC

**CIS 479 COMPUTER AND NETWORK SECURITY**

This course covers the concepts of vulnerabilities, threats, attacks, security measures and mechanisms in computer networks. The course will introduce the fundamental concepts of security technology and the applications of these technologies. Topics include fundamental cryptography, authentication, encryption, digital signatures, digital certificates and network security protocols such as IP Sec, SSL. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** Completion or concurrent enrollment in CIS 151.

**Transfer Credit:** CSU, UC

**CIS 480 ENTERPRISE SECURITY POLICY MANAGEMENT**

Concepts of how to secure an enterprise by creating a security policy and developing procedures to maintain that security policy. Perform risk analysis and assessment on enterprise security. System Administrators, IT Managers, and Analysts would benefit from this course, as well as Technologists wanting to broaden their impact. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CIS 151

**Corequisites:** CIS 479

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105., CIS 110

**Transfer Credit:** CSU

### CIS 481 ENTERPRISE EMERGENCY RESPONSE PLANNING

An exploration of how to plan for emergency response, recover from a disaster and how to mitigate risks. System Administrators, IT managers and Analysts would benefit from this course, as well as Technologists wanting to broaden their expertise. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105., CIS 110

**Transfer Credit:** CSU

### CIS 482 ETHICAL HACKING

Students will scan, test, hack and secure systems, implement perimeter defenses, and scan and attack virtual networks. Other topics include intrusion detection, social engineering, footprinting, DDoS attacks, buffer overflows, SQL injection, privilege escalation, trojans, backdoors and wireless hacking. Legal restrictions and ethical guidelines emphasized. This course also helps prepare students to pass the Certified Ethical Hacker (C|EH) exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CIS 151

**Transfer Credit:** CSU

### CIS 483 DIGITAL FORENSICS AND HACKING INVESTIGATION

This course is an introduction to computer cyber-crime and hacking investigation processes. Topics include computer forensics tools, hacking investigation tools, data recovery, information gathering techniques, computer data preservation techniques, and computer cyber crime investigation techniques. System administrators, security professionals, IT staff, and law enforcement personnel, would benefit from taking this course. Also, this course can help prepare students to pass computer forensics certification examinations, such as the EC-Council

Computer Hacking Forensic Investigator (CHFI) or the Certified Forensic Computer Examiner (CFCE) credential. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105., CIS 110

**Transfer Credit:** CSU

### CIS 493 CLOUD SECURITY FUNDAMENTALS

An exploration of how to secure a Cloud environment. We will examine the history of Cloud computing, and various contemporary Cloud environments, such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). We will study Cloud security operations, for both native and hybrid Cloud environments. Other topics covered include network security, host security, Identity and Access Management (IAM), cryptography and data protection. This hands-on course is designed to prepare students for modern day infrastructure environments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CIS 151

**Transfer Credit:** CSU

### CIS 500 INTRODUCTION TO CLOUD COMPUTING

The course will provide students with a thorough treatment of Cloud Computing and its applicability to commercial application development as well as research computing needs. The lectures cover topics related to infrastructure and software stack, programming models (e.g., MapReduce and Pregel), underlying distributed storage layers (e.g., HDFS and HBase), as well as enabling technologies such as virtualization. Students will also be exposed to various Cloud frameworks and libraries (e.g., Mahout, Pig, and Hive). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** CIS 117 or CIS 254 or CIS 278

**Transfer Credit:** CSU, UC

### CIS 501 (CS2) DATA STRUCTURES: PYTHON

Abstract data type implementation and usage techniques for computer science majors and computer professionals. Object-oriented approach to a variety of abstract data types

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



including: lists, stacks, queues, priority queues, trees, maps and graphs. Also includes advanced sorting and searching topics, and algorithmic analysis using Big-O notation. This course conforms to the ACM CS2 standards. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CIS 117

**Transfer Credit:** CSU, UC

**C-ID:** COMP 132

### CIS 502 APPLIED PYTHON PROGRAMMING

The course introduces advance topics in Python programing and Python software development. The course also introduces some of Python's scientific computing libraries. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** CIS 117

**Transfer Credit:** CSU, UC

### CIS 503 DATA VISUALIZATION AND TEXT ANALYSIS IN PYTHON

Introduction to information visualization, reporting and charting using the Matplotlib library. Text mining and text manipulation basics using the NLTK framework will also be covered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CIS 117

**Transfer Credit:** CSU, UC

## Communication Studies

### COMM 110 PUBLIC SPEAKING

Theory and techniques of public speaking in democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, extemporaneous delivery, and evaluation of various types of speaking, including informative and persuasive speeches. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E2b, E5d

**Transfer Credit:** CSU (CSU GE Area A1), UC (IGETC Area 1C)

**C-ID:** COMM 110

### COMM 115 SURVEY OF HUMAN COMMUNICATION

An introductory course to the field of Communication Studies. Fundamental theories and competencies in public speaking, interpersonal/intercultural communication, and small group communication will be covered. Oral presentations will be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E2b, E5d

**Transfer Credit:** CSU (CSU GE Area A1), UC (IGETC Area 1C)

**C-ID:** COMM 115

### COMM 130 INTERPERSONAL COMMUNICATION

Interpersonal communication, rational dialogue, and cooperative analysis of communicative events. Study of communicative interactions, the symbolic process, reasoning and advocacy, and the effects of communication on people and society. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E5d

**Transfer Credit:** CSU (CSU GE Area A1 or D), UC (IGETC Area 1C or 4).

**C-ID:** COMM 130

### COMM 140 SMALL GROUP COMMUNICATION

Understanding of the principles of group interaction and decision making, including study of leadership, types of authority, teamwork, and conflict resolution. Participation in discussion groups to share information, solve problems, and reach consensus. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or 105

**AA/AS Degree Requirements:** Area E2b, E5d

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU (CSU GE Area A1), UC (IGETC Area 1C)

**C-ID:** COMM 140

### COMM 150 INTERCULTURAL COMMUNICATION

Designed for students of all cultural backgrounds. Study of the relationship of communication to culture, cultural components of life within and outside the U.S., verbal and nonverbal differences, the effect of prejudice on society. Emphasizes the sensitivity and empathy required for intercultural competence. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or 105

**AA/AS Degree Requirements:** Area E2b, E5d

**Transfer Credit:** CSU (CSU GE Area A1), UC (IGETC Area 1C)

**C-ID:** COMM 150

### COMM 170 ORAL INTERPRETATION I

Oral reading of different forms of literature (poetry, short story, drama); analysis of meaning; analysis of voice quality; enunciation, pronunciation, and expressiveness; recordings and performances for audiences. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or 105

**AA/AS Degree Requirements:** Area E2b, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

**C-ID:** COMM 170

### COMM 171 ORAL INTERPRETATION II

Continuation of oral reading of different forms of literature (poetry, short story, drama); analysis of meaning; analysis of voice quality; enunciation, pronunciation, and expressiveness; recordings and performances for audiences. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** COMM 170

**AA/AS Degree Requirements:** Area E2b, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

## Cooperative Education

### COOP 620 COMMUNITY ENGAGEMENT/WORK EXPERIENCE

This course is a self-directed student volunteer program designed to facilitate experiential learning and service to the community. Volunteer placements include animal care facilities, clinics, daycare centers, hospitals, recreation programs, senior centers, schools, and various social service agencies. Students volunteer 60 hours per unit per semester for 1 - 3 units during the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1 - 3

**Hours/semester:** 60-180 Work Experience

**Prerequisites:** Students must have completed at least 9 college units prior to enrolling in Community Engagement.

**Corequisites:** During the fall or spring semesters, students must be enrolled in a minimum of 6 college units including Community Engagement.

**Transfer Credit:** CSU

### COOP 670 COOPERATIVE EDUCATION/WORK EXPERIENCE

Students may receive credit for work experience related to their major field or to their established career goal. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 75 hours per unit for paid work and 60 hours per unit for unpaid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1 - 4

**Hours/semester:** 75-300 Work Experience; 60-240 Field Experience

**Transfer Credit:** CSU

## Cosmetology

### COSM 712 COSMETOLOGY I

In this course, the students study theoretical and practical application of life skills, professional image, history and career opportunities, anatomy, physiology, skin structure growth, hair sculpture/scalp properties, skin disorders and disease, principles of hair design, hairstyling, hair preparation services, hair color, and chemical health and safety as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).

If you have questions, see your counselor.



**Units:** 9.5

**Hours/semester:** 80-90 Lecture; 216-243 Lab; 160-180 Homework

### **COSM 722 COSMETOLOGY II**

In this course, students study theoretical and practical application of infection control principles, skin disorders and diseases, nail structure and growth, nail disorders and diseases, manicuring, nail wraps and tips, light-cured gel nails, pedicuring, haircutting, facials, facial hair removal, facial make-up, and health and safety as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 9.5

**Hours/semester:** 80-90 Lecture; 216-243 Lab; 160-180 Homework

**Prerequisites:** Completion of or concurrent enrollment in COSM 712

### **COSM 732 COSMETOLOGY III**

Study of theoretical and practical application of hair service preparation, chemistry, electricity, hair color, electrical and chemical facials, hair removal and preparation for the state licensing written exam. Continued practice in skill building by applying and executing theoretical and practical discipline competencies, as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 9.5

**Hours/semester:** 80-90 Lecture; 216-243 Lab; 160-180 Homework

**Prerequisites:** COSM 712 and COSM 722

### **COSM 742 COSMETOLOGY IV**

Study intermediate theoretical and practical application of artificial nails, nail disorders and disease, chemical texture services, haircutting services, communicating for success, career planning, working on the job, and the beauty business. Continued practice in building intermediate skill while applying and executing theoretical and practical discipline competencies studied in fundamental classes, as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 9.5

**Hours/semester:** 80-90 Lecture; 216-243 Lab; 160-180 Homework

**Prerequisites:** Completion of or concurrent enrollment in COSM 732

### **COSM 746 COSMETOLOGY V**

Study advanced theoretical and practical application of haircutting, hair removal, basic chemistry and electricity, hair color formulation, electrical facials, and chemical facials, within a simulated salon environment. Concentration on developing advanced skills that will prepare students to achieve state licensing as well as acquire and retain employment. Continued practice in health and safety protocols as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** COSM 732 and COSM 742

### **COSM 749 COSMETOLOGY VI**

Study advanced theoretical and practical application of hair design, hairstyling, artificial nails, chemical texture services, and salon business within a simulated salon environment. Concentration on building professional soft skills that will prepare students for successful transition to employment. Continued practice in health and safety protocols as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** COSM 732 and COSM 742

### **COSM 757 SUPPLEMENTAL COSMETOLOGY VII**

Supplemental class for students requiring extra theory and/or lab hours to meet state requirements for license testing. Continued practice in building cosmetology skills by applying and executing theoretical and practical discipline competencies studied in previous classes, as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** COSM 746 and COSM 749

### **COSM 763 BRAIDING AND HAIR DESIGN I**

One of two courses in Braiding and Hair Design Certificate of Specialization. Topics include theoretical and practical application of intermediate to advanced techniques

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





including hair preparations, hair enhancements, hair design, basic to intermediate braiding, health and safety, and career opportunities. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 8-9 Lecture; 48-54 Lab; 16-18 Homework

**Prerequisites:** Admission to cosmetology program, graduate of a cosmetology program, and/or licensed cosmetologist.

### **COSM 764 BRAIDING AND HAIR DESIGN II**

One of two courses in Braiding and Hair Design Certification of Specialization. Topics include theoretical and practical application of advanced techniques in braiding, hair design, health and safety, and career opportunities. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 8-9 Lecture; 48-54 Lab; 16-18 Homework

**Prerequisites:** Admission to cosmetology program, graduate of a cosmetology program, and/or licensed cosmetologist.

## **Counseling**

### **COUN 111 COLLEGE PLANNING**

This comprehensive college orientation is recommended for incoming students and provides information about exploring and achieving educational, career and personal goals. Topics include college student expectations, college culture, policies, services, and programs that enhance academic, career and personal development. Students are introduced to academic planning and preparing for future transfer and career goals. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

### **COUN 114 TRANSFER ESSENTIALS I**

This course provides essential information about the university transfer function. Highly recommended for students whose educational goal is to transfer to a college or university and complete a bachelor's degree. Learn how to transfer within the California State University (CSU) and University of California (UC) systems, as well as private-independent and out-of-state colleges and universities. The course covers academic requirements for transfer admission eligibility and selectivity, transfer admission decisions, planning for transfer, general education, lower

division major preparation requirements, guarantee transfer programs and application timelines. This course is offered during the fall semester when most transfer applications are completed. Students will complete the CSU Application, UC Planner, TAG, Common Application and other applications for transfer admission. Other topics include services that support transfer, and issues related to achieving transfer as an educational goal. (Fall Only) *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **COUN 115 TRANSFER ESSENTIALS II**

This course is highly recommended for students who have completed COUN 114 Transfer Essentials I and/or who have already applied or plan to apply for transfer admission for the next academic year. Emphasis will be placed on important follow-up activities for the University of California (UC) and California State University (CSU) systems, as well as completing admission applications for colleges and universities with spring application deadlines. Topics include applying for financial aid and scholarships, applying for an associate's degree before transfer, maintaining your Transfer Admission Agreement (TAG). The process of accepting offers of admission and appealing admissions decisions will be reviewed. Other pre-transfer essentials include participating in campus visit days, submitting official transcripts, applying for campus housing, attending campus events and orientations for new transfer students. (Spring only) *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105., Completion of COUN 114 or plans to transfer in the upcoming fall semester.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **COUN 120 COLLEGE AND CAREER SUCCESS**

(Formerly CRER 120) A comprehensive approach to college and career planning. Emphasizes educational planning, self-assessment, decision making, college success strategies, study skills/learning styles and techniques for addressing personal changes associated with college and career. Explores college life, student responsibilities and career options. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**AA/AS Degree Requirements:** Area E5d**Transfer Credit:** CSU (CSU GE Area E1), UC**COUN 124 EFFECTIVE COLLEGE LEARNING**

A comprehensive examination of the sociological, psychological and physiological aspects of learning in the college environment. Students will develop self-awareness of internal beliefs, develop a basic understanding of the physiological factors involved in learning. Students will examine the effects of stress, and address potential roadblocks to learning in the areas of college reading, writing and mathematics. Students will combine theory and practice to become successful learners and successful college students. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 100 or ENGL 105**AA/AS Degree Requirements:** Area E5d**Transfer Credit:** CSU**COUN 128 PUENTE: FOUNDATION FOR COLLEGE SUCCESS**

(Formerly CRER 128) Puente: Foundation for College Success is part of the Puente Project and must be taken concurrently with ENGL 105. COUN 128 is designed to assist CSM Puente students in developing the skills and tools critical to succeed in college. Through a holistic and comprehensive approach, the course will consist of college orientation, student success strategies, cultural identity and personal development as a foundation for college success. Puente students will have the opportunity to engage collaboratively and promote team building while building their leadership skills. Topics covered will include educational planning, self-assessment, decision making, student success strategies, motivation, cultural identity, study skills, learning styles, goal setting and financial aid. Students will receive an introduction to library research and complete a research project. COUN 128 will support the degree/transfer attainment of Puente students by establishing a sense of belonging, enhancing student engagement and self-reflection as well as deepening the understanding of the college system and expectations. In addition, consideration of psychological, sociological and physiological components that attribute to personal and academic success will be explored. This course will require participation in off-campus field trips. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Corequisites:** ENGL 105**AA/AS Degree Requirements:** Area E5d**Transfer Credit:** CSU (CSU GE Area E1), UC**COUN 129 PUENTE: TRANSFER READINESS**

COUN 129 Puente: Transfer Readiness is part of the Puente Project and must be taken concurrently with ENGL 110. COUN 129 Puente: Transfer Readiness is part of the Puente Project. COUN 129 integrates a seminar-style approach to Transfer Readiness to a CSU, UC, Private or Out of State University. Topics include admissions requirements, transfer planning & selection, transfer tools/resources, Transfer Admissions Guarantees, Associate Degrees for Transfer and university visits. In addition, COUN 129 will focus on a deeper understanding and critical inquiry into educational history/theory of Public Education in the U.S. and how it's impacted the educational experience of underrepresented students. COUN 129 will also examine the practice of leadership, historical traditions of leadership, and current leadership theories through the lens of Latinx experiences. It will explore the responsibilities and privileges of leadership, and help students develop their own foundation for leadership within the Latinx community. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** ENGL 110 The Puente Project incorporates an interdisciplinary approach between English and COUN courses. To this end, curriculum, assignments, topics, discussions and themes are integrated between both Fall ENGL 105 and COUN 128 as well as Spring ENGL 110 and COUN 129. As such, students must be registered in both classes concurrently to meet Puente Project course expectations and to maintain the continuity of curriculum between ENGL and COUN courses as required by the Puente Project.

**AA/AS Degree Requirements:** Area C3**Transfer Credit:** CSU**COUN 240 COLLEGE AND ACADEMIC SUCCESS**

This course assists students in understanding and engaging in college success skills and strategies. Designed to improve academic and personal success, this course takes students through a journey that includes study skills development, value clarification, personal and educational goals and options, financial literacy, time and life management, critical and creative thinking, and an awareness of learning styles. The course also provides assistance to develop communication skills related to self-advocacy. (Course is cross listed as LCTR 240.) *Letter Grade Only. Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

## Career and Life Planning

### CRER 100 CAREER PLANNING AND LIFE EXPLORATION

This course is designed to help students demonstrate an understanding and appreciation for the impact and significance of career choices on their lifestyle and social experiences. Provides a comprehensive approach to life and career planning. Topics include evaluation of students' values, skills, personality and interests, an analysis of career research and exploration, and learning current job seeking skills. An intensive career investigation that encompasses decision-making, goal-setting, job search strategies, resume writing, and interviewing skills will be completed. Students will analyze the relationship between themselves, their life choices and the ongoing process of career planning and self-development. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU, UC

### CRER 126 CAREER I: CAREER ASSESSMENT & EXPLORATION

This class is designed to help students determine an appropriate career, major or job choice. Self-assessment activities such as vocational surveys, personality assessments, work values, skill identification, decision making and goal setting may be used. Students will have an opportunity to explore careers and gain a better understanding of career options. They will research careers and college majors in order to make informed choices. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1)

### CRER 127 CAREER CHOICES II: JOB SEARCH

Focuses on job search preparation. Topics include: the job market, resume, networking, marketing yourself, gathering information, preparing for the interview, common interview questions, successful interview strategies and follow-up actions. Students will practice and receive coaching on all phases of a successful interview. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### CRER 155 LEADERSHIP STUDY

This course examines the practice of leadership, historical traditions of leadership, current leadership theories, and examines the context of leadership in a modern world. The course explores the responsibilities and privileges of leadership and provides a practical foundation for leadership within a community. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

## Dance

### DANC 100 DANCE APPRECIATION

A survey course exploring Western concert dance as well as world dance forms. Students will discover what dance reveals about cultural, national and ethnic identity, class and gender, and study the history of major dance forms. Students will investigate dance through readings, videos, dance participation exercises and by attending live performances. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### DANC 116.1 WALTZ I

The Waltz is a rotating dance that has changed many times. Students will study the beginning level variations of Slow,

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



Fast, Rotary, and Viennese forms of this dance. No prior experience is needed, and no partner required, we rotate partners in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 116.2 WALTZ II

The Waltz is a rotating dance that has changed many times. Students will study the intermediate level variations of Slow, Fast, Rotary, and Viennese forms of this dance. No partner required, we rotate partners in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 116.3 WALTZ III

The Waltz is a rotating dance that has changed many times. Students will study the advanced level variations of Slow, Fast, Rotary, and Viennese forms of this dance. No partner required, we rotate partners in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 116.4 WALTZ IV

The Waltz is a rotating dance that has changed many times. Students will study the expert level variations of Slow, Fast, Rotary, and Viennese forms of this dance. No partner required, we rotate partners in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 117.1 TAP DANCE I

Beginning Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills.

Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 117.2 TAP DANCE II

Intermediate Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills. Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 117.3 TAP DANCE III

Advanced Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and advanced performance skills. Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 117.4 TAP DANCE IV

Expert Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills. Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 121.1 MODERN DANCE I

Beginning level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 121.2 MODERN DANCE II

Intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 121.3 MODERN DANCE III

Advanced level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 121.4 MODERN DANCE IV

Expert level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self

expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 128.1 LATIN DANCE I

Beginning level instruction in several varieties of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No prior experience needed, no partner required, as we rotate partners in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 128.2 LATIN DANCE II

Intermediate level instruction in several styles of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No prior experience needed, no partner required, we rotate partners in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 128.3 LATIN DANCE III

Advanced level instruction in several styles of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required, we rotate partners in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 128.4 LATIN DANCE IV

Expert level instruction in several styles of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required, we rotate partners in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 130.1 JAZZ DANCE I

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the beginning level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 130.2 JAZZ DANCE II

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the intermediate level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 130.3 JAZZ DANCE III

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students

will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 130.4 JAZZ DANCE IV

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the expert level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 140.1 BALLET I

Beginning barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 140.2 BALLET II

Intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**DANC 140.3 BALLET III**

Advanced barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 140.4 BALLET IV**

Expert level barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 151.1 SOCIAL DANCE I**

This is an introductory Social Dance class geared to beginners and taught with an emphasis on the social aspects of dance. The basics of several dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Triple Step Swing, Slow Waltzes, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required, we rotate partners in class; no prior experience needed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 151.2 SOCIAL DANCE II**

This is an intermediate Social Dance class emphasizing the basics of several dance styles, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Triple Step Swing, Slow Waltzes, Cha cha, Night Club Two- Step, Tango, Foxtrot,

Rumba, Bachata, Merengue and Salsa. Partners are not required, we rotate partners in class; no prior experience needed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 151.3 SOCIAL DANCE III**

This Social Dance class is taught with an emphasis on the social aspects of dance. Several advanced level dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: West Coast Swing, Lindy Hop, Rotary Waltz, Cha cha, Bachata, Night Club Two- Step, Tango, Foxtrot, Rumba, Bachata and Salsa. Partners are not required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 151.4 SOCIAL DANCE IV**

This Social Dance class is taught with an emphasis on the social aspects of dance. Several expert level dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: West Coast Swing, Lindy Hop, Rotary Waltz, Bachata, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Bachata and Salsa. Partners are not required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 167.1 SWING DANCE I**

Beginning level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No prior experience needed,

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



no partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 167.2 SWING DANCE II

Intermediate level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 167.3 SWING DANCE III

Advanced level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 167.4 SWING DANCE IV

Expert level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 390 DANCE COMPOSITION/THEORY/CHOREOGRAPHY

This course is intended for students with dance experience at any level. Students are introduced to aesthetic, philosophical and theoretical concepts regarding dance composition. Emphasis placed on movement invention, choreographic techniques, analyzing choreography, and choreographing solo and group works. Both formal and improvisational structures are explored. Students choreograph as well as participate in others' compositions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** DANC 121.1 or recent modern dance experience or DANC 130.1 or recent jazz dance experience or DANC 140.1 or recent ballet experience

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 400.1 DANCE PERFORMANCE & PRODUCTION I

Beginning level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU, UC

### DANC 400.2 DANCE PERFORMANCE & PRODUCTION II

Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU, UC

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





### DANC 400.3 DANCE PERFORMANCE & PRODUCTION III

Advanced level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU, UC

### DANC 400.4 DANCE PERFORMANCE & PRODUCTION IV

Expert level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU, UC

## Dental Assisting

### DENT 701 DENTAL SCIENCE I

An introduction to the basics of dentistry. Covers subjects of importance to current or potential dental assisting students, including tooth numbering systems, oral anatomy, tooth morphology, tooth structures, oral embryology, oral histology, dental caries, periodontal diseases, oral pathology, disease prevention techniques and nutrition as it affects the oral cavity. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** BIOL 130 and Eligibility for ENGL 100

### DENT 702 DENTAL SCIENCE II

A complete study in the hard and soft tissues of the oral cavity and anatomy of the head and neck. Introduction to the body systems, blood supply of the head and neck, and innervation of the teeth. Open to current or potential

Dental Assisting Students. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** DENT 701

**Recommended:** BIOL 130 and Eligibility for ENGL 100 or ENGL 105

### DENT 703 ALLIED HEALTH COMMUNICATION

Prepares the dental assisting student for a career in an allied health profession by providing the necessary skills to work and communicate effectively with patients, dental team members, and other health professionals. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

### DENT 721 DENTAL MATERIALS I

Introduces the student to the vast subject of dental materials and dental laboratory procedures and equipment. Safety measures and protocols are taught in a laboratory setting. Provides instruction in dental cements, restorative materials, impression materials, gypsum products, and their physical and chemical properties. Students develop the skills necessary for materials manipulation in both the dental laboratory and the treatment room. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Acceptance to the Dental Assisting Program

**C-ID:** DENA 105X (DENT 721 & 722)

### DENT 722 DENTAL MATERIALS II

Learn to perform allowable duties for a RDA to include placing liners, bases, bonding agents, isolation devices, and matrices at the novice level utilizing safety precautions. Further study of dental materials including, but not limited to, custom trays, bleach trays, removable prosthodontics, and implants. This course contains the didactic and clinical components to meet the requirements for a California approved course in pit and fissure sealants certificates. (This course is offered in the Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Prerequisites:** DENT 721

**C-ID:** DENA 105X (DENT 721 & 722)

### DENT 730 OCCUPATIONAL SAFETY AND INFECTION CONTROL IN DENTISTRY

Topics covered include infection control procedures, safety policies, compliance issues for dental practice, as well as guidelines and standards from regulatory agencies such as the Centers for Disease Control and the Occupational Safety and Health Administration. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Prerequisites:** Admission to the Dental Assisting Program

### DENT 740 CHAIRSIDE ASSISTING I

This course provides the students with an introduction to chairside dental assisting procedures. This course is designed to meet the requirements of the California State approved course in coronal polish certificates. Intended for full time students accepted into the Dental Assisting Program. (This course is offered in the Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Acceptance to the Dental Assisting Program

### DENT 742 CHAIRSIDE ASSISTING II

Further study in chairside procedures, skills, techniques, and instrumentation, including removal of stains and soft deposits from the coronal surfaces of the teeth. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** DENT 740, DENT 751

### DENT 749 PRECLINICAL DENTAL SCIENCE LABORATORY

Provides the student with a swift introduction to chairside skills, dental units, preparing and dismissing the dental patient, preparing and breaking down the dental treatment room, proper oral evacuation placement, and generalized instrumentation. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Acceptance to the Dental Assisting Program

### DENT 751 DENTAL CLINIC

This course is held at the University of California San Francisco School of Dentistry. The dental assisting students assist dental students at chairside. The student is able to apply previously taught chairside theory to practical experience while caring for the dental patient. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 72-81 Lab

**Prerequisites:** Acceptance into the Dental Assisting Program

### DENT 753 DENTAL ASSISTING CLINICAL PRACTICE

Clinical experience in dental assisting for students in the dental assisting program. Clinical work must be unpaid and a certain number of hours accumulated per ADA Accreditation Standards. For students enrolled full time in the Dental Assisting Program. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 240-270 Lab

**Prerequisites:** DENT 751

**Transfer Credit:** CSU

### DENT 763 DENTAL RADIOLOGY

Designed to meet the standards established by the Dental Board of California for the operation of dental radiographic equipment in California in a one semester format. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** Admission into the Dental Assisting Program

### DENT 770 DENTAL OFFICE PROCEDURES

This course covers all aspects of dental office management and uses Dentrix G-4 and a variety of Dental software. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 2.5

**Hours/semester:** 32-36 Lecture; 24-27 Lab; 64-72 Homework

**Prerequisites:** Acceptance to the Dental Assisting Program

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**C-ID:** DENA 100X

## Digital Media

### DGME 100 MEDIA IN SOCIETY

Students will examine media's influence on culture and society while also analyzing their personal media habits. This course helps students evaluate the ways in which they receive and perceive news and entertainment. Students will be guided through the extraordinary history of mass communication. This course includes lessons in advertising, media effects, and the application of media theories. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area C3; Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4).

**C-ID:** JOUR 100

### DGME 101 WRITING FOR MASS MEDIA

Students in this class will practice the basic skills needed to write for various forms of media, including print and broadcast, news writing, web, TV scripts, and press releases. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### DGME 102 MEDIA LAW AND ETHICS

Why do you think they're called "illegal" downloads? In this course, students will examine U.S. law and regulation governing mass media, from print to the Internet. Students will also examine the ethical conflicts faced by media professionals. Topics include: freedom of speech, citizen journalism, defamation, privacy, copyright, obscenity, truth, ethics, social media and advertising. This course will help prepare future media producers to work in industries that have significant influence over society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area C3; Area E2b, E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### DGME 103 FUNDAMENTALS OF TWO-DIMENSIONAL DESIGN

This course emphasizes the critical examination of basic principles and elements of design. Students acquire fundamental design and compositional skills while exploring basic theoretical and practical concepts of 2-D design. Students apply visual solution strategies and implement all steps of the design process as they solve various problems. In addition, students examine, compare and analyze historical and contemporary examples of two-dimensional art and design, within a global context. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 100

### DGME 104 DIGITAL MEDIA CAREER PATHWAYS

Digital Media Career Pathways focuses on digital media career avenues within creative industries. The course details the various skills needed in the areas of Graphic Design, Gaming and Animation, Interactive Media, Web Design, Broadcasting, and Digital Music. Those who complete the course will have an idea as to what digital media area(s) they may want to pursue as well as how to go about actively pursuing them. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### DGME 105 INTRODUCTION TO DIGITAL MEDIA

Introduction to the tools and techniques of Digital Media. Includes basic computer skills, digital image capture, image manipulation, illustration, layout, time based media, 3D, and emerging technologies. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Transfer Credit:** CSU, UC

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**DGME 107 INTRODUCTION TO SOCIAL MEDIA**

Students will explore the possibilities and limitations of social media and will have hands-on experience with several forms of social media technology, such as Facebook, Twitter, blogs and wikis. This course provides a framework for understanding and evaluating social media tools and platforms. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Transfer Credit:** CSU

**DGME 110 PHOTOSHOP FUNDAMENTALS**

This introductory course is designed to provide an overview of Photoshop tools and techniques. Students will learn the fundamentals of digital imaging concepts and compositing techniques. Adobe Photoshop is an industry standard for many different disciplines including desktop publishing, multimedia design, web design, and digital video editing. Photoshop is used in many digital media courses and is an important tool in the digital media industry. Assignments require the use of Adobe Creative Cloud® outside of class hours. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Transfer Credit:** CSU

**DGME 113 DIGITAL VIDEO PRODUCTION**

Students will acquire the skills necessary to make professional level video productions, which may be used in documentaries, music videos, TV productions, commercials, news reports, and digital films. Covers video field production from planning and scripting, through shooting and editing. Students learn on-location production techniques and technologies, such as shooting to edit. Hands-on training allows students to develop skills in camera operation, audio, and lighting. Includes digital video editing using common software such as Adobe Premiere. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Transfer Credit:** CSU

**C-ID:** FTVE 130

**DGME 114 DIGITAL VIDEO PRODUCTION II**

This course is intended as the next stage in enhancing the video production abilities developed in DGME 113 Digital Video Production. Students will shoot and edit more advanced projects that further expand their skills in location production, including scripting, lighting, sound recording, continuity editing, and working in small crews. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Prerequisites:** DGME 113

**Transfer Credit:** CSU

**DGME 118 DIGITAL AUDIO PRODUCTION**

Students get hands-on experience in audio production and the basic operation of professional audio equipment. Covers basic microphone techniques, recording in the studio and field, and broadcast production. Students will gain a practical understanding of digital audio recording, mixing, and editing. Includes an introduction to digital audio editing software. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Transfer Credit:** CSU

**DGME 119 RADIO AND PODCAST PRODUCTION LAB**

Students in this hands-on audio lab course will produce radio programming with a community-interest focus that will air on CSM's streaming radio station K-DOG in accordance with FCC standards. Students may also serve as radio station staff and be invited to submit projects for broadcast on Jazz91FM (KCSM). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** DGME 118, MUS. 290

**Transfer Credit:** CSU

**DGME 128 MEDIA PERFORMANCE & PRESENTATION**

This course offers performance training for media presenters. Students learn to present information for diverse audiences and various media platforms including

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



audio, on-camera, and social media. Students will gain experience in news, demonstration, interviews, voiceovers, and presenting themselves to media audiences. Exercises are intended to improve articulation, pronunciation, and interpretation of messages. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU

### DGME 133 RADIO AND PODCAST PRODUCTION LAB II

A continuation of DGME 119 Radio and Podcast Production Lab. Students gain experience with more complex radio programming and production projects in the context of community-interest radio. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** DGME 119

**Transfer Credit:** CSU

### DGME 134 RADIO PRODUCTION LAB III

Continuation of radio lab sequence. Students gain experience with more complex radio programming and production projects in the context of community-interest radio. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** DGME 133

**Transfer Credit:** CSU

### DGME 135 RADIO PRODUCTION LAB IV

Students gain experience with more complex radio programming and production projects in the context of community-interest radio. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** DGME 134

**Transfer Credit:** CSU

### DGME 164 USER INTERFACE/USER EXPERIENCE DESIGN

Covers the fundamentals of user-centered interface design concepts and practices for web, mobile devices, and other applications. Students gain an understanding of how users interact with an interface and be introduced to the concepts of usability, interface associations and aesthetics, and the user experience. Basic knowledge of Adobe Illustrator and Photoshop is required. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** DGME 211 and DGME 110

**Transfer Credit:** CSU, UC

### DGME 165 INTRODUCTION TO DIGITAL ANIMATION

A project-based course exploring both traditional and digital animation techniques through the use of 2D digital animation. Other topics include implementation of successful graphic user interface solutions for web design and stand-alone applications using the scripting capabilities. Some familiarity with Adobe Illustrator is presumed. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** DGME 211 or equivalent.

**Transfer Credit:** CSU

### DGME 167 WEB AND MOBILE DESIGN I

This course teaches the fundamentals of website/mobile front-end development through a mixture of hands on exercises, lecture, and demonstration. Topics include site principles, introduction to HTML, color and image preparation for the web and mobile, mobile and desktop browser compatibility, graphic user interface design, usability, internet ethics, and copyright issues. Students build a basic website following accepted design layout standards. Some familiarity with Adobe Photoshop is presumed. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105., DGME 110 and, DGME 111 or equivalent

**Transfer Credit:** CSU

### DGME 168 WEB AND MOBILE DESIGN II

Students learn advanced concepts and techniques to create elaborate and visually appealing content for a variety of devices. User centered design, graphic user interface customization, Internet ethics, and copyright issues are taught as well as a review of basic color, layout and typography theory and practice. Some HTML, CSS, JavaScript, and CGI concepts are demonstrated to incorporate basic interactivity. Some familiarity with Adobe Photoshop is presumed. Software: Adobe Creative Cloud®  
*Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105., DGME 167 and, DGME 111 or equivalent.

**Transfer Credit:** CSU

### DGME 169 WEB AND MOBILE DESIGN III: MOBILE FIRST DESIGN

Students utilize HTML & CSS skills to create mobile first and responsive websites. Students will learn the fundamentals of responsive web design (RWD) that include media queries, fluid grids and flexible images. Mobile first design will be an essential theme of the course, as well as User Experience and Interactive Design strategies. Students will develop a functional prototype. Software: Adobe Creative Suite®  
*Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105., DGME 168 or equivalent., DGME 111 or equivalent

**Transfer Credit:** CSU

### DGME 170 INTRODUCTION TO ONLINE ADVERTISING

This course provides digital designers the foundational principles and knowledge of digital advertising. Topics include social media, mobile, email, and native advertising. Students learn techniques, tools, and software used in the industry. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### DGME 211 INTRODUCTION TO GRAPHIC DESIGN

An introduction to visual communications in the field of graphic design. The course includes concept development, the creative design process, production, and presentation techniques. Students develop technical abilities to amplify content through composition, symbolism, and experimentation. Emphasis is on the basic design principles, design history, and understanding of the designer's role in society. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

### DGME 215 HISTORY OF GRAPHIC DESIGN

Exploration of the history of graphic design with emphasis on late 19th Century to current contemporary styles in various media. Students develop a contextual awareness and background in graphic design in preparation for creating effective solutions to graphic design problems. This course is designed to connect the works of representative artists and the relevant styles with the appearance and development of new printing and displaying technologies and their social and historical impact. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### DGME 216 INTERMEDIATE GRAPHIC DESIGN

Students express content and meaning in visual terms while exploring and applying design principles to a variety of practical design projects. Emphasis on branding, corporate identity design and self-promotion. Covers production techniques, and a strategic approach to the design problem solving process, including the role of the designer and working with various types of clients. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Prerequisites:** DGME 103 or DGME 211

**Transfer Credit:** CSU, UC

### DGME 220 TYPOGRAPHY

Study letterforms and understand fundamental typographic principles with an emphasis on the vocabulary of the typographic form and its relationship to message and purpose. Covers in a practical and useful manner, typographic history, anatomy, classification, legibility, choosing and mixing typefaces, and type as an expressive medium. Classroom theory is applied to practical typographic problems. A materials fee as shown in the Schedule of Classes is payable upon request. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Transfer Credit:** CSU

### DGME 230 PRODUCTION DESIGN FOR PRINT AND SCREEN

Instruction in page layout software such as InDesign that focuses on the skills necessary to create professional quality typography and design. Emphasis on page layout, grid systems, interface design, and visual hierarchy. Students produce practical projects that include a wide variety of the software features. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### DGME 250 INTERNSHIP

Acquire real-world experience working in industry and build qualifications for entry-level jobs. Students prepare for, identify, and complete an internship based on their own professional interests and career goals under the direction of a faculty advisor. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Securing an internship in the industry requires a well developed digital media portfolio. For this reason, it's recommended that students seeking a web internship, complete the following courses: DGME 167, DGME 168 and DGME 169. For this reason, it's recommended that students seeking a graphic design internship, complete the following courses: DGME 103, DGME 211, and either DGME 220 or DGME 230. For this reason, it's recommended that students seeking a broadcast/multimedia internship, complete the following courses: DGME 112, DGME 113 and DGME 118.

**Transfer Credit:** CSU

## Drafting Technology

### DRAF 110 SOLIDWORKS I

This course covers the fundamentals of computer-aided design and drafting using SolidWorks software, and applications of SolidWorks in creating manufacturing models (parts, assemblies, and drawings) using PC computers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### DRAF 111 SOLIDWORKS II

SolidWorks software is used to generate 3-dimensional solid models, assemblies, and detailed drawings of mechanical objects used in industrial design and engineering. Drawing detailing, engineering standards, multiple part and assemblies configurations, design tables, bill of materials, datums, 3-D sketches and surface modeling and methods to create complex solid geometry will be covered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** DRAF 110

**Transfer Credit:** CSU

### DRAF 113 REVIT

Preparation of working drawings using AutoDesk REVIT. Students prepare drawings of buildings, their components in 3D, annotation of the models with 2D drafting elements, access building information from the building models database and track various stages in the building's lifecycle,

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



from concept to construction and later demolition. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Transfer Credit:** CSU

### DRAF 121 COMPUTER-AIDED DRAFTING I

A beginning AutoCAD course. Covers basic entities, edit commands, display controls, layering, text, dimensioning and isometric drawing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Transfer Credit:** CSU, UC

### DRAF 122 COMPUTER-AIDED DRAFTING II

Intermediate computer aided drafting for students who have completed a basic course in AutoCAD. Includes plotting, wireframe modeling, AutoCAD 3D modeling, render, slide shows, blocks and attributes. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** DRAF 121

**Transfer Credit:** CSU, UC

### DRAF 130 MECHANICAL DESIGN WITH CAD

Preparation of working drawings including: detail, assembly drawings and engineering change procedures; threads and fasteners; dimensioning and tolerancing, pictorial projections; intersections and developments. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** DRAF 111 and DRAF 122

**Transfer Credit:** CSU, UC

## Economics

### ECON 100 PRINCIPLES OF MACROECONOMICS

The American economy: price system; the role of business, labor and government; the money and banking system;

trends of national income and factors in its determination; problems and policies for stabilization and growth. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** ECON 202

### ECON 102 PRINCIPLES OF MICROECONOMICS

Supply, demand, and price determination in a market economy; business firm's costs, revenues, and price policies under conditions of competition through monopoly; role of government in cases of market failure; determination of wages, rent, interest, and profits; international trade and finance; comparative economic systems of other nations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** ECON 201

## Electronics Technology

### ELEC 111 INTRODUCTION TO ELECTRONICS FUNDAMENTALS

Introduction to DC and AC electricity; reading simple schematic diagrams and construction of elementary electrical/electronics circuits; making measurements with multimeters and oscilloscopes; using DC power supplies and AC power sources with series, parallel and series-parallel resistive circuits; exploration of induction and capacitance in DC and AC voltage circuits. Emphasizes laboratory experiments and techniques. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Completion of or concurrent enrollment in ELEC 231.

**Recommended:** MATH 110

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU

**C-ID:** ELEC 111+ELEC 112 = EET 100X

### ELEC 112 ADVANCED ELECTRONICS FUNDAMENTALS

Introduction to more advanced electrical/electronics circuits. Includes power supply circuits, filtering circuits, amplifiers and oscillators circuits using BJT, FET, and Op-amp devices; also an examination of digital circuits. Emphasizes laboratory techniques and the use of electronic test equipment. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ELEC 111 and ELEC 231 and Completion of or concurrent enrollment in ELEC 232.

**Recommended:** MATH 110

**Transfer Credit:** CSU

**C-ID:** ELEC 111+ELEC 112 = EET 100X

### ELEC 231 BASIC APPLIED ELECTRONICS MATHEMATICS

Basic principles: algebra, trigonometry, logarithms, graphing, and scientific calculator use as applied to DC/AC circuits. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Recommended:** MATH 110

**Transfer Credit:** CSU

### ELEC 232 ADVANCED ELECTRONICS MATHEMATICS

In depth study of algebra, trigonometry, logarithms and graphing as applied to amplifier, oscillator and microwave circuits. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Prerequisites:** ELEC 231

**Transfer Credit:** CSU

### ELEC 405 TRANSFORMERS AND ROTATING MACHINERY

This course deals with the electrical equipment used to produce rotary energy. Four main topics are included: three-phase power, transformers, generators, and motors. Device characteristics, operating theory, system interconnection, and basic control devices are covered. Troubleshooting and logical circuit tracing are emphasized. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** Completion of or concurrent enrollment in ELEC 112.

**Transfer Credit:** CSU

### ELEC 421 FUNDAMENTALS OF ELECTRIC MOTOR CONTROL

Theory, construction, and operation of fractional and multi-horse power DC and AC electric motors. Various types of motor controls are investigated including start/brake/stop switching, forward/reverse switching, and speed control systems. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ELEC 111 and ELEC 405 and completion of or concurrent enrollment in ELEC 112.

**Transfer Credit:** CSU

**C-ID:** EET 115X

### ELEC 422 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

Review of the component parts of a programmable logic controller and their function and their interrelationship. Examines PLC input/output systems and requirements. Covers ladder logic programming using basic I/O instructions, logic instructions, timers, counters, comparison, and math functions in-depth. Also introduces sequence of PLC operation, hardware installation, troubleshooting, and industrial applications of PLCs. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Prerequisites:** ELEC 421 or equivalent experience.

**Transfer Credit:** CSU

### ELEC 441 SENSORS AND DATA TRANSMISSION SYSTEMS

A practical course in industrial measurement of temperature, flow, pressure, and level focusing on their physical basis and fundamental laws. Application concepts in industrial instrumentation systems, sensor troubleshooting, and factors with influence sensor and system accuracy, performance, and calibration are described while stressing basic sensor theory of operation, faults, and calibration. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ELEC 111, completion of or concurrent enrollment in ELEC 112.

**Transfer Credit:** CSU

### ELEC 445 INDUSTRIAL DATA COMMUNICATIONS SYSTEMS

A practical course in industrial data communication starting from the basics. This course demonstrates how to design and maintain industrial communications systems in an industrial production environment. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ELEC 112

**AA/AS Degree Requirements:** Area E2b, E5d

**Transfer Credit:** CSU

## Electrical Apprenticeship

### ELEL 741 ELECTRICAL APPRENTICESHIP I

First half of year one of a five-year Electrical Apprenticeship Program. Industry and program overview, work environment and basic skills, wire construction and insulation, conduit bending and trigonometric functions, material overview, drafting/blueprint reading. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### ELEL 742 ELECTRICAL APPRENTICESHIP II

Second half of year one of a five-year Electrical Apprenticeship Program. Electrical theory and its application on series circuits, parallel circuits and combination circuits; introduction to the National Electrical Code (NEC). *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### ELEL 743 ELECTRICAL APPRENTICESHIP III

First half of year two of a five-year Electrical Apprenticeship Program. Electrical test instruments, NEC Code books skills, direct current (DC), generators, drafting and blueprints, conduit bending and fabrication for commercial installation. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### ELEL 744 ELECTRICAL APPRENTICESHIP IV

Second half of year two of a five-year Electrical Apprenticeship Program. AC circuits, RLC circuits, power factor, electrical transformers, building/structure conductors. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### ELEL 745 ELECTRICAL APPRENTICESHIP V

First half of year three of a five-year Electrical Apprenticeship Program. Electrical safety-related work

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



practices, blueprints, semi-conductor use, transistors, electronic applications in the construction electrical industry. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### ELEL 746 ELECTRICAL APPRENTICESHIP VI

Second half of year three of a five-year Electrical Apprenticeship Program. Grounding and bonding, grounding electrode system, ground faults and short circuits, grounding and bonding equipment, three-phase transformers, overcurrents. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### ELEL 747 ELECTRICAL APPRENTICESHIP VII

First half of year four of a five-year Electrical Apprenticeship Program. Motors, motor control devices, motor control diagrams. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### ELEL 748 ELECTRICAL APPRENTICESHIP VIII

Second half of year four of a five-year Electrical Apprenticeship Program. Programmable logic controllers, controller fundamentals, ladder programming, NEC for electrical equipment. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### ELEL 749 ELECTRICAL APPRENTICESHIP IX

First half of year five of a five-year Electrical Apprenticeship Program. Fire alarm systems, security systems, structured cabling system, generated power and distribution. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### ELEL 750 ELECTRICAL APPRENTICESHIP X

Second half of year five of a five-year Electrical Apprenticeship Program. Power distribution systems, high voltage testing, automation networks, preparation for general electricians' certification, electrical project supervision. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

## English

High school transcripts are now being used to help determine proper placement of students into English courses. Students transferring to College of San Mateo with credit in college English can use their transcripts to assist with placement. Students who feel that their high school or college transcripts do not reflect their current abilities should inquire about alternative placement measures. Regardless of placement, students who would prefer to receive extra support in reading and writing skills in their first semester of college composition should enroll in English 105.

The English program consists of transfer and non-transfer courses in composition, creative writing, literature, film, modern language, and communication. Entering students should enroll first in one of the following courses in composition:

Transfer Courses	Non-Transfer Courses
English 100 or 105 ESL 400	ESL 826, 827 or 828

The English requirement for the A.A./A.S. degree may be completed with additional units chosen from the following:

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



Transfer Courses	Non-Transfer Courses
English 110, 165 English 161, 162, 163 Literature 100-level, 200-level, 430 Communication 110, 130, 140, 170, 171 See also: Chinese, Film and Spanish courses	English 875

Note that English 100 or 105 with a grade of C or higher is the prerequisite for English 110, English 165.

English/Literature transfer courses are numbered below 800; English/Literature Non-Transfer courses are numbered 800 or above.

The following English courses are credit-bearing but not degree-applicable, which means that the units count for the purpose of financial aid but not toward the A.A./A.S. degree: 850, 875.

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### ENGL 100 COMPOSITION AND READING

ENGL 100, the first-semester reading and composition course, teaches students the principles, methods, and habits of mind that will enable them to succeed in courses in many fields. Students will read diverse texts in various genres, and they will connect their reading to their exploration of their own experience and critical perspectives. On the basis of these connections, they will design and write essays with a distinct purpose and audience in mind. English 105, the alternate course, is the same as English 100 but includes two extra units of supplemental instruction and support. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Prerequisites:** Appropriate skill level as indicated by at least a 2.6 GPA in high school, completion of ESL 400, or other measures as applicable. Students eligible for English 100 who would prefer to receive extra support in reading and writing skills may enroll in English 105.

**AA/AS Degree Requirements:** Area C2, C3; Area E2a

**Transfer Credit:** CSU (CSU GE Area A2 or A3), UC (IGETC Area 1A)

**C-ID:** ENGL 100 (ENGL 110)

### ENGL 105 COMPOSITION WITH SUPPORT

ENGL 105, the first-semester reading and composition course, teaches students the principles, methods, and habits of mind that will enable them to succeed in courses in many fields. Students will read diverse texts in various genres, and they will connect their reading to their exploration of their own experience and critical perspectives. On the basis of these connections, they will design and write essays with a distinct purpose and audience in mind. English 105 is the same as English 100 but includes two extra units of supplemental instruction and support. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 16-18 TBA; 144-162 Homework

**Prerequisites:** Appropriate skill level as indicated by high school GPA, completion of ESL 400, or other measures as applicable. Students eligible for ENGL 100 who would prefer to receive extra support in reading and writing skills may enroll in ENGL 105.

**AA/AS Degree Requirements:** Area C2, C3; Area E2a

**Transfer Credit:** CSU (CSU GE Area A2), UC (IGETC Area 1A)

**C-ID:** ENGL 100 (ENGL 110)

### ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING

This course is designed to promote critical thinking about diverse social, historical, and cultural contexts through inquiry into literature. As part of this inquiry, students will engage with distinctively literary ways of exploring human experience. Writing a minimum of 5000 words of finished prose, students will learn to articulate their own views in a meaningful conversation between themselves and the literature. All course sections, each with its own theme, will explore poetry, drama, and fiction. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Prerequisites:** ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E2b, E5c

**Transfer Credit:** CSU (CSU GE Area A2 or A3 or C2), UC (IGETC Area 1B or 3B).

**C-ID:** ENGL 120 (ENGL-LIT 100)

### ENGL 161 CREATIVE WRITING I

Introduction to the craft and practice of writing poetry, fiction, and creative non-fiction. Participation in a supportive community of writers. Compilation of a

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



portfolio of original work in multiple genres, generated, workshopped, and revised during the course. Guided preparation and submission of work for potential publication. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

**C-ID:** ENGL 200, ENGL-CW 100

### ENGL 162 CREATIVE WRITING II

Advanced practice of craft and practice of writing poetry, fiction, and/or creative non-fiction, with an optional focus on a single genre. Participation in a supportive community of writers and individualized instruction. Development and expansion of a portfolio of original work, generated, workshopped, and revised during the course. Guided preparation and submission of work for potential publication. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ENGL 161

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

### ENGL 163 CREATIVE WRITING III

Advanced practice of craft and practice of writing poetry, fiction, and/or creative non-fiction, with a possible focus on a single genre. Participation in a supportive community of writers and individualized instruction. Development and expansion of a portfolio of original work, generated, workshopped, and revised during the course. Guided preparation and submission of work for potential publication. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ENGL 162

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

### ENGL 165 COMPOSITION, ARGUMENT, AND CRITICAL THINKING

This course is designed to introduce students to logical and rhetorical tools for analyzing, evaluating and mounting persuasive arguments. Students will write a minimum of six thousand words of finished prose, employing methods of logical analysis and demonstrating skill in critical thinking. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Prerequisites:** ENGL 100 or 105.

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU (CSU GE Area A3), UC (IGETC Area 1B)

**C-ID:** ENGL 105, ENGL 115

### ENGL 850 INDIVIDUAL WRITING INSTRUCTION

For all students wishing to improve their writing. Includes individual appointments with a faculty member who will help the student identify problems and develop content. Some writing areas that might receive attention are organization, development, and mechanics although help will be tailored to the specific needs of the student. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

### ENGL 875 ENGLISH GRAMMAR

Comprehensive review of English grammar, including topics such as syntax, agreement, verb tenses, precision, coordination and subordination, the absolute phrase, the elliptical clause, and punctuation and graphics. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

## Engineering

### ENGR 100 INTRODUCTION TO ENGINEERING

Introduction to the engineering profession, courses of study and resources for engineering students, engineering design and analysis, software tools, ethics in engineering. Individual and group work; oral and written presentations. Some assignments may require use of campus computer facilities outside of class hours. *Letter Grade Only. Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 3**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework**Prerequisites:** MATH 130**AA/AS Degree Requirements:** Area E5d**Transfer Credit:** CSU, UC**C-ID:** ENGR 110**ENGR 130 INTRODUCTION TO DRONE-BASED SCIENCE AND ENGINEERING**

This course gives students a hands-on introduction to drones, their science and engineering, and their use as tools for the collection of scientific data. Students learn design, fabrication, and programming through the construction and/or modification of drones equipped with scientific instrumentation. Students also learn techniques for flying drones legally and ethically for data acquisition, and for analysis and reporting of scientific data collected by drones. Students will use skills typically covered in many elementary algebra courses. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework**AA/AS Degree Requirements:** Area E2b, E5a**Transfer Credit:** CSU, UC**ENGR 210 ENGINEERING GRAPHICS**

Introduction to graphical communication and design for engineers. The engineering design process, visualization, sketching, orthographic projection, formal engineering drawings, descriptive geometry, manufacturing processes, dimensioning and tolerancing practices. Use of Computer-Aided Design (CAD) software to support engineering design. Students complete weekly homework assignments and group design projects that develop sketching, design, and 2-D and 3-D CAD skills. Assignments may require the use of CAD software outside of class hours (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 4**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework**Prerequisites:** MATH 130**Transfer Credit:** CSU, UC**C-ID:** ENGR 150**ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS**

Introduction to problem solving, programming, and computational methods using the MATLAB programming environment. Procedural programming, recursion, sorting, object-oriented representations, and data structures. Plotting and data visualization, introduction to statistical analysis of data, systems of linear equations, numerical methods. Applications in engineering, mathematics, and the sciences. Assignments may require the use of MATLAB software outside of class hours. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework**Prerequisites:** MATH 251**Transfer Credit:** CSU, UC**C-ID:** ENGR 220**ENGR 230 ENGINEERING STATICS**

The study of systems in equilibrium. Plane and space force-moment systems, equivalent systems, free body diagrams; equilibrium problems involving structures, machines, distributed force systems, friction; shear and moment diagrams, moment of inertia, energy methods. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Prerequisites:** PHYS 250 and MATH 252**Transfer Credit:** CSU, UC**C-ID:** ENGR 130**ENGR 240 ENGINEERING DYNAMICS**

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; introduction to mechanical vibrations. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Prerequisites:** ENGR 230**Transfer Credit:** CSU, UC

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



## ENGR 260 CIRCUITS AND DEVICES

Introduction to circuits. Natural and forced response, network theorems, characteristics and circuit models of electronic devices including transistors and diodes. Laboratory assignments include both hardware techniques and computer-aided analysis. (Spring only) *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 260, and completion of or concurrent enrollment in MATH 275.

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 260, ENGR 260L

## ENGR 270 MATERIALS SCIENCE

Application of basic principles of physics and chemistry to the engineering properties of materials with emphasis on the relationship between atomic- and micro-structure and the mechanical and electrical properties of metals, concrete, polymers, ceramics, and semiconducting materials. The effect of heat, stress, imperfections, and chemical environment on material properties. Selection of materials to meet engineering design criteria. Acquisition, analysis, and presentation of experimental data. (Spring only) *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CHEM 210, PHYS 250

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 140B

## English Second Language

### ESL 400 ADVANCED ENGLISH FOR MULTILINGUAL STUDENTS

Socially relevant readings introduce students to academic reading, writing, and research. Students analyze complex fiction and/or non-fiction texts and write expository or argumentative essays with persuasive claims and evidence. Revision and proofreading skills are developed over multiple drafts in a feedback-rich environment. Students reflect on their positions in relation to larger social, cultural, and economic issues. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 16-18 TBA; 144-162 Homework

**Prerequisites:** ESL 828 or appropriate skill level indicated by the ESL placement test.

**Recommended:** Eligibility for ESL 858 or appropriate skill level as indicated by the ESL placement test

**AA/AS Degree Requirements:** Area E2a, E5c

**Transfer Credit:** CSU, UC

### ESL 810 PHONICS FOR MULTILINGUAL SPEAKERS

Introduction to basic speech sounds and practice in phonetic techniques for pronouncing, reading, and spelling unknown words. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Students are strongly advised to concurrently enroll in ESL 845 or a higher level conversation course, ESL 855 or higher level reading course, and ESL 825 or a higher level writing course.

### ESL 825 WRITING FOR MULTILINGUAL STUDENTS I

Introduces, explains and offers practice in beginning-level forms of written academic English. Covers beginning-level grammar structures: form, meaning and use. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** Students are strongly advised to enroll concurrently in ESL 845 or higher course and ESL 855 or higher course. Appropriate skill level as indicated by placement tests and other measures.

### ESL 826 WRITING FOR MULTILINGUAL STUDENTS II

Introduces multilingual students of English to beginning writing in the form of a connected series of simple sentences on topics of daily life. Continues the study of English sentence types, imperatives, four basic verb tenses, modals, contractions, special verbs, count/no-count nouns, plurals, articles, adverbs, correct word order, punctuation, and spelling. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** Appropriate skill level as indicated by placement tests. It is recommended that students enroll

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



concurrently in ESL 856 or higher course and ESL 846 or higher course.

### ESL 827 WRITING FOR MULTILINGUAL STUDENTS III

Practice in writing organized, well-developed academic paragraphs and introduction to writing a basic essay. Work on intermediate-level grammar structures: form, meaning, and use. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** ESL 826 or appropriate skill level as indicated by placement test. It is recommended that students enroll concurrently in ESL 857, ESL 858, or READ 830, and ESL 847 or higher course.

### ESL 828 WRITING FOR MULTILINGUAL STUDENTS IV

Practice in writing organized and well-developed paragraphs and essays to develop composition skills. Work on high-intermediate-level grammar structures and editing within the context of the student's own work. *Letter Grade Only. Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** ESL 827 or appropriate skill level indicated by placement tests. Completion of ESL 857 or higher-level reading course or appropriate skill level indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 858 or higher-level reading course and ESL 848 or higher-level communication studies course.

### ESL 845 LISTENING AND SPEAKING I

Practice in basic listening and speaking skills on a range of personal and classroom topics. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 880 (825) or higher course and ESL 855 or higher course.

### ESL 846 LISTENING AND SPEAKING II

Practice in low-intermediate level listening and speaking skills on a variety of personal and academic topics. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Students are strongly advised to enroll concurrently in ESL 826 or higher course and ESL 856 or higher course. Appropriate skill level as indicated by placement test. Appropriate skill level as indicated by placement test.

### ESL 847 LISTENING AND SPEAKING III

Practice in high-intermediate level listening and speaking skills on a variety of personal and academic topics. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** ESL 846 or appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 827 or higher course and ESL 857 or higher course.

### ESL 848 LISTENING AND SPEAKING IV

Advanced practice in speaking, listening, and the use of idiomatic expressions on a range of academic and informal topics. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** ESL 847 or appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 828 or higher course and ESL 858 or higher course.

### ESL 849 LISTENING AND SPEAKING WORKSHOP

Practice in speaking and listening skills, including pronunciation, conversation, note-taking, and vocabulary. Designed for all levels. Assignments will be tailored to the specific needs of each student. Students work independently at their own pace and meet with an instructor at regular intervals throughout the semester. Students must complete a minimum of 24 hours of work. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





**Units:** 0.5

**Hours/semester:** 24-27 Lab

### ESL 855 READING FOR MULTILINGUAL STUDENTS I

Strengthen reading ability by improving understanding of written instructions and learning high-beginning vocabulary words and comprehension skills (context clues, subjects, and main ideas). *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by Reading Placement tests and other measures, Students are strongly advised to enroll concurrently in ESL 825 or higher-level writing course and ESL 845 or higher-level conversation course.

### ESL 856 READING FOR MULTILINGUAL STUDENTS II

Designed to emphasize low-intermediate vocabulary and comprehension skills (context clues, subject, main ideas, supporting details, and inferences) and build general background knowledge. It is recommended that students enroll concurrently in ESL 826 or higher-level writing course and ESL 846 or higher-level conversation course. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by Reading Placement tests. Students are strongly advised to enroll concurrently in ESL 826 or higher-level writing course and ESL 846 or higher-level conversation course.

### ESL 857 READING FOR MULTILINGUAL STUDENTS III

Emphasizes high-intermediate vocabulary and comprehension skills (context clues, main idea/supporting details, critical reading) and introduces multilingual students to the study of fiction. It is recommended that students enroll concurrently in ESL 827 or higher writing course and ESL 847 or higher-level conversation course. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** ESL 856 or appropriate skill level as indicated by Reading Placement tests. Students are strongly advised to enroll concurrently in ESL 827 or higher-level writing course and ESL 847 or higher-level conversation course.

### ESL 858 READING FOR MULTILINGUAL STUDENTS IV

Designed to strengthen vocabulary and comprehension skills, develop critical thinking skills, and increase world/cultural knowledge through the reading of high-intermediate works of fiction and/or non-fiction. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ESL 857 or placement into ESL 858. ESL 827 or higher level writing course and ESL 847 or higher level Listening and Speaking course. Students are strongly advised to enroll concurrently in ESL 828 or higher level writing course, ESL 848

### ESL 887 PRONUNCIATION OF ENGLISH CONSONANTS AND VOWELS

This class enables multilingual speakers of English to improve their pronunciation by focusing on individual sounds. Topics include American English vowels and consonants, vowel length, difficult consonant clusters, and various sound-to-spelling patterns. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ESL 847

### ESL 888 PRONUNCIATION OF ENGLISH STRESS, RHYTHM AND INTONATION

Designed to enable multilingual speakers of English to improve their pronunciation. The class focuses on increasing comprehensibility and reducing misunderstandings with an emphasis on word stress, rhythm, sentence focus, intonation, and linking and blending. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ESL 847

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



### ESL 895 READING IMPROVEMENT FOR MULTILINGUAL STUDENTS

Practice in reading skills, including comprehension, vocabulary, critical thinking, and fluency. Designed for all levels. Assignments will be tailored to the specific needs of each student. Students work independently at their own pace and meet with an instructor at regular intervals throughout the semester. Students must complete a minimum of 24 hours of work. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

### ESL 897 INTERMEDIATE VOCABULARY FOR MULTILINGUAL STUDENTS

Practice in vocabulary development through the use of a words-in-context approach. Designed for intermediate-level students. Students work independently at their own pace and meet with an instructor at regular intervals throughout the semester. Students must complete a minimum of 24 hours (0.5 unit) or 48 hours (1 unit) of work. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

### ESL 898 COMPREHENSIVE GRAMMAR REVIEW FOR MULTILINGUAL STUDENTS

A maintenance course designed specifically for new and continuing multilingual students. Review of grammatical structures which are generally problematic for multilingual students of ESL, including verb tenses, subject verb agreement, articles, singular plural agreement, some clauses and prepositions. Practice of these structures through written and oral exercises and in short compositions. Review of strategies for finding and correcting these errors in students' own writing. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ESL 827 or appropriate skill level as indicated by placement tests. Eligibility for ESL 828

### ESL 907 INDEPENDENT WRITING STUDY- INTERMEDIATE ESL

Practice in writing well-organized paragraphs and using correct grammar. Designed for intermediate-level students.

Assignments will be tailored to the specific needs of each student. Students work independently at their own pace and meet with an instructor at regular intervals throughout the semester. Students must complete a minimum of 24 hours (0.5 unit) or 48 hours (1 unit) of work. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Eligibility for ESL 827

### ESL 908 INDEPENDENT WRITING STUDY- ADVANCED ESL

Practice in writing well-organized essays and using correct grammar. Designed for advanced-level students. Assignments will be tailored to the specific needs of each student. Students work independently at their own pace and meet with an instructor at regular intervals throughout the semester. Students must complete a minimum of 24 hours (0.5 unit) or 48 hours (1 unit) of work. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Eligibility for ESL 828

### ESL 925 WRITING FOR MULTILINGUAL STUDENTS I (NONCREDIT)

Introduces, explains and offers practice in beginning-level forms of written academic English. Covers beginning-level grammar structures: form, meaning and use. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** Students are strongly advised to enroll concurrently in ESL 845 or higher course and ESL 855 or higher course. Appropriate skill level as indicated by placement tests and other measures.

### ESL 926 WRITING FOR MULTILINGUAL STUDENTS II (NONCREDIT)

Introduces multilingual students of English to beginning writing in the form of a connected series of simple sentences on topics of daily life. Continues the study of English sentence types, imperatives, four basic verb tenses, modals, contractions, special verbs, count/no-count nouns, plurals, articles, adverbs, correct word order, punctuation, and spelling. *Pass/No Pass Only. Non-Credit.*

**Units:** 0

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** Appropriate skill level as indicated by placement tests or multiple measures. It is recommended that students enroll concurrently in ESL 856 or higher course and ESL 846 or higher course.

### ESL 927 WRITING FOR MULTILINGUAL STUDENTS III (NONCREDIT)

Practice in writing organized, well-developed academic paragraphs and introduction to writing a basic essay. Work on intermediate-level grammar structures: form, meaning, and use. *Pass/No Pass Only. Non-Credit.*

**Units:** 0

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** Appropriate skill level as indicated by placement test or multiple measures. Students are strongly advised to enroll concurrently in ESL 847 or higher course and ESL 857 or higher course.

### ESL 945 LISTENING AND SPEAKING I (NONCREDIT)

Practice in basic listening and speaking skills on a range of personal and classroom topics. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by placement tests., Students are strongly advised to enroll concurrently in ESL 880 (825) or higher course and ESL 855 or higher course.

### ESL 946 LISTENING AND SPEAKING II (NONCREDIT)

Practice in low-intermediate level listening and speaking skills on a variety of personal and academic topics. *Pass/No Pass Only. Non-Credit.*

**Units:** 0

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by placement test or multiple measures. Students are strongly advised to enroll concurrently in ESL 826 or higher course and ESL 856 or higher course.

### ESL 947 LISTENING AND SPEAKING III (NONCREDIT)

Practice in high-intermediate level listening and speaking skills on a variety of personal and academic topics. *Pass/No Pass Only. Non-Credit.*

**Units:** 0

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by placement test or multiple measures. Students are strongly advised to enroll concurrently in ESL 827 or higher course and ESL 857 or higher course.

### ESL 955 READING FOR MULTILINGUAL STUDENTS I (NONCREDIT)

Strengthen reading ability by improving understanding of written instructions and learning high-beginning vocabulary words and comprehension skills (context clues, subjects, and main ideas). *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by Reading Placement tests and other measures, Students are strongly advised to enroll concurrently in ESL 825 or higher-level writing course and ESL 845 or higher-level conversation course.

### ESL 956 READING FOR MULTILINGUAL STUDENTS II (NONCREDIT)

Designed to emphasize low-intermediate vocabulary and comprehension skills (context clues, subject, main ideas, supporting details, and inferences) and build general background knowledge. *Pass/No Pass Only. Non-Credit.*

**Units:** 0

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by placement test or multiple measures. Students are strongly advised to enroll concurrently in ESL 826 or higher course and ESL 846 or higher course.

### ESL 957 READING FOR MULTILINGUAL STUDENTS III (NONCREDIT)

Emphasizes high-intermediate vocabulary and comprehension skills (context clues, main idea/supporting details, critical reading) and introduces multilingual

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



students to the study of fiction. *Pass/No Pass Only. Non-Credit.*

**Units:** 0

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by placement test or multiple measures. Students are strongly advised to enroll concurrently in ESL 827 or higher course and ESL 847 or higher course.

## Ethnic Studies

### ETHN 101 LATIN AMERICAN AND INDIGENOUS PEOPLES HISTORY AND CULTURE

Study of the historical and cultural presence of Native Americans/Indians and Latino[a] Americans in the United States. We will study the general background of two of America's oldest ethnic groups and examine issues that show racial and ethnic stereotypes as well as how these images create an ethnic identity. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E1a, E1b, E5b

**Transfer Credit:** CSU (CSU Area D or F and US-3), UC (IGETC Area 4 or 7)

### ETHN 103 ASIAN AMERICANS AND US INSTITUTIONS

This course examines how US institutions (legal, economic, social and cultural) have ideologically constructed the category of Asian-ness and materially engaged with "Asian" peoples, both within the United States and in US overseas territories. Course materials also center the ways in which individuals and communities constructed as "Asian" have interacted with these US institutions and have, in the process, participated in shaping US history and public culture. Special attention is paid to California, a state with a rich history of Asian migration via both the Pacific and overland routes. In this regard, course readings discuss the central role of Asian labor in California's economic history, explain how the Asian presence shaped 19th and 20 century California law (and California courts' interpretations of US federal law), and explore the role of California-based Asian American communities in social movements from the 1960s to the present. The framing of the course highlights the internal diversity of the category "Asian," and attends to the multiple ways in which various Asian American

communities have interacted with each other, with other racialized/ethnicized groups, and with the U.S. settler state. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E1a, E1b, E5b

**Transfer Credit:** CSU (CSU Area D or F and US-1 and US-2), UC (IGETC Area 4 or 7)

### ETHN 104 ASIAN PACIFIC ISLANDERS IN UNITED STATES HISTORY AND CULTURE

A study of the historical and cultural presence of Asian Pacific Islanders in the United States, with special emphasis on their experiences and contribution to California's and Hawaii's social, political and economic institutions. Students will explore the indigenous cultural heritage and experiences of immigration to the United States of Pacific Islanders from Samoa, Tonga, Tahiti, Micronesia, Melanesia, Palau, New Zealand, Cook Islands, Marquesans, and the U.S. Territory of Guam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E1b, E5b, E5c

**Transfer Credit:** CSU (CSU Area C2 or D or F), UC (IGETC Area 3B or 4 or 7)

### ETHN 105 AFRICAN AMERICAN HISTORY AND CULTURE

This is a survey of the history of African Americans from their origins in Africa to the present, with special emphasis on their contributions to California's social, political and economic institutions. It examines the political, economic, social, and cultural factors as well as interactions between African Americans and the larger society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E1a, E1b, E5b, E5c

**Transfer Credit:** CSU (CSU Area C2 or D or F and US-1), UC (IGETC Area 3B or 4 or 7)

### ETHN 106 OCEANIA & THE ARTS

This course uses ethnic studies theory and methodology as the basis for analytical engagements with Oceania-based cultural texts. We focus on how Pacific Islanders – including

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



the Indigenous peoples of US-occupied territories such as Hawaii, Guam, and American Samoa, as well as Pacific Islander diasporic populations living in the continental United States – have used expressive cultural forms to contest racialization and colonization, reclaim and reinvent traditional practices and narratives, build contemporary social movements, and assert personal and community values and identities. Our examination of Oceania-based cultural production spans multiple artistic forms and genres, including but not limited to literature, music, dance, theater, film, and studio art. By centering the “PI” (Pacific Islander) component of “AAPI” (Asian American and Pacific Islander) panethnicity, we highlight an important element within the broad-based composite field of Asian American studies, simultaneously introducing students to this area of ethnic studies and encouraging a critical re-thinking of AAPI panethnicity itself. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E1b, E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D or F), UC (IGETC Area 3B or 4 or 7)

### ETHN 107 INTRODUCTION TO NATIVE AMERICAN STUDIES

This course provides an introduction to the study of Native American histories, experiences, intellectual traditions, and forms of artistic expression. Students will engage with texts that confront the structural genocide underlying the construction of the U.S. settler state, and will explore Native practices of resistance, resilience, and regeneration. Course materials will include fiction, poetry, spoken word, and other creative texts, as well as historical and archival studies. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E1a, E1b, E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D or F or US-1), UC (IGETC Area 3B or 4 or 7)

### ETHN 108 RETHINKING RACE, GENDER, AND NATION

This course introduces students to the theoretical, methodological, and substantive foundations of Ethnic Studies. Through a re-examination of U.S. history, students will develop an understanding of the relationships between racial formation and the production of social and economic inequality. Readings will focus on the interrelated processes

of settler-colonial land expropriation, chattel slavery, multiple forms of migration, overseas imperial expansion, inter- and intra-national circulations of economic value, and the historical development of the U.S. settler legal regime. We will pay particular attention to the ways in which race and ethnicity have been historically co-constituted with other socially-constructed identities, such as gender, sexuality, class, and citizenship. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E1b, E5b

**Transfer Credit:** CSU (CSU Area D or F), UC (IGETC Area 4 or 7)

**C-ID:** SJS 110

### ETHN 109 BORDERS AND CROSSINGS

Part of a two-course introduction to Ethnic Studies, this course examines how U.S. processes of racial formation and gendering are related to multiple transnational circulations – circulations of commodities, bodies, labor, capital, knowledge, and culture. We interrogate the material and ideological work of borders – particularly nation-state borders, but also the borders and boundaries of racial and ethnic categories, gendered and sexualized identities, languages, forms of labor, and disciplinary categories of knowledge. We also explore the many ways in which such borders are variously resisted, contested, transgressed, transcended, and transformed over time. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E1b, E5b

**Transfer Credit:** CSU (CSU Area D or F), UC (IGETC Area 4 or 7)

### ETHN 122 BLACK LEADERSHIP THEORY

Leadership development course through the lens of the African and African American experience. Students will research and discuss leadership theories and study the leadership styles of prominent Black Leaders, helping them develop their own leadership capacity and practice. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ETHN 105

**AA/AS Degree Requirements:** Area E5b, E5d

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU, UC

### ETHN 123 BLACK LEADERSHIP PRACTICUM

Students will utilize their personal leadership philosophy and vision to implement a service project in the African and African American community. Project development will include data analyses, planning, advocacy, execution and assessment. This class is a part of the Umoja learning community but is open to all students. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ETHN 122

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### ETHN 265 EVOLUTION OF HIP HOP CULTURE: A SOCIO-ECONOMIC AND POLITICAL PERSPECTIVE

Course traces the evolution of Hip Hop from its African roots through the diaspora as a cultural form of expression by examining music, dancing, spoken word, philosophy, and lifestyles. Also, Hip Hop will be analyzed from a social, economic, and political perspective. It will be explored as a product of the African American struggle as reflected in music, poetry, lyrics, dance, artists, and major issues associated with Hip Hop *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E1b, E5c

**Transfer Credit:** CSU (CSU Area C2 or F), UC (IGETC Area 3B or 7)

### ETHN 288 AFRICAN-AMERICAN CINEMA

Contributions of Blacks in the film industry and their historical relationship to the industry. Extensive use of films, supplemented by lecture and presentations by Black persons involved in the film industry. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E1b, E5c

**Transfer Credit:** CSU (CSU Area C1 or F), UC (IGETC Area 3A or 7)

### ETHN 300 INTRODUCTION TO LA RAZA STUDIES

Introduction to the philosophy, methodology and structure of La Raza Studies (Chicano/Chicana, Latino/Latina studies); emphasis on the analysis and the relationships between social institutions and their effects upon the La Raza individual, especially in the United States setting. An in-depth analysis of concepts regarding white supremacy, Eurocentrism, self-determination, and decolonization. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ESL 400 or Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### ETHN 585 ETHNICITY IN CINEMA

This course will explore how ethnicity/race continues to portray Persons of Color in cinema in the United States as the "other." The course will focus on case studies in film/media that show the complexities of ethnicity and how racial representations speak to, reflect, reproduce and/or contest contemporary issues of race and racism, and stereotypes of Persons of Color. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E1b, E5c

**Transfer Credit:** CSU (CSU Area C1 or F), UC (IGETC Area 3A or 7)

## Film

### FILM 100 INTRODUCTION TO FILM

Introductory survey of fundamental film techniques and styles of expression. Emphasizes film appreciation, the language of film, and analysis for full film enjoyment. Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** FTVE 105

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**FILM 120 FILM HISTORY I**

Chronological survey of important American and international films, from 1895 to World War II. Emphasis on the evolution of film as a distinct art form, and the intersection of film and society. Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**FILM 121 FILM HISTORY II**

Chronological survey of important American and international films, from World War II to the present. Emphasis on the evolution of film as a distinct art form, and the intersection of film and society. Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**FILM 122 FILM HISTORY FOCUS**

Survey of key films from a specific time period in film history, such as a particular decade (1950s, 1980s, etc.) or a socio-historical movement (postwar baby boom, civil rights era, etc.) Critical investigation of the relationship between film, history and society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**FILM 123 DOCUMENTARY FILM: STUDIES AND PRACTICE**

Introduces students to the study and practice of documentary film. Critical survey of key historical and contemporary documentary films; and practical application of documentary concepts through group and individual film production exercises, using primarily consumer electronic devices, though including access to higher grade film department equipment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**FILM 130 FILM DIRECTORS**

Critical survey of key works by major film directors. Mostly American, some international. Emphasis on auteur theory, biography, film style and visionary contributions to film history. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**FILM 135 FILM GENRES**

Critical survey of a variety of film genres, including gangster, musical, comedy, film noir, Westerns, and others. Hollywood, independent and international examples, from different time periods. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**FILM 140 CONTEMPORARY WORLD CINEMA**

Survey of important national and transnational cinemas. Emphasis on recent international cinematic trends in the context of globalization. Films from Europe, Latin America, the Middle East and Asia may be included. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**FILM 145 WATCHING QUALITY TELEVISION**

Explores a variety of popular, critically acclaimed cable, satellite and network television programs from a cinematic perspective. Topics to include the history of quality television; the influence of filmmakers and film genres on quality TV; and cable and satellite broadcast as a venue for

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



film style experimentation and social commentary. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 153 SCREENWRITING

Study of the craft of writing screenplays, with emphasis on narrative film. Instruction and practice in devising film ideas, developing a film premise, structuring film stories, preparing character biographies, developing scenes, creating dialogue, and preparing a professional film script. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2)

### FILM 154 EXPANDED SCRIPTWRITING SKILLS

Open to beginning and experienced writers, this course guides students through scriptwriting for film and electronic media, with emphasis on nonfiction. Students are encouraged to design their own projects, whether documentary, webisode pilot or other short format hybrid forms, and to explore social issues that matter to them. Topics may include writing and re-writing labs; development of treatments and in-progress scripts; pitch and strategy sessions; and research skills supporting content development *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC

### FILM 200 FILM IN FOCUS

Study of the art and history of film by focusing on selected film topics, such as genres, directors, stars, gender, race, national cinemas, new technologies (course topic varies from semester to semester). Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** FILM 100, FILM 110, FILM 120 or FILM 121

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 215 FILM AND NEW DIGITAL MEDIA

Explores the new role of digital media in the art of film. Historical survey of digital special effects and digital independent film practice since the 1990s; critical overview of the interface between film and other digital media, such as computer animation, video games, and the Internet. Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** FILM 100, FILM 120 or FILM 121

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

## Fire Technology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### FIRE 714 WILDLAND FIRE CONTROL

This course focuses on the principles and techniques used to extinguish wildland fires, as well as prevention and control of their occurrences. Discussion points will include California's wildland fire problem, safety, weather effects, wildland fuels, fire behavior, attack methods, urban interfaces and investigation. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

### FIRE 715 PRINCIPLES OF EMERGENCY SERVICES

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection; introduction to fire strategy and tactics; life safety initiatives. *Letter Grade Only. Degree Credit.*

**Units:** 3

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or 105.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**C-ID:** FIRE 100X

### FIRE 717 EMERGENCY MEDICAL TECHNICIAN PREPARATION

This course will provide instruction for individuals who are preparing for Emergency Medical Technician training. Topics will include an introduction to Emergency Medical Systems, the roles and responsibilities of an EMT, and expanded instruction on anatomy/physiology. This will create a foundation of knowledge for the EMT Basic course. *Pass/No Pass Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105, Possession of a current Basic Life Support (BLS) certification from American Heart Association (AHA).

### FIRE 720 FIRE PREVENTION

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; fire investigation. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

**C-ID:** FIRE 110X

### FIRE 721 FIRE ACADEMY PREPARATION

This course will prepare students for participation in the Firefighter Academy. Students will receive an introduction to the daily requirements of a firefighter, apparatus and equipment used for rescue and fire suppression, tool identification and use, mechanical aptitude, and rope rescue practices. Students will perform physical exercises using fire hose, ladders, ropes, tool operations, personal protective equipment, and stairs. Students will learn to apply the health and wellness techniques for longevity in a fire service career through proper body mechanics, lifting techniques, and physical conditioning principles. *Pass/No Pass Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** FIRE 715 or equivalent course from another accredited California Community College Fire Technology program.

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

### FIRE 722 FIREFIGHTER ACADEMY

This course provides the skills and knowledge needed for the student to become an entry-level firefighter. Training will cover the roles and responsibilities of firefighter 1 and 2, including structural suppression activities, hazardous materials and weapons of mass destruction (WMD), wildland firefighting, and confined space rescue awareness. This course meets the requirements outlined by California State Fire Training. (Certificate of course completion issued by the Fire Technology Department.) *Pass/No Pass Only. Degree Credit.*

**Units:** 17

**Hours/semester:** 160-180 Lecture; 336-378 Lab; 320-360 Homework

**Prerequisites:** Admission to the course through the fire academy application process., Proof of Emergency Medical Technician certification or Paramedic licensure. FIRE 715 or equivalent course from another accredited California Community College Fire Technology program and successful completion of at least three additional units of Fire Technology coursework or a minimum of one year of professional fire service experience in a suppression unit confirmed in writing by a supervising company officer or sponsorship by a fire service agency as a professional firefighter.

### FIRE 725 FIRE APPARATUS AND EQUIPMENT

This course covers the operation, care and maintenance, specifications, capabilities and effective use of fire service apparatus and related equipment. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**FIRE 730 FIRE BEHAVIOR AND COMBUSTION**

This course explores the theories and fundamentals of how and why fires start, spread and are controlled. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or 105., FIRE 715

**Transfer Credit:** CSU

**C-ID:** FIRE 140X

**FIRE 740 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

**C-ID:** FIRE 130X

**FIRE 745 FIRE PROTECTION SYSTEMS**

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

**C-ID:** FIRE 120X

**FIRE 748 FIREFIGHTER SAFETY & SURVIVAL**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

**C-ID:** FIRE 150X

**FIRE 770 FIRE SERVICE CAREER PREP**

This course gives an overview of the hiring process for firefighter positions. It will cover models for written examinations and oral interviews; writing skills for resumes and applications; physical requirements; written test preparation; and career opportunities. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**FIRE 787 EMERGENCY MEDICAL TECHNICIAN: BASIC - REFRESHER**

This is a refresher course in preparation for EMT Basic recertification. Required topics per National Registry requirements are covered, as well as recent advances in the field of pre-hospital healthcare. Students must possess their EMT Basic certification. *Pass/No Pass Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Prerequisites:** Possession of a valid, current EMT Basic Certificate, or expired no longer than two years.

**FIRE 789 RECRUIT FIREFIGHTER TRAINING**

This course provides training in basic firefighting knowledge and skills through lecture and manipulative instruction in all areas of responsibility for a firefighter. Topics include fire suppression, handling hose/ladders, operating hand and power tools, completing salvage functions, performing rescue operations, and responding to hazardous materials emergencies. Intensive, physically demanding course that meets daily for eight hours. *Pass/No Pass Only. Degree Credit.*

**Units:** 15.5

**Hours/semester:** 128-144 Lecture; 360-405 Lab; 256-288 Homework

**Prerequisites:** Sponsorship by a fire service agency as a professional firefighter. Successful completion of, or concurrent enrollment in, a State Fire Marshal certified basic firefighting academy or equivalent as determined by the Coordinator of the Fire Technology program. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



Successful completion of a National Registry certified Emergency Medical Technician: Basic course or equivalent as determined by the Coordinator of the Fire Technology program. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.

### **FIRE 797 EMERGENCY MEDICAL TECHNICIAN: BASIC**

This course provides instruction in basic life support/pre-hospital care using the National Registry curriculum. A materials fee as shown in the Schedule of Classes is payable upon registration. *Pass/No Pass Only. Degree Credit.*

**Units:** 11

**Hours/semester:** 160-180 Lecture; 48-54 Lab; 320-360 Homework

**Prerequisites:** Must be at least 18 years old prior to the end of the course., Current certification in Basic Life Support (BLS) for the healthcare provider/professional rescuer through the American Heart Association. Admission into the Emergency Medical Technician (EMT) course.

**Corequisites:** Vaccinations for healthcare workers per California Code of Regulations, Title 8, Section 5199 Aerosol Transmissible Diseases; Appendix E. Plus, additional vaccinations as listed on the Vaccination Recommendations for Healthcare Workers list, which can be found at <http://collegeofsanmateo.edu/emt>.

**Transfer Credit:** CSU

### **FIRE 810 FIREFIGHTER CADET I**

Under supervision, students will learn to work in a firehouse environment alongside professional firefighters. Students will be introduced to basic situations in a working firehouse, including hands-on training, emergency response, clerical responsibilities and other duties as assigned. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** Successful completion of, or concurrent enrollment in, a State Fire Marshal certified basic firefighting academy or equivalent as determined by the Coordinator of the Fire Technology program. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Successful completion of a National Registry certified Emergency Medical Technician: Basic course or equivalent as determined by the Coordinator of the Fire Technology program. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also

grant equivalency. Acceptance into a fire agency cadet program. Cadets (or volunteer firefighters) are subjected to an interview process by a fire department before being chosen as a cadet. Minimum requirements to be chosen as a cadet are successful completion of, or concurrent enrollment in, a Fire Academy, successful completion of an EMT course and possession of an EMT certificate, age of 18 or older, and a valid California Driver License.

### **FIRE 811 FIREFIGHTER CADET II**

Under supervision, students will work in a firehouse environment alongside professional firefighters. Students are expected to build upon the knowledge and skills obtained in the previous course. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** FIRE 810, Acceptance into a fire agency cadet program. Cadets (or volunteer firefighters) are subjected to an interview process by a fire department before being chosen as a cadet. Minimum requirements to be chosen as a cadet are successful completion of, or concurrent enrollment in, a Fire Academy, successful completion of an EMT course and possession of an EMT certificate, age of 18 or older, and a valid California Driver License.

### **FIRE 812 FIREFIGHTER CADET III**

Under supervision, students will complete their assignment working in a firehouse environment alongside professional firefighters. Students will continue hands-on training, emergency response, clerical responsibilities and other duties as assigned. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** FIRE 811, Acceptance into a fire agency cadet program. Cadets (or volunteer firefighters) are subjected to an interview process by a fire department before being chosen as a cadet. Minimum requirements to be chosen as a cadet are successful completion of, or concurrent enrollment in, a Fire Academy, successful completion of an EMT course and possession of an EMT certificate, age of 18 or older, and a valid California Driver License.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



## Fitness

### FITN 112.1 CROSS TRAINING I

A beginning level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Class may include Spinning, weight training or resistance exercises, yoga, Pilates, hiking, running, and/or fitness walking. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 112.2 CROSS TRAINING II

An intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 112.3 CROSS TRAINING III

An advanced level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 112.4 CROSS TRAINING IV

An expert level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body

fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 116.1 BODY CONDITIONING I

Instruction and personal fitness program development on a beginning level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at a beginning level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 116.2 BODY CONDITIONING II

Instruction and personal fitness program development on an intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 116.3 BODY CONDITIONING III

Instruction and personal fitness program development on an advanced level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**FITN 116.4 BODY CONDITIONING IV**

Continued instruction and personal fitness program development on an expert level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an expert level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 134 TRACK AND TRAIL AEROBICS**

Designed to increase the student's personal fitness through a comprehensive stretching, jogging and/or walking program. Instruction includes proper stretching techniques, proper training principles, correct walking/jogging techniques, and heart rate monitoring to assist the student in developing a realistic cardiovascular program. Upon completion of the course, the student will be able to successfully design and implement a stretching and cardiovascular training program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 201.1 WEIGHT TRAINING I**

Individual weight conditioning for beginning level students. Emphasis will be on selectorized machines, aerobic training, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 201.2 WEIGHT TRAINING II**

Individual weight conditioning for intermediate level students. Emphasis will be on selectorized machines, aerobic training, free weights, cables, and stretching

routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 201.3 WEIGHT TRAINING III**

Individual weight conditioning for advanced level students. Emphasis will be on selectorized machines, aerobic training, free weights, cables, and stretching routines. Instruction on form, technique, safety, and muscle development with more emphasis placed on free weights as progression from levels I and II. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 201.4 WEIGHT TRAINING IV**

Individual weight conditioning for expert level students. Emphasis will be on selectorized machines, aerobic training, free weights, cables, and stretching routines. Instruction on form, technique, safety, and muscle development with more emphasis placed on free weights and Olympic lifts as progression from levels I and II and III. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 220 WEIGHT CONDITIONING FOR VARSITY FOOTBALL**

Recommended only for Varsity Football candidates. Designed to teach students to use overload weight training

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



to build bulk and strength. Students work on major muscle groups, emphasizing leg and upper-body development. May be taken four times for a maximum of 8 units. *Letter Grade Only. Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 225 ATHLETIC CONDITIONING

Prepares student athlete for varsity-level competition through general and sport specific strength and conditioning exercise. Student athletes engage in general and sport specific strength development, stretching, aerobic conditioning, sport specific movement and speed development. May be taken four times for a maximum of 8 units. *Letter Grade Only. Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 226 PLYOMETRIC CONDITIONING

Course designed to promote physiological development of strength, speed and power through a series of leaping, bounding and hopping exercises to effectively improve coordination and agility, and fast-twitch muscle fiber conditioning. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in a varsity course or equivalent fitness level as documented by a physical conducted by a licensed medical physician and a thorough orthopedic examination.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 235.1 BOOT CAMP I

A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at a beginning level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 235.2 BOOT CAMP II

A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at an intermediate level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 235.3 BOOT CAMP III

A group exercise class that mixes traditional calisthenic and body weight exercises with interval and strength training at an advanced level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 235.4 BOOT CAMP IV

A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at an expert level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 301.1 INDOOR CYCLING I

A beginning level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 301.2 INDOOR CYCLING II**

An intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 301.3 INDOOR CYCLING III**

An advanced level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 301.4 INDOOR CYCLING IV**

An expert level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 332.1 STRETCHING AND FLEXIBILITY I**

A beginning class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 332.2 STRETCHING AND FLEXIBILITY II**

An intermediate level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 332.3 STRETCHING AND FLEXIBILITY III**

An advanced level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 332.4 STRETCHING AND FLEXIBILITY IV**

An expert level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 334.1 YOGA I**

Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for all ages and abilities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 334.2 YOGA II

Designed to educate students in Hatha Yoga at an intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for continuing yoga students. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 334.3 YOGA III

Designed to educate students in Hatha Yoga at an advanced level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 334.4 YOGA IV

Designed to educate students in Hatha Yoga at an expert level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 335.1 PILATES I

Training of the muscles in the torso through controlled exercises taught at a beginning level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 335.2 PILATES II

Training of the muscles in the torso through controlled exercises taught at an intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 335.3 PILATES III

Training of the muscles in the torso through controlled exercises taught at an advanced level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 335.4 PILATES IV

Training of the muscles in the torso through controlled exercises taught at an expert level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 336 RESTORATIVE YOGA

Restorative yoga, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 336.1 RESTORATIVE YOGA I**

Restorative yoga I, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 336.2 RESTORATIVE YOGA II**

Restorative yoga II, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** FITN 336.1

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 336.3 RESTORATIVE YOGA III**

Restorative Yoga III, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** FITN 336.2

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 336.4 RESTORATIVE YOGA IV**

Restorative Yoga IV, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** FITN 336.3

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 339 PILATES CIRCUIT TRAINING**

A fitness class designed to develop core strength, flexibility, balance, and postural stability utilizing Pilates equipment, exercises, and technique. Students will work on a wide variety of apparatus which may or may not include: Reformers, Towers, Chairs, Spine Correctors, and small equipment. This class will incorporate non-stop exercise routines to increase strength and endurance. Instruction on equipment safety, proper exercise set up and execution, and detailed information about each exercise circuit will precede each new routine. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** FITN 335.1

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

## **Global Studies**

### **GBST 101 INTRODUCTION TO GLOBAL STUDIES**

This course is an introduction to the interdisciplinary field of Global Studies. This includes the history of globalization, and may include economic, political, historical, anthropological, philosophical, geographical, artistic, cultural and ecological developments related to the processes of globalization. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### GBST 102 GLOBAL STUDIES AND APPLICATIONS

This course encourages students to become active global citizens by better understanding the origins, current status, and future trends of major transnational issues confronting the global community. Topics can include population trends, economic development and inequality, basic human needs (for food, water health care), the role of history as narrative, human rights, international conflict and security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities and students' awareness of how global issues manifest locally. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### GBST 650 STUDY ABROAD LIFE AND CULTURE

Explore the cultural elements, including literature, art, art history, drama, film, music, theater, philosophical, scientific, and technological movements of a foreign country as part of the Study Abroad Program. Students gain skills in cross-cultural competency as well as specific knowledge and understanding about the host country as they attend lectures, interact with local experts, participate in field trips and take part in cultural events. Students must be enrolled in the Semester Abroad Program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 105 or Eligibility for ENGL 100

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

## Geography

### GEOG 100 PHYSICAL GEOGRAPHY

This course is a spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry

are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** MATH 110, Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

**C-ID:** GEOG 110

### GEOG 110 CULTURAL GEOGRAPHY

The study of the use and understanding of space within and between culture groups of the world. Interpretation of cultural landscapes resulting from the interactions of humans with features and processes of the physical environment and with one another. Special attention is given to the concepts of location, place, distribution, circulation, and region. Focus on the concepts of culture region, cultural origin, cultural diffusion, cultural ecology, cultural interaction, and cultural landscape as applied to the analysis of specific culture traits, including those of popular culture. Additional topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** GEOG 120

### GEOG 150 WORLD REGIONAL GEOGRAPHY

Geographic analysis of the physical, cultural, and population patterns of world regions. A critical examination, with historical context, is also made of the economy and politics, sociocultural issues, environmental issues, and measures of human well-being within each region. Emphasis on spatial and historical influences of population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** GEOG 125

## Geology

### GEOL 100 SURVEY OF GEOLOGY

An introduction to the principles of geology, including plate tectonics, earthquakes, volcanoes, earth structure, earth materials, and the processes that shape and change the Earth. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

**C-ID:** GEOL 100

### GEOL 101 GEOLOGY LABORATORY

Optional introductory geology laboratory course designed to be taken concurrently with or following GEOL 100. Identification of tectonic plates, minerals, rocks; interpretation of cross sections, maps and seismograms; geologic processes and features. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** completion or concurrent enrollment in GEOL 100

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**C-ID:** GEOL 100L

## History

### HIST 100 HISTORY OF WESTERN CIVILIZATION I

This course examines the evolution of Western history from its earliest articulations in the ancient Near East through early Modern era. Particular emphasis is placed on the multicultural and global influences that have shaped, and continue to shape, the intellectual, artistic, economic, religious, cultural, and political institutions of the Western world. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D), UC (IGETC Area 3B or 4)

**C-ID:** HIST 170

### HIST 101 HISTORY OF WESTERN CIVILIZATION II

Examination of the history of Western Civilization from the late 15th century to the present. Beginning with the Scientific Revolution, this course explores the economic, political, social, scientific, technological, artistic, and religious developments of the Western world. Topics include the Scientific Revolution; the Enlightenment; the "Age of Revolutions" (including the American, Haitian and French Revolutions), industrialization, nationalism, imperialism; modern ideologies; the emergence of totalitarianism; the World Wars, the Cold War, the Korean War, the Vietnam War; and other cultural, economic, intellectual, and political developments. These topics will be explored through the analytical lenses of race, class, gender, and ethnicity. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D), UC (IGETC Area 3B or 4)

**C-ID:** HIST 180

### HIST 104 WORLD HISTORY I

This course surveys the development of and interactions between Africa, the Americas, Asia, Europe, the Mediterranean, and Oceania. By examining the histories, cultures, and folkways of various civilizations, this course chronicles the story of humanity to 1500 CE. Emphasis is given to the rise of civilizations, the emergence of global economies, innovations in science and technology, as well as cultural, intellectual and religious traditions. Comparative ideas concerning race, gender, ethnicity, and sexuality are also examined throughout the course. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU Area C2 or D), UC (IGETC Area 3B or 4)

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



### HIST 106 WORLD HISTORY II: FROM 1500 TO PRESENT

This course provides a broad survey of the modern world including the rich histories of Africa, the Americas, Asia, Europe and Oceania since 1500 CE. It examines the major historical events that created an interconnected world from a comparative and international perspective. Themes such as exploration, industrialization, global trade, human rights, capitalism and consumerism, popular culture, the environment, political and social structures, nationalism, secularism, imperialism and post-colonialism are examined. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU Area C2 or D), UC (IGETC Area 3B or 4)

### HIST 201 UNITED STATES HISTORY I

This course explores the evolution of United States history from its pre-Columbian Native American origins through the Reconstruction Era (1877). Using the analytical lenses of race, class, gender, ethnicity and sexuality, this course examines the political, economic, social, religious, environmental, and cultural forces that shaped, and continue to shape, the nation and the lives of its diverse inhabitants. Topics include indigenous societies and cultures, European conquest and colonization, slavery and abolition, the women's movement, westward expansion, immigration, the American Revolution, the Constitution and the formation of the U.S. government, reform movements, the U.S. Civil War, and Reconstruction. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E1a, E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D and US-1 and US-2), UC (IGETC Area 3B or 4)

**C-ID:** HIST 130

### HIST 202 UNITED STATES HISTORY II

This course explores United States history from the Reconstruction Era to the present. Through the analytical lenses of race, class, gender, ethnicity and sexuality, students examine the major forces that shaped, and continue to shape, the political, social, cultural, scientific, technological and environmental life of the nation. Specific

attention is dedicated to examining the ways that the philosophical foundations of the U.S. Constitution and the government institutions it established evolved, and continue to evolve, in response to the ever-changing social, economic, and political rights and obligations of its inhabitants. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E1a, E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D and US-1 and US-2), UC (IGETC Area 3B or 4)

**C-ID:** HIST 140

### HIST 260 WOMEN IN AMERICAN HISTORY

An in-depth survey of the experiences, contributions, and roles of American women in United States history from pre-contact to the present. Analysis of the political, economic, and social developments concerning American women, as well as the effects of gender, ethnicity, class, and sexual orientation upon their experiences. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E1a, E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D and US-1 and US-2), UC (IGETC Area 3B or 4)

### HIST 261 WOMEN IN AMERICAN HISTORY I

This course surveys the experiences, contributions, and roles of women in the history of the United States from pre-contact American civilizations through the Civil War and Reconstruction. Through the analytical lenses of race, class, gender, ethnicity and sexuality, students examine the major forces that shaped, and continue to shape, the political, social, cultural, scientific, technological and environmental life of the nation. Specific attention is dedicated to examining the ways that the philosophical foundations of the U.S. Constitution and the government institutions it established impacted women's lives. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**AA/AS Degree Requirements:** Area E1a, E5b, E5c

**Transfer Credit:** CSU (CSU Area C2 or D and US-1), UC (IGETC Area 3B or 4)

## HIST 262 WOMEN IN AMERICAN HISTORY II

This course surveys the experiences, contributions, and roles of women in the history of the United States from Reconstruction to the present. Through the analytical lenses of race, class, gender, ethnicity and sexuality, students examine the major forces that shaped, and continue to shape, the political, social, cultural, scientific, technological and environmental life of the nation. Specific attention is dedicated to examining the ways that the philosophical foundations of the U.S. Constitution and the government institutions it established impacted women's lives. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E1a, E5b, E5c

**Transfer Credit:** CSU (CSU Area C2 or D and US-1 and US-1), UC (IGETC Area 3B or 4)

## HIST 310 CALIFORNIA HISTORY

This course explores the history of California from pre-contact through the present. Topics include the civilizations of indigenous Californians; Pacific exploration; Spanish colonization; mission, pueblo, and rancho life; American expansion and the Gold Rush; railroad, agricultural and mineral booms; Progressive reform; the impact of the Great Depression and World War II; conflicts around water and environmental resources; counterculture, civil rights, and modern conservative movements; and the growth of Silicon Valley. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E1a, E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D and US-3), UC (IGETC Area 3B or 4)

## Health Science

### HSCI 100 GENERAL HEALTH SCIENCE

Survey of today's most prevalent health issues, including nutrition, exercise, weight control, mental health, stress

management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety. Emphasis is placed on individual responsibility, detection, treatment, prevention, and maintenance of personal and social health as well as the promotion of physical, emotional, mental, and holistic health. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

## Individual Sports

### INDV 121.1 BADMINTON I

Rules and beginning strategies of badminton; instruction and practice in fundamentals of grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 121.2 BADMINTON II

Rules and strategies of intermediate badminton; instruction and further practice in grips, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 121.3 BADMINTON III

Advanced instruction in badminton with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 121.4 BADMINTON IV

Instruction with an emphasis on expert level strategy, footwork, doubles team work, and singles games in the sport of badminton. Tournament play in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.1 TENNIS I

Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play at a beginning level; testing program in all tennis skills and rules. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.2 TENNIS II

Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.3 TENNIS III

Continued instruction on the skills of tennis at the advanced level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.4 TENNIS IV

Continued instruction on the skills of tennis at the expert level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

## Interdisciplinary Studies

### IDST 101 HUMANITIES HONORS SEMINAR I

Introductory interdisciplinary research seminar for students admitted into the Honors Project program. Students learn to distinguish between various interpretive methodologies of the humanities disciplines, the social sciences, and the creative arts. Working through an interdisciplinary seminar theme, students expand upon and deepen the content of a linked transfer course from the Humanities Cluster (Language Arts, Creative Arts, and Social Sciences). Students apprehend fundamental interdisciplinary theory, and complete a distinct scholarly project that extends a content area of the chosen transfer course. Emphasis on peer collaboration, the fundamentals of research methodology, critical inquiry and effective written and oral presentation. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Prerequisites:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**Transfer Credit:** CSU

### IDST 102 SCIENCES HONORS SEMINAR I

Introductory interdisciplinary research seminar for students admitted into the Honors Project program. Students are instructed and guided in various scientific investigative approaches and their applications in the natural science, mathematical and engineering disciplines. Working through an interdisciplinary seminar theme, students expand upon and deepen the content of a linked transfer course from the Sciences Cluster (Sciences, Technology, Engineering and Math). Students apprehend fundamental interdisciplinary theory, and complete a distinct scholarly project that

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



extends a content area of the chosen transfer course. Emphasis on peer collaboration, the fundamentals of scientific research and its application, and effective written and oral presentation. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Prerequisites:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**Transfer Credit:** CSU

### IDST 103 HUMANITIES HONORS SEMINAR II

For continuing Honors Project students with a concentration in the Humanities Cluster, this seminar further develops their mastery of interdisciplinary theory, research methodologies and critical inquiry. Students are introduced to incorporating primary sources as they develop and complete a more advanced scholarly project based upon the content of the transfer course they have linked to the seminar. Emphasis on mentoring IDST101 students, and the pursuit of more original and independent research. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Recommended:** IDST 101 or IDST 102

**Transfer Credit:** CSU

### IDST 104 SCIENCES HONORS SEMINAR II

For continuing Honors Project students with a concentration in the Sciences Cluster, this seminar further develops their mastery of interdisciplinary theory, research methodologies and critical inquiry. Students are introduced to incorporating primary sources as they develop and complete a more advanced scholarly project based upon the content of the transfer course they have linked to the seminar. Emphasis on mentoring IDST102 students, and the pursuit of more original and independent research. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Recommended:** IDST 101 or IDST 102

**Transfer Credit:** CSU

### IDST 110 COLLEGE 1

This course assists new, first-time college students in making a successful transition to college by providing opportunities to explore college student mindset, identity, habits and expectations. Through a shared reading experience and series of common assignments, students

develop critical reading strategies, information literacy awareness and skills, and establish a community of first-year support. Course content will be informed by the discipline expertise of the instructional faculty. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

## Kinesiology, Athletics, and Dance

Kinesiology, Athletics, and Dance courses are offered under the following disciplines: Adapted Physical Education, Aquatics, Dance, Fitness, Individual Sports, Kinesiology, Physical Education Theory, Team Sports and Varsity Sports.

Kinesiology is the 5th most sought after degree in the CSU system. Curriculum in the division has been developed to meet the broad interests of students in general activity courses addressing the Associates Degree and Associates Degree for Transfer (AA-T) requirements. These activity courses range from Adaptive Physical Education to cardiovascular conditioning, resistance training, yoga, Pilates, team sports, individual sports, dance, and Intercollegiate Athletics. Additionally, the division offers courses and programs designed for students seeking a certificate to enter the workforce; Yoga Teacher Training and Pilates Instructor Training, as well as many certificates and degrees. Lecture courses for students intending to transfer and major in Kinesiology at the four-year university level are also available.

The majority of activity courses offered by the San Mateo County Community College District are now leveled to show progression from the most fundamental (level 1) to the most advanced (level 4). Course levels can be identified by a .1, .2, .3, or .4 system or by the course title. Course levels may be scheduled simultaneously. Students are advised to enroll initially at the fundamental level (.1) regardless of previous experience and be placed at the appropriate level based on instructor assessment. Adapted Physical Education and intercollegiate sports related courses are not affected by the repeatability legislation.

To understand the repeatability legislation, please refer to the [Course Families](#) page.

## Kinesiology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](#).  
If you have questions, see your counselor.



**KINE 101 INTRODUCTION TO KINESIOLOGY**

This course explores the broad spectrum of kinesiology as an academic discipline, fundamental concepts and meaning of movement/physical activity, diversity of humans as moving beings, professional/career options, current/ social issues, personal characteristics/ professional responsibilities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

**C-ID:** KIN 100

**KINE 102 INTRODUCTION TO COACHING PRINCIPLES**

A course which examines the philosophical, physiological, sociological, and psychological aspects of the coaching profession. Other aspects that will be studied are the principles used in the effective teaching of sports, technical and tactical skills, and the principles used in effective team management. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

**KINE 103 SOCIAL ISSUES IN SPORT**

An examination of sport as a significant aspect of modern culture and a major institution of modern society. Among the topics that will be discussed are gender, race, and ethnicity and their role in sport, sport as an economic enterprise, sport at the High School, collegiate, professional, and international levels, the effects that religion, social class, politics, deviance and the media have on sport, and what future trends will have an influence on the world of sport. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**KINE 106 INTRODUCTION TO SPORTS MANAGEMENT**

An examination of the field of sport management. The course will provide an overview of sports management by presenting a discussion of the fundamental aspects of the profession. Areas of discussion include: legal, sociocultural, historical, political and psychological as they relate to the field of sports management. Further discussion centers on the ways the globalization of sports impact the contemporary sports manager. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**KINE 107 WOMEN IN SPORTS**

A course which examines the chronological history, analysis and interpretation of people, events, and issues that affect women in sports in past and present society. Physiological, sociological, and psychological aspects of female athletes as related to sports, history, and education will be covered. Students will gain an understanding of the significant impact women have had on the sports world and how their significance will determine the future of women in sports. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**KINE 119 FIRST AID/ADULT & PEDIATRIC CPR**

The Adult and Pediatric First Aid/CPR/AED course incorporates the latest science and teaches students to recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies to help victims of any age - adults (about 12 years and older) and pediatric (infants and children up to 12 years of age). Students who successfully complete this course will receive a certificate for Adult and Pediatric First Aid/CPR/AED

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





valid for two years. Because the certificate for Adult CPR/AED is valid for two years, a student may file a Petition to Repeat KINE 119 if the course was completed more than 4 semesters ago. This is not an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU (CSU GE Area E1), UC

**C-ID:** KIN 101

### **KINE 125 PILATES MAT INSTRUCTOR TRAINING**

This course includes an introduction to the history and principles of Pilates, review of essential anatomy, beginning, intermediate, and advanced level Pilates Mat exercises as well as modifications for each exercise. This course includes lectures on pedagogy, programming, and teaching special populations. During the lab portion of this course, students will gain practical teaching experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** FITN 335, KINE 300

**Transfer Credit:** CSU

### **KINE 126 PILATES REFORMER INSTRUCTOR TRAINING**

This course includes an introduction to the Pilates Reformer including set up, safety, and basic maintenance. Students will learn how to practice and teach the beginning, intermediate, and advanced exercises as well as modifications for each exercise. This course includes lectures on pedagogy, programming, and teaching special populations. During the lab portion of this course, students will gain practical teaching experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** KINE 300, FITN 335, KINE 125

**Transfer Credit:** CSU

### **KINE 127 PILATES APPARATUS INSTRUCTOR TRAINING**

Pilates Apparatus covers exercises on the Trapeze Table, Wunda Chair, Ladder Barrel, Step Barrel, and auxiliary apparatus. This is a capstone course for the Comprehensive Pilates Instructor Certificate and the Specialized Pilates

Instructor Certificate. It offers Pilates instructors a great variety of tools to use when working with clients. During the lab portion of this course, students work in pairs gaining practical teaching experience and a chance to refine their own physical skills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** KINE 300, FITN 335, KINE 125, KINE 126

**Transfer Credit:** CSU

### **KINE 135 ACADEMIC SKILL DEVELOPMENT FOR INTERCOLLEGIATE ATHLETES I**

Introduces student athletes to the rewards and challenges of participating in competitive college sports. Instruction on how to get organized, take effective notes, prepare for tests and quizzes. Course also addresses various college services, study skills instruction and academic planning. Extra supplies may be required. This is not an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **KINE 136 ACADEMIC SKILL DEVELOPMENT FOR INTERCOLLEGIATE ATHLETES II**

Designed for student athletes. Continued instruction on college-level study skills and preparedness. Provides organizational skills for a lifetime. Teaches attitude development while building self-esteem. NCAA/NAIA transfer regulations are addressed. Extra supplies may be required. This is not an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **KINE 190 BASEBALL THEORY: DEFENSE**

Designed to help students understand the defensive fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball and apply them in a practical setting. (Same as TEAM 190) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 2 or 3

**Hours/semester:** 16-18 Lecture; 48-108 Lab; 32-36 Homework

**Transfer Credit:** CSU, UC

### **KINE 191 BASEBALL THEORY: OFFENSE**

Designed to help students understand the offensive fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball and apply them in a practical setting. (Same as TEAM 191) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2 or 3

**Hours/semester:** 16-18 Lecture; 48-108 Lab; 32-36 Homework

**Transfer Credit:** CSU, UC

### **KINE 200 YOGA HISTORY AND CULTURE**

This course is designed as a survey of the history and culture of yoga, both as a historical practice and a physical discipline. Students will learn about yoga's transformation from ancient to contemporary times, ayurveda and nutrition, and yoga as a career option. This course is designed as part of the Yoga Teacher Training Certificate program. KINE 200, 201, and 202 are designed to be taken concurrently. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** KINE 201 and KINE 202

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area E1)

### **KINE 201 YOGA PEDAGOGY LECTURE**

This course is designed as an introduction to the study of yoga pedagogy. Students will learn about ethics, anatomy, and teaching theories as they relate to the teaching of yoga. This course is designed as part of the Yoga Teacher Training Certificate program. KINE 200, 201, and 202 are designed to be taken concurrently. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** KINE 200 and KINE 202

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **KINE 202 YOGA ASANA STUDIES**

This course is designed as a introduction to teaching the physical discipline of Hatha yoga. Students will learn alignment, adjustments, and cueing for yoga postures. They will also develop and teach their own yoga class. This course is designed as part of the Yoga Teacher Training Certificate program. KINE 200, 201, and 202 are designed to be taken concurrently. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Corequisites:** KINE 200 and KINE 201

**Transfer Credit:** CSU

### **KINE 203 YOGA PEDAGOGY RESEARCH 1**

This course is part of the 300 hour Yoga Teacher Training certificate program. Students will practice yoga, observe yoga classes, assist yoga classes, teach yoga classes, and develop a personal yoga practice. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of a Yoga Alliance RYS-200 program.

**Corequisites:** KINE 204, KINE 205

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105., FITN 334.1 a strong yoga practice.

**Transfer Credit:** CSU

### **KINE 204 ADVANCED YOGA PEDAGOGY & PHILOSOPHY**

This course is part of the 300 hour Yoga Teacher Training certificate program. Students will develop their knowledge of yoga pedagogy and philosophy by studying ethics, pedagogical theories, teacher/students communication techniques, yoga philosophy, and how to develop your personal voice as a yoga teacher. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of a Yoga Alliance RYS-200 program.

**Corequisites:** KINE 203, KINE 205

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**Transfer Credit:** CSU

### KINE 205 ADVANCED YOGA ASANA

This course is part of the 300 hour Yoga Teacher Training certificate program. Students will develop their understanding of yoga asana practice through study of sun salutations, theories of transitional and embodied movement, and restorative yoga. Students will also choreograph and teach personal flow and restorative sequences. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Successful completion of a Yoga Alliance RYS-200 program.

**Corequisites:** KINE 203, KINE 204

**Transfer Credit:** CSU

### KINE 206 YOGA PEDAGOGY RESEARCH 2

This course is part of the 300 hour Yoga Teacher Training certificate program. Students will practice yoga, observe yoga classes, assist yoga classes, teach yoga classes, and develop a personal yoga practice at an advanced level. Students will also conduct deeper research on a yoga topic of their choice and attend/assist in organizing a yoga retreat. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 96-108 Lab

**Prerequisites:** Successful completion of a Yoga Alliance 200-hour Yoga Teacher Training. KINE 203

**Transfer Credit:** CSU

### KINE 300 ANATOMY OF MOTION

Students will learn the bones and muscles of the human body from the inside out in contrast to the traditional cadaver approach to anatomy. The instructor will teach how to attach specific muscles of a human body to a three-dimensional skeleton. Hands-on student learning will include using manipulatives such as clay to model human anatomy, postural and movement analyses, and participation in movement activities. The course includes topics in musculoskeletal anatomy, fundamental kinesiology, common postural anomalies, injuries, and injury prevention. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

### KINE 301 INTRODUCTION TO PERSONAL TRAINING

Successful completion of this course prepares students to take a variety of national certification exams including the National Council of Strength and Fitness (NCSF), and the National Academy of Sports Medicine (NASM). Study of basic human anatomy, exercise physiology, health screening and assessment, nutrition, aerobic and anaerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1)

## Learning Center

### LCTR 100 EFFECTIVE TUTORING

Explores a variety of procedures for understanding and utilizing effective peer tutoring practices. Under guided supervision, students use classroom experiences to connect theory to practice. Communication and study strategies, course specific tutoring expertise, and techniques for working with students from diverse cultural and academic backgrounds are emphasized. This course is for students who are interested in working as tutors. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 8-9 Lecture; 24-27 Lab; 16-18 Homework

**Transfer Credit:** CSU

### LCTR 105 KEYS TO SUCCESS

This course assists new, first time students in making a successful transition to college life. Students receive information and engage in exercises that will make academic requirements more clear and remove common obstacles that can delay students' progress. Topics include: knowledge of resources, study techniques, writing skills, critical thinking skills, motivation and self-efficacy. This class has a strong emphasis on group work and peer learning. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

### LCTR 240 COLLEGE AND ACADEMIC SUCCESS

This course assists students in understanding and engaging in college success skills and strategies. Designed to improve academic and personal success, this course takes students through a journey that includes study skills development, value clarification, personal and educational goals and options, financial literacy, time and life management, critical and creative thinking, and an awareness of learning styles. The course also provides assistance to develop communication skills related to self-advocacy. (Course is cross listed as COUN 240.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

### LCTR 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE

Under the supervision of Learning Center staff, students receive academic assistance such as tutoring or digital supplemental support in areas of academic need. Students receive support or tutoring by tutors who have demonstrated competence in a specific subject, skill and/or discipline and who have successfully completed a tutor training course. *No Grade Awarded (Non-Credit Course). Units do not apply toward AA/AS degree. Non-Credit.*

**Units:** 0

**Hours/semester:** 48-54 Lab

**Corequisites:** concurrent enrollment in a course in which tutorial/academic assistance is being provided.

## Library Studies

### LIBR 100 INTRODUCTION TO LIBRARY RESEARCH

An introduction to library resources and research. Provides a practical, critical, hands-on introduction to library research and beyond. Topics covered include formulating and refining a research question, library organization, using academic research materials, searching the catalog and databases, avoiding plagiarism, and citing sources. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area C3; Area E5d

**Transfer Credit:** CSU, UC

## Literature

### LIT. 101 TWENTIETH-CENTURY LITERATURE

Study of a representative selection of twentieth-century fiction, poetry, and drama. Authors may include T.S. Eliot, Pablo Neruda, Vladimir Nabokov, Samuel Beckett, Virginia Woolf, Gabriel Garcia Marquez, Sylvia Plath, Eugene O'Neill, Toni Morrison, among others. Emphasis on innovations of the century's major writers within the context of literary and cultural movements. Lectures, discussions, and related reading. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 105 THE BIBLE AS LITERATURE

Lit. 231 examines selected texts from the Old and New Testaments and from the Apocrypha. It emphasizes literary study of the Bible, with attention to the many genres of literature represented in the Bible, as well as recurring themes. Assignments include reading, writing, and discussion. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 113 THE NOVEL

This class will focus on a range of novels from this genre's long history. We will analyze novels as aesthetic, but also material productions, as representations of individual selves grappling with the world, as windows into specific historical and cultural moments, and, most importantly, as both agents and products of social change. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**LIT. 115 THE SHORT POEM IN ENGLISH: A SURVEY**

The study of short poems in English from the late medieval period to the present time, with a critical emphasis on poetry's artistic and cultural transformations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**LIT. 150 CRIME AND DETECTIVE FICTION**

Study of representative works from the genres of detective and crime fiction, with an emphasis on their influence on English language literature and thought and on a broad range of creative media. Reading, discussion, and analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**LIT. 151 SHAKESPEARE**

Study of representative plays and poems, with an emphasis on Shakespeare's poetic and dramatic skills and his understanding of human nature. Reading and discussion. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**LIT. 154 INTRODUCTION TO LGBT LITERATURE**

Study of representative works by LGBTQ+ authors in addition to exploring themes relevant to the LGBTQ+ community and allies. Authors may include E.M. Forster, Rita Mae Brown, Adrienne Rich, Michelle Tea, David Henry Hwang, E. Lynn Harris, W.H. Auden, James Merrill, among others. Reading, discussion, critical analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**LIT. 155 COMICS AND THE GRAPHIC NOVEL**

Study of representative works from the genre of comics and graphic novels with an emphasis on the unique tools inherent to the genre, their influence on English language literature, and thought and on a broad range of creative media. Reading, discussion, and analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**LIT. 156 SCIENCE FICTION AND FANTASY LITERATURE**

Study of representative works from the genres of Science Fiction and Fantasy, examining their roots, twentieth-century rise, and contemporary status. Focus is on how the genres interact with mythology, philosophy, and a broad range of creative media both present and past. Reading, discussion, and analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**LIT. 201 AMERICAN LITERATURE I**

Study of American Literature from indigenous narratives to the European arrival in the Americas and through the 1870s with a focus on representative authors from the 18th and 19th centuries. Lectures, discussions, and reading of primary and secondary works. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 130

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**LIT. 202 AMERICAN LITERATURE II**

Survey of American Literature from end of the U.S. Civil War in 1865 through the present. Through lecture, discussion, and critical reading, students engage with the literary voices that shape, reflect upon, and challenge the American story. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 135

**LIT. 220 INTRODUCTION TO WORLD LITERATURE**

Study of World Literature and texts (poetry, prose, drama and film) from antiquity to the present with a focus on major authors representing literary traditions world-wide. Lectures, discussions, and recorded readings. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 140 (ENGL/LIT 180)

**LIT. 221 INTRODUCTION TO WORLD LITERATURE II**

Comparative study of selected works, in translation and in English, of literature from around the world, including Africa, Asia, Europe, the Middle East, the Pacific Islands, and other areas, from the mid or late seventeenth century to the present. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 145 (ENGL/LIT 185)

**LIT. 231 SURVEY OF ENGLISH LITERATURE I**

Lit 231 is a historical survey of English literature from its beginnings to the end of the 18th century. It emphasizes shifts in literary thought, with attention to relevant cultural

factors. The course involves lecture, discussion, reading, and writing. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 160, ENGL/LIT 160

**LIT. 232 SURVEY OF ENGLISH LITERATURE II**

Study of the typical works of major English writers of the 19th and 20th century. Lectures, discussions, and readings. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 165

**LIT. 266 AFRICAN AMERICAN LITERATURE**

Study of representative works from the genre of African American literature, with an emphasis on English language literature and thought and on a broad range of creative media. Reading, discussion, and analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**LIT. 430 GREEK MYTHOLOGY AND CLASSICAL LITERATURE**

Survey of Greek and Roman mythology and classical literature with an emphasis on how these works remain relevant. Reading, discussion and analysis of major works as well as contemporary interpretations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**LIT. 804 TWENTIETH-CENTURY LITERATURE**

Study of a representative selection of the 20th Century fiction, poetry, and drama. Authors may include T.S. Eliot, Pablo Neruda, Vladimir Nabokov, Samuel Beckett, Virginia Woolf, Gabriel Garcia Marquez, Sylvia Plath, Eugene O'Neil, Toni Morrison, among others. Emphasis on innovations of the Century's major writers within the context of literary and cultural movements. Lectures, discussions, readings, and optional writing of critical papers. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**LIT. 809 THE BIBLE AS LITERATURE**

Lit. 809 examines selected texts from the Old and New Testaments and from the Apocrypha. It emphasizes literary study of the Bible, with attention to the many genres of literature represented in the Bible, as well as recurring themes. Assignments include reading, writing, and discussion. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**LIT. 813 THE NOVEL**

Study of a representative selection of novels of the 19th, 20th, and 21st Centuries and of various aspects of literary criticism. Authors may include Jane Austen, Charlotte and Emily Bronte, Thomas Hardy, Henry James, William Faulkner, Gabriel Garcia Marquez, among others. Lectures, discussions, and related reading. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**LIT. 820 INTRODUCTION TO WORLD LITERATURE**

Study of World Literature and texts (poetry, prose, drama and film) from antiquity to the present with a focus on major authors representing literary traditions world-wide. Lectures, discussions, recorded readings, and writing of critical essays. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**LIT. 823 AMERICAN LITERATURE I**

Study of American Literature from the European conquest of the Americas through the 1870s with a focus on the major authors from the 18th and 19th centuries. Lectures, discussions, reading of primary and secondary works, and writing of reader-response journal. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**LIT. 824 AMERICAN LITERATURE II**

Study of American Literature from the end of the U. S. Civil War in 1865 through the modern day. Lectures, discussions, recorded readings, and writing of reader-response journal. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**LIT. 830 GREEK MYTHOLOGY AND CLASSICAL LITERATURE**

Survey of Greek and Roman mythology and classical literature with an emphasis on how these works remain relevant. Reading, discussion and analysis of major works as well as contemporary interpretations. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**LIT. 835 SHAKESPEARE**

Study of representative plays and poems, with an emphasis on Shakespeare's poetic and dramatic skills and his understanding of human nature. Readings, discussions, and writing of optional critical papers. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**LIT. 837 SURVEY OF ENGLISH LITERATURE I**

This course is a historical survey of English literature from its beginnings to the end of the 18th century. It emphasizes shifts in literary thought, with attention to relevant cultural factors. The course involves lecture, discussion, and reading. LIT 836 involves the same lectures and in-class activities as LIT 231, but LIT 836 makes essays and exams optional. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**LIT. 838 SURVEY OF ENGLISH LITERATURE II**

Study of the typical works of major English writers of the 19th and 20th Centuries. Lectures, discussions, readings. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**LIT. 840 THE SHORT POEM IN ENGLISH: A SURVEY**

The study of short poems in English from the late medieval period to the present time, with a critical emphasis on poetry's artistic and cultural transformations. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Learning Skills****LSKL 835 ASSISTIVE TECHNOLOGY - SPEECH RECOGNITION**

Designed primarily for students with disabilities; provides training in the use of a speech recognition program, which supports students' learning styles and/or physical needs in the area of written expression. Students will learn how to use this assistive technology tool as an accommodation for completing written assignments and essay-based tests/exams. Students will use computers with this software in the Disability Resource Center's Assistive Technology classroom/lab. No previous computer experience is required. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1**Hours/semester:** 16-18 Lecture; 32-36 Homework**LSKL 850 ASSISTIVE TECHNOLOGY TOOLS FOR SUPPORTING USE OF AUDIO-RECORDING/NOTE-TAKING ACCOMMODATIONS**

Designed primarily for students with disabilities with accommodations for Smartpen/audio-recording notetaker and/or Zoom transcription. This course provides instruction in the use of various note taking tools that can be used in college classes including the Smartpen, audio-to-text recording, transcripts through online lecture recordings,

and audio recordings combined with typing notes. Students will identify the tool which will support their notetaking needs for in-person and/or online classes. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5**Hours/semester:** 8-9 Lecture; 16-18 Homework**LSKL 851 THE BEST OF CHROME FOR FOCUS AND ORGANIZATION**

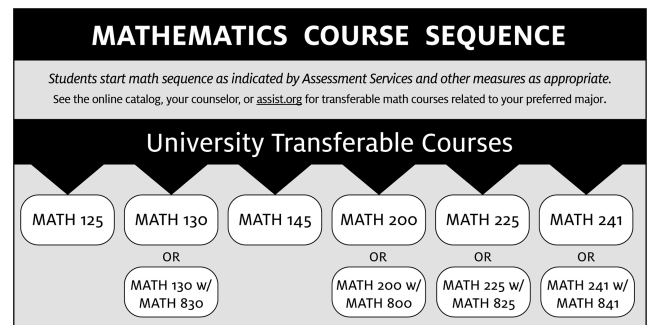
This course is designed primarily for students who have disabilities. Students will learn about the best free Chrome tools which are designed to support focus and organization. Students will gain experience in applying these tools to their college classes and their daily lives. In addition, students will have the opportunity to use a strategy that will help them get started on tasks. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5**Hours/semester:** 8-9 Lecture; 16-18 Homework**LSKL 855 STRATEGIES FOR EFFECTIVE PROBLEM SOLVING - MATH AND BEYOND**

This course will teach students ways to become strategic problem solvers. They will learn how to apply these procedures when dealing with math, as well as when trying to solve problems beyond the math classroom. Topics will include math applications in and out of the school, learning in the classroom, approaches to problem-solving, areas of common confusion in math, error analysis, and multi-sensory study strategies. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5**Hours/semester:** 8-9 Lecture; 16-18 Homework**Mathematics**

(Also see Business 115)



Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.





The Transfer Math Sequence you choose will depend on your major and your transfer destination. See a counselor for more information.

Multiple measures, including high school transcripts, are now being used to help determine proper placement of students into Mathematics courses. Students transferring to College of San Mateo with credit in college Mathematics can use their transcripts to assist with placement.

Prerequisites are listed in the descriptions of Mathematics courses in the catalog and the web schedule. Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses. Prerequisites may be met by showing proof of satisfactory completion of an equivalent course at a post-secondary institution.

### MATH 110 ELEMENTARY ALGEBRA

A study of elementary algebra including introduction to: signed number operations, order of operations, linear equations and inequalities in one and two variables, systems of linear equations, exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations, and quadratic equations. *Letter Grade Only. Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 811 or MATH 802 or placement by other college approved methods.

### MATH 115 GEOMETRY

Study of the properties of plane and solid figures, using formal logic and the real number system. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 110 or placement by other college approved methods.

### MATH 120 INTERMEDIATE ALGEBRA

A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 110 or placement by other college approved methods.

**AA/AS Degree Requirements:** Area C1; Area E2b

### MATH 125 ELEMENTARY FINITE MATHEMATICS

An introduction to finite mathematics, including linear functions, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. Applications in business, economics and social sciences. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area C1; Area E2b

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 130

### MATH 130 ANALYTICAL TRIGONOMETRY

Trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations; radian measure; inverse functions; and solution of triangles. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** MATH 115

**AA/AS Degree Requirements:** Area C1; Area E2b

**Transfer Credit:** CSU (CSU GE Area B4)

### MATH 145 LIBERAL ARTS MATHEMATICS

An examination of important concepts of mathematics and of mathematics as a tool for decision making. Topics and applications may include aspects of the history of mathematics, problem solving, counting methods, elementary number theory, sets, Euclidean and non-Euclidean geometry, Platonic solids, topology and logic. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area C1, C3; Area E2b

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

### MATH 190 PATH TO STATISTICS

This accelerated course prepares students for transfer-level Statistics. It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who intend to take transfer level statistics and no other transfer level mathematics, physics or chemistry. Note: This course is NOT intended for students who plan to take courses in science, computer information science, engineering, math, as well as business and other non-STEM majors. Please see your counselor. *Letter Grade Only. Degree Credit.*

**Units:** 6

**Hours/semester:** 96-108 Lecture; 192-216 Homework

**Prerequisites:** MATH 811 or appropriate score on District math placement test and other measures as appropriate.

**AA/AS Degree Requirements:** Area C1; Area E2b

### MATH 200 ELEMENTARY PROBABILITY AND STATISTICS

Representation and interpretation of data, use and misuse of statistics, graphical display of distributions, measures of central tendency and dispersion, probability, sampling distributions, statistical inference (including ANOVA), contingency tables, regression and correlation. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area C1; Area E2b

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 110

### MATH 222 PRECALCULUS

Study of more advanced algebra including the theory of equations, complex numbers, logarithmic and exponential functions, sequences and series, review of trigonometry and topics of analytic geometry, polar coordinates. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 130 or placement by other college approved methods.

**AA/AS Degree Requirements:** Area C1; Area E2b

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 155

### MATH 225 PATH TO CALCULUS

Equivalent to MATH 130 and 222. This course combines the topics of Trigonometry and Pre-Calculus and is designed to fulfill the requirements of both courses as a prerequisite for MATH 251. Topics include a study of functions, function families, their properties and transformations, compositions, inverses and combinations, complex numbers, and vectors. Function families include linear, trigonometric, logarithmic, exponential, polynomial, power, and rational. Multiple representations of functions are emphasized. *Letter Grade Only. Degree Credit.*

**Units:** 6

**Hours/semester:** 96-108 Lecture; 192-216 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area C1; Area E2b

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

### MATH 241 APPLIED CALCULUS I

Selected topics from analytic geometry, plus basic techniques of differential and integral calculus. (This sequence may not be substituted for the MATH 251 sequence for mathematics, physics or engineering majors.) *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area C1; Area E2b

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** MATH 140

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**MATH 242 APPLIED CALCULUS II**

Further work in differentiation and integration, trigonometric functions, calculus of functions of several variables, and selected topics from differential equations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 130 and MATH 241

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

**MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I**

Study of limits, continuity, the derivative, and its applications, and the definite integral. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 222 or Math 225 or appropriate score on the College Placement Test or other measures.

**AA/AS Degree Requirements:** Area C1; Area E2b

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** MATH 210

**MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II**

Study of the Fundamental Theorem of Calculus, techniques of integration, applications of the definite integral, exponential, logarithmic and hyperbolic functions, polar coordinates, conic sections infinite series, Taylor series, and Taylor's formula. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 251

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** MATH 220

**MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III**

Study of the calculus of functions of several independent variables, partial derivatives, vectors and vector calculus to include Green's theorem, Stokes' theorem, and the divergence theorem. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 252

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** MATH 230

**MATH 268 DISCRETE MATHEMATICS**

Covers topics in discrete mathematics with particular emphasis on applications to computer science. Includes logic, sets, functions and relations, mathematical induction, recursion, Boolean algebra, elementary number theory, and probability. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** MATH 251

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 160

**MATH 270 LINEAR ALGEBRA**

Vectors and matrices applied to linear equations and linear transformations; real and inner product spaces. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 252

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 250

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS**

Differential equations of first, second, and higher order; simultaneous, linear and homogeneous equations; solutions by power series; numerical methods, Fourier series, Laplace transforms, and applications. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 253

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 240

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**MATH 280 PROOFWRITING**

An introductory course on reading and writing proofs with an emphasis on mathematical rigor. Topics include formal logic, set theory, infinity, equivalence relations, well-orderings, modular arithmetic, the Euclidean algorithm; and proof techniques such as direct, indirect, contrapositive, induction, and exhaustion. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** MATH 252

**Recommended:** Eligibility for ENGL 110

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**MATH 800 JUST-IN-TIME SUPPORT FOR ELEMENTARY PROBABILITY AND STATISTICS**

A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MATH 200, Elementary Probability and Statistics, at College of San Mateo. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Prerequisites:** Appropriate score on the College Placement Test or other multiple measures assessment.

**Corequisites:** MATH 200

**MATH 811 ARITHMETIC REVIEW WITH PRE ALGEBRA**

Basic arithmetic involving whole numbers, signed numbers, fractions, decimals, and percents; estimation, number sense, order of operation, area and volume and other applications. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** ENGL 828 or ESL 828

**MATH 820 JUST-IN-TIME SUPPORT FOR INTERMEDIATE ALGEBRA**

A review of the core prerequisite skills, competencies, and concepts for intermediate algebra. Intended for students who are concurrently enrolled in MATH 120, Intermediate Algebra, at College of San Mateo. Review topics include: computational skills developed in pre-algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions. Topics covered in more depth include: solving and graphing linear equations and inequalities in one and two variables, solving and graphing systems of equations in two variables, factoring, algebraic operations on polynomial and rational expressions, solving quadratics using factoring, and rational equations. Recommended for students with little or no recent knowledge of algebra. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** MATH 120

**MATH 825 JUST-IN-TIME SUPPORT FOR PATH TO CALCULUS**

A review of the core prerequisite skills, competencies, and concepts needed in pre-calculus. Intended for majors in science, technology, engineering, and mathematics who are concurrently enrolled in MATH 225, Path to Calculus, at College of San Mateo. Topics include: a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Corequisites:** MATH 225

**MATH 830 JUST-IN-TIME SUPPORT FOR ANALYTICAL TRIGONOMETRY**

A review of the core prerequisite skills, competencies, and concepts needed in trigonometry. Intended for students who are concurrently enrolled in MATH 130, Analytical Trigonometry, at College of San Mateo and have a Math placement below transfer-level. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Corequisites:** MATH 130

### **MATH 841 JUST-IN-TIME SUPPORT FOR APPLIED CALCULUS I**

A review of the core prerequisite skills, competencies, and concepts needed in algebra. Intended for students who are concurrently enrolled in MATH 241, Applied Calculus I, at College of San Mateo. Topics include: a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, functions including composition and inverses, and an in-depth focus on quadratic functions. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Corequisites:** MATH 241

### **MATH 890 JUST-IN-TIME SUPPORT FOR PATH TO STATISTICS**

A review of the core prerequisite skills, competencies, and concepts needed in pre-statistics. Intended for students who are concurrently enrolled in MATH 190, Path to Statistics at College of San Mateo. Topics include basic arithmetic involving whole numbers, signed numbers, fractions, and decimals; estimation, number sense, and order of operation. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Corequisites:** MATH 190

## **Management**

### **MGMT 100 INTRODUCTION TO MANAGEMENT**

This course examines the purpose and role of managers and the application of management theories focusing on the main functions of management: planning, organizing, leading and controlling. Considerable attention is given to identification and development of critical management skills and understanding the factors that affect management success. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **MGMT 102 LEADING INNOVATIVE TEAMS**

Creative thinking and innovation leadership are critical future work skills for all leaders. Students will learn how to build and lead teams for innovation, identify personal innovation strengths and weaknesses, and transform your organization from within. Students will also learn how to better adapt to rapid change contexts and foster an innovation-focused workplace culture. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105

**Transfer Credit:** CSU

### **MGMT 103 LEADING FOR PERFORMANCE**

Leaders are responsible for encouraging the highest possible performance from their employees. Most leaders recognize that motivation is a key driver of high performance. This course explores approaches to, and the impacts of, leading, coaching, and managing. Pivoting among said approaches is a requirement for middle to senior managers and project managers. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105

**Transfer Credit:** CSU

### **MGMT 104 LEADERSHIP THEORY**

This course is an introduction to leadership theory and practice. Students will develop an understanding of the behaviors and characteristics of leaders through examination of current leadership models. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105

**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**MGMT 106 ESSENTIALS OF NEGOTIATION**

Essentials of Negotiation gives student managers the skills to close deadlocked deals, maximize value in reached agreements, and resolve differences and conflicts. The course outlines negotiation preparation and groundwork, and helps the student manager find their own unique approach and style. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105

**Transfer Credit:** CSU

**MGMT 151 COMPENSATION AND BENEFITS**

Introduction to compensation and benefits development and administration. Compliance with pay regulations, assessing benefit plans and pension systems. Incentive pay and wellness program components and considerations. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**MGMT 152 STAFFING AND PERFORMANCE**

Examination of the fundamental concepts and techniques for hiring and developing employees within an organization. The course examines the identification, recruitment, selection, on-boarding and promoting of employees within an organization. In addition, the course focuses on performance management; the process for developing high performing employees and managing low performing employees. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

**MGMT 154 TRAINING AND DEVELOPMENT**

On-boarding and training of employees are key components of Human Resources Management. This course prepares future HRM professionals to institute effective training and development at their organization. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

**MGMT 215 HUMAN RESOURCES MANAGEMENT**

This course is an overview of the fundamentals of Human Resource Management including strategy and planning, recruiting, training and development, compensation and benefits, contemporary HR policies and practices, working with diversity, employment law and labor relations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**MGMT 220 ORGANIZATIONAL BEHAVIOR**

This course focuses on behavioral science theories and concepts as applied to individual, interpersonal and group processes in a diverse work force. Topics include organizational leadership and planning, organizational culture and values, work attitudes, motivation, group effectiveness and conflict. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

**MGMT 265 PROJECT MANAGEMENT**

Principle functions of contemporary project management, including defining, organizing, tracking, controlling and communicating information in order to meet project goals. Focuses on the science of project management as well as the art of managing projects. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**Transfer Credit:** CSU

**Music****MUS. 100 FUNDAMENTALS OF MUSIC**

Introduction to the notation and fundamental theoretical elements of Western music cultures demonstrated through

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



a variety of styles and periods, from classical to pop. Includes pitch and rhythm concepts, melodic and harmonic structures, and fundamental musicianship. Application of the basic principles of music theory to important musical works of different styles and periods. This course deepens students' appreciation of the broad historical and cultural contexts of music as an aesthetic and creative endeavor. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** MUS 110

### MUS. 111 MUSICIANSHIP I

Develop practical musicianship skills through the study of basic rhythmic, melodic, harmonic, and metric material. Emphasis is on training the ear through aural and performance based activities such as sight singing, dictation (melodic, rhythmic and harmonic) and basic keyboard exercises. Concurrent enrollment in Mus. 131 is strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MUS. 100 or MUS. 301 or MUS. 371 or MUS. 401, or equivalent. Students who feel they meet the prerequisite through prior experience should complete a short assessment of basic music skills in the assessment center (Bldg. 10-370. See also <http://collegeofsanmateo.edu/assessment>.)

**Transfer Credit:** CSU, UC

**C-ID:** MUS 125

### MUS. 112 MUSICIANSHIP II

Incorporates and builds on concepts introduced in MUS. 111. Further development of ear training and sight singing skills. Topics include: sight singing of triads and seventh chords, second-layer subdivision, and harmonic dictation of diatonic progressions. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MUS. 111

**Transfer Credit:** CSU, UC

**C-ID:** MUS 135

### MUS. 113 MUSICIANSHIP III

Incorporates and builds on concepts introduced in MUS. 112. Further development of ear training and sight singing skills. Topics include: triplets/duplets, syncopations, chromatic alterations, and modulation to closely-related keys. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MUS. 112

**Transfer Credit:** CSU, UC

**C-ID:** MUS 145

### MUS. 114 MUSICIANSHIP IV

Incorporates and builds on concepts introduced in MUS. 113. Further development of ear training and sight singing skills. Topics include: advanced chromaticism including modulation to distantly-related keys, diatonic modes, non-diatonic and synthetic scales, pitch sets and tone rows, irregular beat division, polyrhythms, asymmetrical meters, mixed meters. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MUS. 113

**Transfer Credit:** CSU, UC

**C-ID:** MUS 155

### MUS. 120 SONGWRITING

Explores the process of songwriting, allowing students to use their creativity while building skills in songwriting and performance. Specific topics include: contemporary song chord structures and harmony; form; melody; rhythm; lyric creation and original compositions and performances. No song-writing experience necessary. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** MUS. 100 or equivalent experience/knowledge

**Transfer Credit:** CSU, UC

**C-ID:** CMUS 150X

### MUS. 124 JAZZ IMPROVISATION I

This is an introductory course designed to apply the study of beginning techniques of rhythmic, melodic, and harmonic improvisation in the jazz performance idiom. *Letter Grade Only. Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**Transfer Credit:** CSU, UC

### MUS. 125 JAZZ IMPROVISATION II

This is an intermediate level course designed to apply the study of intermediate techniques of rhythmic, melodic, and harmonic improvisation in the jazz performance idiom. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** MUS. 124 or demonstration through audition of intermediate level jazz improvisation skills.

**Transfer Credit:** CSU, UC

### MUS. 131 HARMONY I

An in-depth exploration into the basic structures of tonal music and how these elements intertwine. Topics include meter, scales, keys, intervals and triads, transposition, phrase structure, Roman numeral analysis, and an introduction to voice leading in 4 parts. Assignments focus on building solid written skills, contextual analysis of classical and popular music, and creative composition. Concurrent enrollment in MUS. 111 is strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MUS. 100 or MUS. 301 or MUS. 371 or MUS. 401 or equivalent. Students who feel they meet the prerequisite through prior experience should complete a short assessment of basic music skills in the assessment center (Bldg. 10-370. See also <http://collegeofsanmateo.edu/assessment>.)

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** MUS 120

### MUS. 132 HARMONY II

Topics include principles of diatonic harmonic progression, dominant and non-dominant 7th chords, voice leading, harmonization, and an introduction to two-part

counterpoint, modulation and secondary/applied chords. Analyze both classical and popular music using Roman numerals and popular lead sheet symbols. Assignments emphasize part writing skills and creative composition. Concurrent enrollment in MUS. 112 strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MUS. 131

**Transfer Credit:** CSU, UC

**C-ID:** MUS 130

### MUS. 133 HARMONY III

The study of chromatic harmony including secondary chords, borrowed chords, augmented and Neapolitan 6th chords, as well as more advanced modulatory techniques. Contextual analysis of classical, jazz, and popular music. Emphasis is on written, analytical, and creative skills. Concurrent enrollment in MUS. 113 strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MUS. 132

**Transfer Credit:** CSU, UC

**C-ID:** MUS 140

### MUS. 134 HARMONY IV

A continuation of the study of chromatic harmony (including chromatic mediants, altered dominants, 9th, 11th, and 13th chords, and enharmonic reinterpretation and modulation) as well as an exploration of 20th century trends and the gradual dissolution of tonality. Explore topics such as new scale and tonal structures, advanced approaches to meter and rhythm, atonality and set theory. Concurrent enrollment in MUS. 114 strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MUS. 133

**Transfer Credit:** CSU, UC

**C-ID:** MUS 150

### MUS. 202 MUSIC APPRECIATION

No musical experience required. Enhances enjoyment and appreciation of western music through listening, reading, and discussion, and develops an understanding of music in a cultural and historical context. Topics include but are not

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.





limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the western world. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** MUS 100

### MUS. 210 FROM BLUES TO HIP HOP: A HISTORY OF AMERICAN POPULAR MUSIC

This course will closely examine the history and development of American popular music, and its integration with general culture and society. This course will include identification and analysis of blues, rock, R&B, Reggae, Hip Hop, Latin Rock, and other musical genres. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### MUS. 222 LIVE SOUND AND STREAMING

This course provides hands-on experience in equipment setup and operation, troubleshooting, sound checking, and mixing sound for live music performances and streaming applications. Topics include sound system theory and applications and individual sound system component operation (microphones, mixers, effects, power amplifiers, and speaker systems). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** MUS. 290 or DGME 118

**Transfer Credit:** CSU, UC

### MUS. 231 AFRO-LATIN PERCUSSION ENSEMBLE I

Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel

relationships, and the telling socio-political circumstances in which they developed. The conga drum is the main instrument of this class. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Transfer Credit:** CSU, UC

### MUS. 232 AFRO-LATIN PERCUSSION ENSEMBLE II

Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. Students will build on the skills developed in Music 231: Afro-Latin Percussion Ensemble, by singing and playing simultaneously, and by playing additional instruments including güiro and cowbell (cencerro), as well as by incorporating more complex rhythms, rhythmic exercises, and variations of fundamental rhythms. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 231

**Transfer Credit:** CSU, UC

### MUS. 233 AFRO-LATIN PERCUSSION ENSEMBLE III

Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. Students will build on the skills developed in Music 232: Afro-Latin Percussion Ensemble 2, by singing and playing more intricate rhythms simultaneously, playing additional instruments including the timbales, as well as by incorporating a wide variety of listening exercises, and incorporating more complex

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



rhythms, rhythmic exercises, and variations of fundamental rhythms. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 232

**Transfer Credit:** CSU, UC

### MUS. 234 AFRO-LATIN PERCUSSION ENSEMBLE IV

Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. Students will build on the skills developed in Music 233: Afro-Latin Percussion 3, through fundamental improvisation, as well as by incorporating more complex rhythms, rhythmic exercises, and variations of fundamental rhythms. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 233

**Transfer Credit:** CSU, UC

### MUS. 250 WORLD MUSIC

A course in comparative music styles of various cultures of the world. Each semester will explore one or more of the musical styles (popular, folk or classical) of Western Hemisphere, European, Asian and African cultures. Wherever possible, guest performers will present, and an opportunity shall be afforded to attend live performances. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### MUS. 275 HISTORY OF JAZZ

The study of the historical and sociological development of jazz since 1900, with emphasis on instrumental and vocal jazz and the role of jazz in our culture. Attendance required at a minimum of three live jazz performances. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### MUS. 280 HISTORY OF ELECTRONIC MUSIC

Overview of the development of electronic music from the late 19th century to present. Exploration of how the development of technology has impacted music and culture over time. Topics include early electronic musical instruments, new musical styles, the introduction of the synthesizer and drum machine, the role of the computer in music production and the rise of mainstream electronic music. In addition, students will analyze historically significant works from the experimental art music of the mid-20th century through the popular forms of music today. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU Area C1), UC (IGETC Area 3A)

### MUS. 286 MUSIC BUSINESS

Overview of the business and legal aspects of the music industry. Topics include: record contracts, performance agreements, publishing, licensing, self-release, distribution, copyright, promotion and social media. In addition, the duties and responsibilities of music producers, agents, managers, promoters, and performing artists will be examined. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**C-ID:** CMUS 140X

### MUS. 289 RECORDING FOR MUSICAL APPLICATIONS

In this course students gain hands-on experience recording a variety of musical instruments, vocalists, and ensembles

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



in a professional recording studio. With a focus on project management and musical aesthetics across genres, it covers concepts including applied acoustics, signal flow, microphone placement and techniques, signal processing, multi-track recording procedures, mixing, client interaction, and session management. This course builds on the fundamentals of audio recording and studio techniques introduced in DGME 118 or MUS 290. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** MUS. 290 or DGME 118

**Transfer Credit:** CSU, UC

### MUS. 290 ELECTRONIC MUSIC I

Learn to create, produce and record music in a variety of genres using current music technology. Gain hands-on experience in electronic music studio techniques including: digital recording, audio editing, signal processing, mixing, sampling, MIDI, synthesizers and drum machines. Acquire a historic perspective of the development of electronic music and an understanding of acoustics as applied to music production. Develop your listening skills and your appreciation for a wide variety of electronic music and for the world of sound. Great introductory course for aspiring singer/ songwriters, musicians, composers, producers, sound designers and sound artists. No previous musical experience necessary. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Transfer Credit:** CSU, UC

**C-ID:** CMUS 100X (MUS. 290 & 291)

### MUS. 291 ELECTRONIC MUSIC II

Continue developing your electronic music production skills by focusing on MIDI sequencing and editing, audio multi-tracking, electronic orchestration, live performance, and compositional methods. Further explore and integrate synthesizers, drum machines, software plug-ins, virtual synthesizers and MIDI controllers with digital music production software, specifically Logic Pro Studio. Deepen your critical listening skills through practice, awareness of historical context of electronic music, and a greater understanding of acoustics. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Prerequisites:** MUS. 290

**Transfer Credit:** CSU, UC

**C-ID:** CMUS 100X (MUS. 290 & 291)

### MUS. 292 SOUND CREATION: SAMPLING AND SYNTHESIS

Create original sounds for composition, live performance, and sound effects. Fully utilize the technical and artistic potential of synthesizers and samplers. Study the nature of musical instruments and environmental sounds. From an historical as well as a technical perspective, analyze synthesized and sampled sounds found in experimental and popular music. Specific synthesis techniques covered include: analog modular synthesis, FM synthesis, additive synthesis, granular synthesis and physical modeling. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** MUS. 290

**Transfer Credit:** CSU, UC

### MUS. 293 AUDIO FOR VISUAL MEDIA

Using a wide-variety of sound production techniques and software tools, create a completely original soundtrack for film or video. Compose, orchestrate and arrange original music; design original sound effects; develop a personal sound library; create and record Foley and voice-overs. Make use of SMPTE and MTC to synchronize all your sound and music to picture. Analyze the narrative, spatial and emotive content of soundtracks. Examine the history of sound design through studying various media including theater, radio, film, and video games. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** MUS. 290 and MUS. 291

**Transfer Credit:** CSU, UC

### MUS. 296 ELECTRONIC MUSIC COMPOSITION PORTFOLIO I

Students will develop electronic music compositions to be included in a professional portfolio. They will begin assembling a cohesive body of work and present their pieces in peer reviews and public performance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 1.5**Hours/semester:** 72-81 Lab**Prerequisites:** MUS. 290 and MUS. 291 and MUS. 292**AA/AS Degree Requirements:** Area E5d**Transfer Credit:** CSU, UC**MUS. 297 ELECTRONIC MUSIC COMPOSITION PORTFOLIO II**

Continuation of Music 296: Each student will refine his/her portfolio to create a professional, coherent, representative collection of works. These portfolios may be used for applying for internships, transfer applications or professional employment. Students will research and select one or more ways to publicly release their music such as internet radio, podcasts, live performance venues and web-based music sites. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5**Hours/semester:** 72-81 Lab**Prerequisites:** MUS. 296**AA/AS Degree Requirements:** Area E5d**Transfer Credit:** CSU, UC**MUS. 298 NEW INTERFACES FOR MAKING MUSIC**

Exploration of musical interface design: The use of electronic circuits, sensors, actuators and microprocessors for musical expression; hands-on, project-based, individual and group work. Intended for students who are aspiring musicians, artists, engineers or computer programmers interested in creating new ways to control and manipulate sound. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework**Recommended:** MUS. 290 or ENGR 100**Transfer Credit:** CSU**MUS. 301 PIANO I**

Study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. Designed only for those students who have no previous piano playing experience. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework**Recommended:** MUS. 100**Transfer Credit:** CSU, UC**MUS. 302 PIANO II**

Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework**Prerequisites:** MUS. 301**Transfer Credit:** CSU, UC**MUS. 303 PIANO III**

Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework**Prerequisites:** MUS. 302**Transfer Credit:** CSU, UC**MUS. 304 PIANO IV**

Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework**Prerequisites:** MUS. 303**Transfer Credit:** CSU, UC**MUS. 314 PIANO LITERATURE & PERFORMANCE - THE BAROQUE ERA**

This course focuses on the study and performance preparation of keyboard literature from the baroque period. The class will explore stylistic characteristics of baroque keyboard music, advancements in keyboard instruments of the time, general historical climate, and specific stylistic considerations of the main keyboard composers. Focus

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



will remain on performance practice and the preparation and performance in a class situation of representative repertoire. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** Prior piano playing experience and music reading knowledge.

**Transfer Credit:** CSU, UC

### **MUS. 315 PIANO LITERATURE & PERFORMANCE: THE CLASSICAL ERA**

Study and perform keyboard literature from the classical period: Learn stylistic norms, advancements in keyboard instruments of the time, general historical climate, and specific stylistic considerations of the main keyboard composers. Focus is on performance practice and the preparation and performance in a class situation of representative repertoire. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** Prior piano playing experience and music reading knowledge.

**Transfer Credit:** CSU, UC

### **MUS. 316 PIANO LITERATURE & PERFORMANCE: THE ROMANTIC ERA**

Study and perform keyboard works from the romantic period: Explore stylistic characteristics, advancements in keyboard instruments of the time, general historical climate, and specific stylistic considerations of the main keyboard composers. Focus is on performance practice and the preparation and performance in a class situation of representative repertoire. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** Prior piano playing experience and music reading knowledge.

**Transfer Credit:** CSU, UC

### **MUS. 317 PIANO LITERATURE & PERFORMANCE: THE 20TH CENTURY & BEYOND**

Study and perform keyboard works from the 20th/21st centuries: Explore the general historical climate and the myriad of styles and techniques needed to play this music. Focus is on performance practice and the preparation and performance in a class situation of representative repertoire. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** Prior piano playing experience and music reading knowledge.

**Transfer Credit:** CSU, UC

### **MUS. 371 GUITAR I**

Techniques of guitar performance and reading music to enable students to play accompaniments to compositions written for the guitar. Students must supply their own instruments. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** MUS. 100 or equivalent

**Transfer Credit:** CSU, UC

### **MUS. 372 GUITAR II**

Continuation of Music 371 with emphasis on solo performances. Students must supply their own instruments. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 371

**Transfer Credit:** CSU, UC

### **MUS. 373 GUITAR III**

Continuation of MUS. 372 with emphasis on solo performances. Students must supply their own instruments. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 372

**Transfer Credit:** CSU, UC

### MUS. 374 GUITAR IV

Continuation of MUS. 373 with emphasis on solo performances. Students must supply their own instruments. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 373

**Transfer Credit:** CSU, UC

### MUS. 398 NEW INTERFACES FOR MAKING MUSIC II

A continuation of MUS 298 New Interfaces for Making Music. Students gain experience with more complex sensors, microprocessors and computer-human interaction for musical expression. Focus on designing and building an original, stand-alone musical interface for live musical performance. Additional supplies may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MUS. 298

**Transfer Credit:** CSU, UC

### MUS. 401 VOICE I

Elementary vocal problems analyzed and corrected through exercises and songs. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** MUS. 100 or equivalent.

**Transfer Credit:** CSU, UC

### MUS. 402 VOICE II

Intermediate songs and recital performance as ability merits. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 401

**Transfer Credit:** CSU, UC

### MUS. 403 VOICE III

Advanced songs and recital performance as ability merits. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 402

**Transfer Credit:** CSU, UC

### MUS. 404 VOICE IV

Advanced songs and recital performance as ability merits. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 403

**Transfer Credit:** CSU, UC

### MUS. 423 SMALL ENSEMBLES

This course is designed for advanced electric instrumental, acoustic instrumental, and vocal students who want to interpret, perform, and record ensemble repertoire at a professional level. The course content, depending upon the instrumental and vocal makeup of the class, will include a diversity of styles that may range from Latin, Asian, popular, electroacoustic, and contemporary classical music. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** Demonstration, through audition, of proficiency in technique and music reading.

**Transfer Credit:** CSU, UC

**C-ID:** MUS 185

### MUS. 424 SMALL JAZZ ENSEMBLES

Preparation and performance of literature for jazz trios, quartets, or quintets. Course emphasizes jazz improvisational and ensemble performance, sight-reading,

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



and the ability to perform a variety of jazz styles in a small group environment. Open to all students by audition. Participation at all scheduled performances is required. Auditions held at first class meeting. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** Demonstration, through audition, of intermediate level proficiency in instrumental or vocal technique, and music reading.

**Recommended:** MUS. 124

**Transfer Credit:** CSU, UC

**C-ID:** MUS 185

### MUS. 425 CONTEMPORARY JAZZ COMBO

Preparation and performance of literature from the Hard Bop Era of the 1960's to current contemporary repertoire for jazz combo. Course emphasizes jazz improvisational and ensemble performance, sight-reading, and the ability to perform a variety of jazz styles in a small group environment. Open to all students by audition. Auditions held at first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** Demonstration, through audition, of intermediate to advanced level proficiency in instrumental or vocal technique, and music reading.

**Recommended:** MUS. 124

**Transfer Credit:** CSU, UC

**C-ID:** MUS 185

### MUS. 429 WIND ENSEMBLE

Preparation and performance of advanced level literature from the contemporary and traditional wind band repertoire. Course emphasizes performance of a variety of band styles, meters, and sight-reading. Open to all students by audition. Auditions will take place at the first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration, through audition, of advanced level proficiency in instrumental technique and music reading.

**Transfer Credit:** CSU, UC

### MUS. 430 SYMPHONIC BAND

Correct playing techniques as well as group performance of band literature will be emphasized. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration of proficiency on a band instrument.

**Transfer Credit:** CSU, UC

**C-ID:** MUS 180

### MUS. 452 REPERTORY JAZZ BAND

Group performance of advanced collegiate level jazz literature for the big band will be emphasized. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration of advanced proficiency on musical instrument.

**Recommended:** MUS. 124

**Transfer Credit:** CSU, UC

**C-ID:** MUS 180

### MUS. 454 JAZZ WORKSHOP BIG BAND

Preparation and performance of literature for the big band from 1960 to current contemporary repertoire. Course emphasizes large group jazz performance of a variety of jazz styles, sightreading, and jazz improvisation in a big band setting. Open to all students by audition. Auditions will take place at the first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Prerequisites:** Demonstration, through audition, of intermediate to advanced level proficiency in instrumental technique, music reading, and jazz improvisation.

**Transfer Credit:** CSU, UC

### MUS. 470 CONCERT CHOIR

Performance of choral music for accompanied and/or unaccompanied choir. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration through audition of proficiency in vocal performance.

**Recommended:** MUS. 100

**Transfer Credit:** CSU, UC

**C-ID:** MUS 180

### MUS. 501 STUDIO LESSONS I (APPLIED MUSIC I)

This course is individualized study of the appropriate beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. Enrollment eligibility determined by audition. NOTE: Individual lessons (7.5-8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** By Audition. The end-of-semester jury performance serves as the audition to continue in the program in the following semester

**Corequisites:** MUS. 424 or MUS. 425 or MUS. 429 or MUS. 430 or MUS. 454 or MUS. 231 or MUS. 232 or MUS. 233 or MUS. 234

**Transfer Credit:** CSU, UC

**C-ID:** MUS 160

### MUS. 502 STUDIO LESSONS II (APPLIED MUSIC II)

This course is individualized study of the appropriate advanced-beginning undergraduate transfer-level

techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. NOTE: Individual lessons (7.5-8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** MUS. 501

**Corequisites:** MUS. 231 or MUS. 232 or MUS. 233 or MUS. 234 or MUS. 424 or MUS. 425 or MUS. 429 or MUS. 430 or MUS. 454

**Transfer Credit:** CSU, UC

**C-ID:** MUS 160

### MUS. 503 STUDIO LESSONS III (APPLIED MUSIC III)

This course is individualized study of the appropriate intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. NOTE: Individual lessons (7.5-8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** MUS. 502

**Corequisites:** MUS. 231 or MUS. 232 or MUS. 233 or MUS. 234 or MUS. 424 or MUS. 425 or MUS. 429 or MUS. 430 or MUS. 454

**Transfer Credit:** CSU, UC

**C-ID:** MUS 160

### MUS. 504 STUDIO LESSONS IV (APPLIED MUSIC IV)

This course is individualized study of the appropriate advanced-intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. NOTE: Individual lessons (7.5-8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** MUS. 503

**Corequisites:** MUS. 231 or MUS. 232 or MUS. 233 or MUS. 234 or MUS. 424 or MUS. 425 or MUS. 429 or MUS. 430 or MUS. 454

**Transfer Credit:** CSU, UC

**C-ID:** MUS 160

## Nursing

### NURS 211 INTRODUCTION TO NURSING

Human health needs and the principles, facts, concepts and skills basic to nursing care. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 4.5

**Hours/semester:** 32-36 Lecture; 120-135 Lab; 64-72 Homework

**Prerequisites:** Admission to the A.S. Degree Nursing Program

**Transfer Credit:** CSU

### NURS 212 CONCEPTS OF HOMEOSTASIS IN NURSING

Continuation of the study of human health needs and the principles, facts, concepts, and skills basic to nursing care using the nursing process to promote homeostasis. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 4.5

**Hours/semester:** 32-36 Lecture; 120-135 Lab; 64-72 Homework

**Prerequisites:** NURS 211

**Transfer Credit:** CSU

### NURS 221 PEDIATRIC NURSING

Developmental assessment and common health issues from infancy to young adulthood. Supervised learning

experiences correspond with classroom instruction in off-campus health care facilities. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 4.5

**Hours/semester:** 40-45 Lecture; 96-108 Lab; 80-90 Homework

**Prerequisites:** NURS 212

**Corequisites:** Concurrent enrollment in NURS 225.

**Transfer Credit:** CSU

### NURS 222 PERINATAL AND REPRODUCTIVE HEALTH NURSING

Assessing the needs and problems of the family during the perinatal cycle and providing nursing care for the family unit. Also identifying reproductive health issues faced by men, women, and the transgender community and providing the nursing care and support needed by these clients. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 4.5

**Hours/semester:** 40-45 Lecture; 96-108 Lab; 80-90 Homework

**Prerequisites:** NURS 212

**Corequisites:** Concurrent enrollment in NURS 225.

**Transfer Credit:** CSU

### NURS 225 NURSING SKILLS LAB II

This course is an adjunct to the corequisite nursing courses listed above. It provides individual and group practice of nursing skills with competency evaluation of the skills identified for the concurrent nursing courses. (Spring only.) *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** NURS 212

**Corequisites:** Concurrent enrollment in NURS 221 and NURS 222.

**Transfer Credit:** CSU

### NURS 231 MENTAL HEALTH NURSING

Effective and non-effective communication, equilibrium and disequilibrium in life styles and functioning in the adolescent to adult patient. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Fall only.) *Letter Grade Only. Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** NURS 222

**Corequisites:** Concurrent enrollment in NURS 235.

**Transfer Credit:** CSU

### NURS 232 MEDICAL/SURGICAL NURSING

Identification of more complex health needs and problems in the adult, and special needs of the surgical patient. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities (Fall only). *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** NURS 231

**Corequisites:** Concurrent enrollment in NURS 235

**Transfer Credit:** CSU

### NURS 235 NURSING SKILLS LAB III

Provides for skill development with competency evaluation of the skills identified for the concurrent nursing courses. Extra supplies may be required. (Fall only.) *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** NURS 222

**Corequisites:** Concurrent enrollment in NURS 231 and NURS 232.

**Transfer Credit:** CSU

### NURS 241 ADVANCED MEDICAL/SURGICAL NURSING

Addressing the overt and covert needs of adult patients undergoing threats to homeostasis in a variety of complex situations. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities (Spring only). *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** NURS 232

**Corequisites:** NURS 245

**Transfer Credit:** CSU

### NURS 242 LEADERSHIP/MANAGEMENT IN NURSING

Transition to the graduate role. Students initiate the nursing process with emphasis on the determination of priorities, on decision-making responsibilities, and on personal accountability. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** NURS 241

**Corequisites:** NURS 245

**AA/AS Degree Requirements:** Area C3; Area E5d

**Transfer Credit:** CSU

### NURS 245 NURSING SKILLS LAB IV

Provides for nursing skill development with competency evaluation of the skills identified for the concurrent nursing courses. Extra supplies may be required. (Spring only.) *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** NURS 232

**Corequisites:** Concurrent enrollment in NURS 241 and 242.

**Transfer Credit:** CSU

### NURS 610 BASIC MEDICATION DOSAGE CALCULATIONS FOR NURSES

Designed to meet the needs of current and potential practitioners of nursing. The safe and accurate administration of medications to a client is an important and primary responsibility of the nurse. A step-by-step approach to medication dosage calculations by various routes of administration will be used. This course will help nurses in applying basic mathematical concepts to real world clinical situations. Dosage accuracy is emphasized in clinical scenarios that apply critical thinking skills. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



### **NURS 615 PHARMACOLOGY FOR NURSES: PRACTICAL APPLICATIONS**

Course provides practical application of the pharmacological principles of drug therapy to the Nursing Practice. Discussion will stress the utilization of key drugs prescribed to treat different disease states. Lectures are organized by body system in order to correlate with the nursing pharmacology text currently being used (Summer only). *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### **NURS 620 BRIDGE COURSE FOR ADVANCED ENTRY STUDENTS**

This bridge course is designed for students who have been accepted into the CSM Nursing Program at an advanced entry point. Students for whom this course is appropriate include returning students, transfer students, LVNs, and international RNs. This course will also help students adjust to CSM's RN program, develop a learning profile, meet other students, and build a support network. The course will also provide an opportunity for students to demonstrate competency in adult physical assessment, in a timed Medication Dosage Calculation Test and in Oral Medication Administration. *Pass/No Pass Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Transfer Credit:** CSU

### **NURS 630 INTRODUCTION TO MEDICAL TERMINOLOGY**

Course is designed to familiarize students with the basics of vocabulary used in the medical and health professions. Medical terminology is taught by using a systematic word-building approach. This four week self-paced course requires excellent time management skills, computer skills and commitment by the student. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**C-ID:** HIT 103X

### **NURS 666 CAREER EXPLORATION IN NURSING**

Provides an overview of nursing roles, educational requirements, responsibilities, job opportunities, and settings for nursing practice. Includes the historical evolution of current nursing roles, contemporary health

care issues, and career pathways available in nursing. Designed for potential nursing majors and non-nursing majors. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **NURS 815 TRANSITION FROM 1ST YEAR TO 2ND YEAR: MEDICAL SURGICAL NURSING**

This course focuses on refining and practicing competency in knowledge and skills application as the first year nursing student transitions to the second year. The areas of focus include multi-system physical assessment skills, communication skills, nursing process, IV therapy and vascular accesses, wound care and healing, and medication dosage calculations. Knowledge and skills will be used in simulation activities and case scenarios. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 - 1.5

**Hours/semester:** 8-27 Lecture; 16-54 Homework

**Prerequisites:** NURS 212

### **NURS 816 OPEN LAB FOR NURSING 211/212**

Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 211 Introduction to Nursing and NURS 212 Concepts of Homeostasis in Nursing. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** Previous or concurrent enrollment in NURS 211 and/or NURS 212.

### **NURS 817 OPEN LAB FOR NURSING 221/222**

Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 221 Pediatric Nursing and NURS 222 Maternity Nursing. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Prerequisites:** Previous or concurrent enrollment in NURS 221 and/or NURS 222.

### **NURS 818 OPEN LAB FOR NURSING 231/232**

Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 231 Psychiatric and NURS 232 Medical Surgical Nursing. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** Previous or concurrent enrollment in NURS 231 and/or NURS 232.

### **NURS 819 OPEN LAB FOR NURSING 241/242**

Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 241 Advanced Medical-Surgical Nursing and NURS 242 Leadership/Management in Nursing. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** Previous or concurrent enrollment in NURS 241 and/or NURS 242.

## **Oceanography**

### **OCEN 100 OCEANOGRAPHY**

Introduction to marine geology, chemistry, and biology. Includes the hydrologic cycle and properties of sea water and marine organisms; currents, waves, tides, coastal processes, and ecology of the ocean; continental drift; and sea-floor spreading. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 or B2), UC (IGETC Area 5A)

## **Paleontology**

### **PALN 110 GENERAL PALEONTOLOGY**

The origin and evolution of the planet and life on earth through the past 4.6 billion years. Includes the study of fossils, rocks, geologic time, dating methods, evolution by natural selection, modern and ancient ecosystems, plate tectonics, speciation and mass extinction. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 or B2), UC (IGETC Area 5A or 5B)

**C-ID:** GEOL 110

### **PALN 111 PALEONTOLOGY LABORATORY/FIELD STUDIES**

Optional introductory paleontology laboratory course designed to be taken concurrently with or following PALN 110. Laboratory exercises in dating methods, fossil preservation, rock, fossil and ecosystem identification and interpretation, stratigraphic correlation, natural selection and extinction processes, fossil collection and preparation. Field trips to depositional/ecological environments and fossil sites required. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in PALN 110.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**C-ID:** GEOL 110L

## **Philosophy**

### **PHIL 100 INTRODUCTION TO PHILOSOPHY**

Introductory survey of philosophical questions about the nature of reality; the prospects for human knowledge; and moral, political, and religious issues. Intended to help students clarify their own thinking about such questions through learning and discussing how philosophers have dealt with them. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** PHIL 100

### PHIL 103 CRITICAL THINKING

Designed to develop critical thinking. Presents techniques for analyzing arguments used in political rhetoric, advertisements, editorials, scientific claims, and social commentary. Develops the ability to create and refine written arguments. Includes inductive and deductive arguments, the validity and consistency of arguments, the relationship between evidence and conclusions, and the use of arguments in science. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU (CSU GE Area A3), UC

### PHIL 160 HISTORY OF ANCIENT PHILOSOPHY

This course addresses ancient philosophy with emphasis on the development of Greek philosophy from the Pre-Socratics through Aristotle and may also include Hellenistic, Roman, medieval or non-western thinkers. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** PHIL 130

### PHIL 175 HISTORY OF MODERN PHILOSOPHY

This course addresses 16th through 18th century philosophy with emphasis on broad epistemological and/or metaphysical developments of empiricism and rationalism in philosophical thought from Descartes to Kant and may include approximate precursors and successors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** PHIL 140

### PHIL 200 INTRODUCTION TO LOGIC

This course introduces some principles of valid reasoning with emphasis on proof systems for propositional and predicate logic. Includes translation of English sentences into a symbolic language, patterns and techniques of deductive and inductive inference, and basic probability theory. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU (CSU GE Area A3), UC

**C-ID:** PHIL 110

### PHIL 244 INTRODUCTION TO ETHICS: CONTEMPORARY SOCIAL AND MORAL ISSUES

This course examines the concept of morality and values, representative ethical theories and includes their applications to contemporary social and moral issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** PHIL 120

### PHIL 300 INTRODUCTION TO WORLD RELIGIONS

Survey of major contemporary Eastern and Western religions. Includes theories, practices, history, and leaders of each religion studied. Emphasizes the similarities underlying the differences between various religions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

## Physical Education Theory

### P.E. 101 THEORY OF BASEBALL

Concepts of modern baseball are explored including: strategy, coaching techniques, history, game rules and umpiring; developmental drills, theory of strength and

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



conditioning programs and fundamentals of coaching youth baseball. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC\*

### **P.E. 102 THEORY OF OFFENSIVE FOOTBALL**

Current concepts of offense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's offensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC\*

### **P.E. 103 THEORY OF DEFENSIVE FOOTBALL**

Current concepts of defense are examined using game footage, practice, and computer assisted analysis. Concepts are examined and applied to attack opponent's defensive strategies. Strategy, techniques, game rules, development drills, strength and conditioning programs are covered. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC\*

### **P.E. 104 THEORY OF SPECIAL TEAMS**

Current concepts of special teams are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's special teams strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC\*

### **P.E. 106 THEORETICAL ANALYSIS OF SOFTBALL**

Current concepts of softball are examined using game footage, practices, and computer assisted analysis. Strategy to be covered include, but are not limited to: the short game

(bunting, hit and run, squeeze play), when to play for the big inning, batting in different counts, batting in different scenarios. Techniques, game rules, developmental drills, and proper softball strength and conditioning programs are covered. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC\*

## **Physics**

### **PHYS 100 CONCEPTUAL PHYSICS**

Intended for the non-science major, this course is a survey of the more important phenomena of physics, with experimental demonstrations. Choose PHYS 210 or 250 if pursuing STEM majors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC\* (IGETC Area 5A)

### **PHYS 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of elementary school teaching careers and requirements for earning a California K-5 school teaching credential; study of California Department of Education standards in science for grades K-5; development and teaching class lessons in physical and life sciences. Same as BIOL 126. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **PHYS 127 TEACHING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of middle school teaching careers and requirements for earning a California middle school teaching credential; study of California Department of Education standards in science for grades 6, 7, 8; development and teaching class lessons in physical and life sciences. Same as BIOL 127. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Prerequisites:** One college level course in Physics or Chemistry or Biology.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### PHYS 128 TEACHING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE AND SEMINAR

Investigation of high school teaching careers and requirements for earning a California high school teaching credential; study of California Department of Education standards in science for grades 9-12; development and teaching class lessons in physical and life sciences. Same as BIOL 128. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** BIOL 126 or BIOL 127 or PHYS 126 or PHYS 127.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### PHYS 130 INTRODUCTION TO DRONE-BASED SCIENCE AND ENGINEERING

This course gives students a hands-on introduction to drones, their science and engineering, and their use as tools for the collection of scientific data. Students learn design, fabrication, and programming through the construction and/or modification of drones equipped with scientific instrumentation. Students also learn techniques for flying drones legally and ethically for data acquisition, and for analysis and reporting of scientific data collected by drones. Students will use skills typically covered in many elementary algebra courses. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**AA/AS Degree Requirements:** Area E2b, E5a

**Transfer Credit:** CSU, UC

### PHYS 150 PREPARATION FOR PHYSICS

Review and development of algebra and trigonometry skills required for physics, including vector addition problems. Development of laboratory skills and problem solving skills and application of those skills to kinematics and Newton's Laws of Motion. Designed for students planning to take PHYS 210 or 250. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** Completion of or concurrent enrollment in MATH 130 or appropriate score on the College Placement Test.

### PHYS 210 GENERAL PHYSICS I

First course in a two semester non-calculus-based physics sequence. Topics covered include: Kinematics, Newton's Laws of Motion, Work and Energy, Momentum, Rotational Motion, Mechanical Equilibrium with Skeletal/Muscular Applications, Fluids, Thermodynamics, Oscillations, Waves and Sound. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 130

**Recommended:** PHYS 150

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** PHYS 105, PHYS 100S (PHYS 210 & PHYS 220)

### PHYS 211 GENERAL PHYSICS I-CALCULUS SUPPLEMENT

Application of calculus to topics in PHYS 210. Primarily intended for majors requiring one year of calculus-based physics. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** Completion of or concurrent enrollment in MATH 242 or MATH 252; Completion of or concurrent enrollment in PHYS 210.

**Transfer Credit:** CSU, UC

### PHYS 220 GENERAL PHYSICS II

Second semester of a two-semester sequence for students majoring in biological and other non-physical sciences. Topics covered include electricity and magnetism, light, and modern physics. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 210

**AA/AS Degree Requirements:** Area E5a

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** PHYS 110, PHYS 100S (PHYS 210 & PHYS 220)

### PHYS 221 GENERAL PHYSICS II-CALCULUS SUPPLEMENT

Application of calculus to topics in Physics 220. Primarily intended for majors requiring one year of calculus-based physics. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** Completion of or concurrent enrollment in MATH 242 or MATH 252 and completion of or concurrent enrollment in PHYS 220.

**Transfer Credit:** CSU, UC

### PHYS 250 PHYSICS WITH CALCULUS I

First semester in a three semester calculus-based physics sequence covering mechanics, wave motion, and special relativity. Intended primarily for students majoring in the physical sciences or engineering. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** Completion of or concurrent enrollment in MATH 252.

**Recommended:** PHYS 150 or equivalent

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** PHYS 205, PHYS 200S (PHYS 250 & 260 & 270)

### PHYS 260 PHYSICS WITH CALCULUS II

Second semester in a three-semester sequence for students majoring in the Physical Sciences and Engineering. Topics covered are electricity and magnetism including AC and DC circuits. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 250, and completion of or concurrent enrollment in MATH 253.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** PHYS 210, PHYS 200S (PHYS 250 & 260 & 270)

### PHYS 270 PHYSICS WITH CALCULUS III

Third semester in a three-semester sequence for students majoring in the Physical Sciences and Engineering. Topics covered are thermodynamics, geometric and physical optics, and modern physics. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 250, and completion of or concurrent enrollment in MATH 253.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** PHYS 215, PHYS 200S (PHYS 250 & 260 & 270)

### PHYS 271 QUANTUM MECHANICS SUPPLEMENT

This course will further explore introductory quantum mechanics for students considering majoring in Physics, Chemistry, or certain fields of Engineering. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** PHYS 260 and completion of or concurrent enrollment in, PHYS 270 and completion of or concurrent enrollment in MATH 275 and completion of or concurrent enrollment in, MATH 270

**Transfer Credit:** CSU, UC

## Political Science

### PLSC 100 INTRODUCTION TO POLITICAL SCIENCE

An introduction to political science designed to familiarize students with basic political concepts, political ideologies, political systems, and subfields within political science. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of, or enrollment in, ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 150

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





### PLSC 110 INTRODUCTION TO COMPARATIVE GOVERNMENT AND POLITICS

Comparative analysis of different kinds of political systems, including their history, political behavior, institutions, processes and policies, state and non-state actors, the environments in which they occur, and their consequences. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Successful completion of, or enrollment in, ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 130

### PLSC 130 INTRODUCTION TO INTERNATIONAL RELATIONS

Introduction to the nature of relations among nation-states and non-state actors within the global system. Basic forces affecting the formulation of foreign policy and the dynamics of international politics will be analyzed. Covers the nation-state system, sources of national power, instruments of national policy, international law and organization, and 21st Century challenges presented by globalization and terrorism. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Successful completion of, or enrollment in, ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 140

### PLSC 150 INTRODUCTION TO POLITICAL THEORY AND THOUGHT

Study of classical and modern political thought designed to develop understanding of various theoretical approaches to politics, basic political problems and proposed solutions to these problems. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Successful completion of, or enrollment in ENGL 100 or ENGL 105., Successful completion of at least one political science or philosophy course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 120

### PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENTS

A study of the structure and function of the basic national, state and local government institutions. The course will examine the dynamics of the constitutional power relationship between the respective branches of government and the operational relationship between the national, state and local governments. Note: Upon transfer to a U.C. campus, students who have completed both PLSC 200 and PLSC 210 will receive transfer credit for only one 3-unit course. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of, or enrollment in, ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E1a, E5b

**Transfer Credit:** CSU (CSU GE Area D and US-2 and US-3), UC\* (IGETC Area 4)

**C-ID:** POLS 110

### PLSC 210 AMERICAN POLITICS

The historical and constitutional development of the foundations of the United States political institutions and the dynamics of governmental decision-making processes from the colonial era to the present. Examination of the various sources of political attitudes, roles, and behaviors of political participants and ways political decisions are made by the different units of government. This course is designed to satisfy the CSU requirements US 1 (US History and American Ideals) and US 2 (US Constitution). Note: Upon transfer to a U.C. campus, students who have completed both PLSC 200 and PLSC 210 will receive transfer credit for only one 3-unit course. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of, or enrollment in, ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E1a, E5b

**Transfer Credit:** CSU (CSU GE Area D and US-1 and US-2), UC\* (IGETC Area 4)

### PLSC 215 CONTEMPORARY ISSUES IN AMERICAN POLITICS

Learn how the Constitution of the United States of America and the Constitution of the State of California function in real life by analyzing and debating contemporary political

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E1a, E5b

**Transfer Credit:** CSU (CSU GE Area D, US-2), UC (IGETC Area 4)

### PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT

The study of the institutions and problems of state and local government in California; California in the federal system. (Satisfies the California State and Local Government requirement.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E1a, E5b

**Transfer Credit:** CSU (CSU GE Area D and US-3), UC (IGETC Area 4)

## Public and Nonprofit Administration

### PNPA 100 FOUNDATIONS OF PUBLIC ADMINISTRATION

An overview of the field of public administration, including the historical foundations, the major theoretical, organizational, and political breakthroughs, and the nuances of public and nonprofit administration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105

**Transfer Credit:** CSU

### PNPA 101 FOUNDATIONS OF THE NON-PROFIT SECTOR

This course provides an overview of the U.S. nonprofit sector, its history, scope, diversity and its positioning among and between the private and public sectors of the U.S. economy. The course explores the legal framework under which nonprofit organizations operate and are regulated.

Economic, political, social, organizational and giving theories of the sector are reviewed in order to understand the sectors existence, roles and activities with particular attention to philanthropy and voluntarism. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105

**Transfer Credit:** CSU

### PNPA 102 ETHICS IN PUBLIC ADMINISTRATION

This course reviews the theory and application of ethics in the public sector, identifying public values and how they apply in the administration of government. It reviews sources of values employed in public sector decision-making, and reviews how values in public administration are managed and applied. Systems of professional ethics are reviewed in the context of public professions. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105

**Transfer Credit:** CSU

## Physical Science

### PSCI 125 MENTAL IMAGERY IN ART AND SCIENCE

This course explores how mental imagery, the way the mind represents the outside world, helps scientists develop scientific theories, mathematicians deduce theorems from axioms and definitions, and artists create artworks. It also presents the scientific evidence for the underlying unity of mental imagery in these fields. In particular, this course applies scientific methodology to investigate the nature of human perception and how it leads to the formation of mental images. It is intended for the STEM and humanities students to learn specifically about how human perception works and how it leads the progress in arts, mathematics, and science. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ART 101 or ART 102 or ART 103 or PSYC 100 or any basic course in science or art particularly general psychology or art history.

**AA/AS Degree Requirements:** Area E5a

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU

### PSCI 141 INTRODUCTION TO RESEARCH IN STEM

Intended for those students who are interested in exploring their scientific identity, values, community, and interest in pursuing STEM major classes. Introductory science class that studies fundamental principles of the biological, chemical, and physical sciences as they relate to food, food justice, and the role of scientific research in society. This includes an examination of the scientific principles underlying human nutrition and food and water quality. The laboratory and lecture components of this course cover theoretical and applied concepts of the sciences. Emphasis on how society and science affect each other. Students will have hands-on experience of fundamental practical skills necessary for success working in entry-level jobs in STEM-related industries and academic research. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**AA/AS Degree Requirements:** Area E5a, E5d

**Transfer Credit:** CSU, UC

### PSCI 142 APPLIED RESEARCH IN STEM

Interdisciplinary STEM course in which students develop, complete and present a project involving laboratory experiments in biological sciences, chemistry, physics and/or engineering. Students apply skills introduced in the Research Skills Class, PSCI 141. Students meet weekly as a lab class to discuss their research and give feedback to classmates as they conduct their science projects. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** PSCI 141

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU, UC

## Psychology

### PSYC 100 GENERAL PSYCHOLOGY

Survey of major topics, theories, and research methods of contemporary psychology. Covers personality, social behavior, memory, motivation, emotion, perception, learning, and biological basis of behavior. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** PSY 110

### PSYC 105 EXPERIMENTAL PSYCHOLOGY

Philosophy and aims of scientific inquiry and its application to questions in psychology. Students conduct experiments using methods discussed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100

**Recommended:** PSYC 121

**AA/AS Degree Requirements:** Area E5a, E5b

**Transfer Credit:** CSU (CSU GE Area B2 or D), UC (IGETC Area 4)

### PSYC 106 PSYCHOLOGY OF PREJUDICE AND DISCRIMINATION

Exploration of the psychological underpinnings of prejudice and discrimination. Investigates fundamental aspects of the mind and society that can lead to prejudice, conditions that can trigger discrimination, and complex psychological patterns that develop among different majority and non-majority groups. Explores ethnic, racial, gender, and sexual prejudice and solutions for how to reduce prejudice among these groups and others. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU ((CSU GE Area D or E1), UC (IGETC Area 4)

### PSYC 110 COURTSHIP, MARRIAGE AND THE FAMILY

A psychological and sociological analysis of family, examining historical and current changes. The present nature, socio-cultural, and economic forces shaping these changes examine aspects such as gender, sex, love, and conflict in dating, marital and familial interaction.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



Current theories, applications, assessments, and relevant research is explored; applying insights to personal and family relationships. Special emphasis is placed upon solving personal problems relating to communication, relationships, and sexuality. May not be taken for credit following SOCI 110. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** SOCI 130

### PSYC 120 INTRODUCTION TO RESEARCH METHODS

Students examine fundamental elements of empirical research and the ways psychologists and sociologists think critically. Includes attention to the nature of theory, hypothesis, variables, and ethics of research. Application of qualitative and quantitative analytic tools, including logic and research design, such as survey, observational, experimental, case study, and comparative historical research. Computer applications are introduced. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100 and either MATH 200 OR PSYC 121.

**Recommended:** ENGL 100

**AA/AS Degree Requirements:** Area E2b, E5b

**Transfer Credit:** CSU (CSU GE Area D), UC\* (IGETC Area 4)

**C-ID:** POLS 160, PSY 200

### PSYC 121 BASIC STATISTICAL CONCEPTS

Introduction to basic descriptive techniques and statistical inferences used in the behavioral sciences. Basic statistics includes measures of central tendency, variability, probability, hypothesis testing, correlation, and experimental and quasi-experimental designs. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** PSYC 100 or SOCI 100 and, Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU: GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** MATH 110 or SOCI 125

### PSYC 200 DEVELOPMENTAL PSYCHOLOGY

Psychological development across the life-span. Examines theories of physical, cognitive, personality, and social development throughout the lifespan. Particular emphasis is placed on research studies that illustrate principles of developmental psychology. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** PSYC 100 or the equivalent of an introductory psychology course. Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** PSY 180

### PSYC 201 CHILD DEVELOPMENT

Study of the physical, perceptual, cognitive, linguistic, and social and emotional development from conception through adolescence. Particular emphasis is placed on current research studies and theories as well as on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages along with current scientific literature. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** CDEV 100

### PSYC 220 INTRODUCTION TO PSYCHOBIOLOGY

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, neurochemical

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100

**Recommended:** Eligibility for ENGL 100 or Eligibility for ENGL 105

**AA/AS Degree Requirements:** Area E5a, E5b

**Transfer Credit:** CSU (CSU GE Area B2 or D), UC (IGETC Area 4 or 5B)

**C-ID:** PSY 150

### PSYC 225 THEORIES OF PERSONALITY

This course examines the major theories of personality from Sigmund Freud to modern day, including psychodynamic, trait, humanistic, existential, learning, and social cognition. It also provides a review of personality assessments and research with a focus on application for students interested in applying concepts to personal daily life, others, and related social sciences. Cultural and gender differences are examined as they relate to the development of personality. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** PSYC 100, Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### PSYC 230 INTRODUCTION TO CROSS-CULTURAL PSYCHOLOGY

An examination of the diversity of human thought, feeling, and behavior, and the underlying reasons for such diversity. Focuses on the way culture influences human behavior and shapes mental processes. Reviews a variety of theories and research-findings regarding cultural influences on human behavior. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

### PSYC 300 SOCIAL PSYCHOLOGY

Study of human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Emphasized topics include: social influences on conformity, processes of attitude change, person perception and attribution, attraction, stereotyping, and prejudice. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** PSYC 100, Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** PSY 170

### PSYC 301 PSYCHOLOGY OF HUMAN RELATIONSHIPS AND ADJUSTMENT

A survey of current theoretical and applied psychological knowledge relevant to personal and social interactions and normal psychological adjustment. Examination of different psychological perspectives and theoretical foundations and how these are applied across a person's life taking into account the influence of culture, gender, ethnicity, historical, cohort, and social-economic status. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

### PSYC 310 POSITIVE PSYCHOLOGY

Introduces positive psychology, the scientific study of human strengths, well-being and happiness. Surveys the research, theories, and ideas about human health and happiness. Students will explore topics in the field of positive psychology including but not limited to wellness,

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



optimism, flow, happiness, and positive thinking. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU (CSU GE Area D or E1), UC

### PSYC 320 PSYCHOLOGY OF WELLNESS: THE MIND-BODY CONNECTION

An exploration in the research, related concepts, factors and practices that contribute to overall health and wellness of brain and mind over the lifespan. It emphasizes holism: the physical, intellectual, emotional, social and self-directed spiritual components of wellness. It is interdisciplinary in nature drawing on source materials from positive, cross-cultural, clinical and health psychology, holistic health and neuroscience. The course will examine the intersection of the mind and body and reviews the scientific application of techniques that reduce stress and enhance biological, social, and psychological wellness. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU (CSU GE Area E1D), UC (IGETC Area 4)

### PSYC 330 SPORTS PSYCHOLOGY

Survey of current theoretical perspectives, research, and applications of theory and techniques specific to the field of sports psychology. Course material entails engagement of theory, scientific methodology, and experiential exercises to facilitate the understanding of research as related to optimal performance in athletics and in life. Course topics include: the history and foundations of sport and exercise psychology, personality, attribution and cognition, leadership, motivation, goal setting, neuropsychology and physiology of arousal, attention, and psychological skills training. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

### PSYC 410 ABNORMAL PSYCHOLOGY

Study of abnormal behavior and personality. Covers neuroses, psychoses, and other psychological problems, along with their etiology, dynamics, principal symptoms, and treatments. Explores the relationship between theory of personality and psychotherapy. Types and patterns of abnormal behavior; major theories regarding its causes; clinical assessment and modes of treatment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** PSY 120

## Real Estate

### R.E. 100 REAL ESTATE PRINCIPLES

This course introduces the legal concepts of property ownership, contracts, agency, financing, liens and encumbrances, taxes, escrows, land description, and additional RE topics as they apply to realty in California. (This is the usual first course in Real Estate. This introductory course is mandatory for meeting the California State licensing requirements for admission to the salesperson's license exam.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### R.E. 110 REAL ESTATE PRACTICE

Real estate sales practices in California emphasizing the daily activities of agents and brokers, some of their key legal responsibilities, professional ethics, and how real estate sales agents achieve their greatest success. Meets the State requirement as one of three courses for the RE salesperson's license. (This is a required course for the license examination.) Also, accepted for credit for the broker's license examination. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU

### R.E. 121 LEGAL ASPECTS OF REAL ESTATE

Legal aspects of real estate brokerage, real estate sales, real estate ownership, property management, and related topics, along with a study of the facts and principles of California Real Estate Law. (This course has been accepted by the California State Bureau of Real Estate for credit towards sales agent and broker license examinations.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

## Sociology

### SOCI 100 INTRODUCTION TO SOCIOLOGY

This course focuses on the study of group behavior and interaction of the individual and society. Topics include family, politico-economic, educational, and religious institutions; social movements; population; mass society and communications; community structure; social class and status; ethnic and racial minorities; work and leisure; personality development in different cultures as shaped by customs, attitudes and values. A cross-cultural and global perspective is woven throughout the course. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** SOCI 110

### SOCI 105 SOCIAL PROBLEMS

This course in contemporary social issues uses the methodology and paradigms of sociology to examine the nature and types of social problems. Topics include the nature and definition of social problems, theory and research in social problems, race, social inequality, gender population growth, urbanization deviance, world economy, and family, etc. Course contains theoretical and descriptive studies of crime, delinquency, mental illness, drug abuse, suicide, and other social problems of mass society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** SOCI 115

### SOCI 110 COURTSHIP, MARRIAGE AND THE FAMILY

Sociological analysis of the family, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. History and development of marriage as a social institution, including dating; courtship; love; mate selection; personality adjustment in marriage; children; parenthood; the family; anatomical, psychological, and sociological aspects of sex; class and religious factors; divorce; and remarriage. (May not be taken for credit following PSYC 110.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** SOCI 130

### SOCI 121 INTRODUCTION TO RESEARCH METHODS

Students examine fundamental elements of empirical research and the ways sociologists think critically. Includes attention to the nature of theory, hypothesis, variables, and ethics of research. Application of qualitative and quantitative analytic tools, including logic and research design, such as survey, observational, experimental, case study, and comparative historical research. Computer applications are introduced. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOCI 100 or PSYC 100

**Recommended:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable or PSYC 121

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 160, SOCI 120

### SOCI 141 RACE AND ETHNIC RELATIONS

Sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as patterns of interaction

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



between various racial and ethnic groups. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** SOCI 150

### **SOCI 160 SOCIOLOGY OF SEX AND GENDER**

Analysis of biological concepts of sex and social constructs of gender, both at a macro level (economy, politics and religion) as well as a micro level (interpersonal relations, power, and sexual identities). Its primary focus will be contemporary United States society, but it will also include a historical and global comparative analysis. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ENGL 100 or ENGL 105 or equivalent

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** SOCI 140

## **Social Science**

### **SOSC 301 INTRODUCTION TO ADDICTION STUDIES**

An introductory course for students who are interested in any area of human services and who wish to increase their knowledge of substance abuse (alcohol and other drugs) in society. Covers the history of alcohol and other drug abuse, its impact on the community and the community's responses. Includes cultural factors of use and abuse of chemical prevention strategies and individual/society intervention. Also covers theories of substance abuse and identification of signs and symptomatology, as well as treatment resources and myths of use. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **SOSC 302 PHARMACOLOGY AND PHYSIOLOGICAL EFFECTS OF ALCOHOL AND OTHER DRUG ABUSE**

A theory course focusing on the effects of alcohol and other drugs upon the body and studying the physiology of alcohol and other drugs in two areas: physical effects of alcohol and other drugs on the body and the physiological effects of the disease of alcoholism and of drug abuse. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**C-ID:** ADS 140X

### **SOSC 304 INTERVENTION, TREATMENT AND RECOVERY**

Introduction to the recovery process in chemical dependency; covers intervention strategies, dependency in its clinical and social contexts, and philosophical, organizational and clinical approaches in treatment. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### **SOSC 307 FAMILY SYSTEMS IN ADDICTION**

Designed to assist the significant persons (family, employer, etc.) in the lives of chemically dependent persons. The AOD (alcohol and other drug) counselor will develop strategies to address the dynamics of the interrelationships of the family members. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOSC 301 and SOSC 302 and SOSC 304

**Transfer Credit:** CSU

**C-ID:** ADS 180X

### **SOSC 308 GROUP AOD (ALCOHOL AND OTHER DRUG) COUNSELING PROCESS**

Explores individual AOD (alcohol and other drug) counseling techniques, intervention skills, and relapse prevention strategies. Theories of group counseling process and group interactions will be practiced. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





**Prerequisites:** SOSC 301 and SOSC 302 and SOSC 304

**Transfer Credit:** CSU

**C-ID:** ADS 130X

### **SOSC 310 SPECIAL POPULATION GROUPS IN ADDICTION STUDIES**

Survey of special population groups in Addiction Studies Certificate Program and their characteristics, particular intervention needs, and individual responses to treatment. Particular attention given to ethnic/racial, gender, age, economic, sexual orientation, and disability issues. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU

**C-ID:** ADS 195X

### **SOSC 314 INDIVIDUAL AOD (ALCOHOL AND OTHER DRUG) COUNSELING PROCESS**

Explores beginning counseling techniques as well as interviewing and referral skills. Also, includes intervention skills and relapse prevention strategies. Using the experiential format, participants study and practice skills in attentive listening and recognizing and responding to different levels of client communication. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOSC 301 and SOSC 302 and SOSC 304

**Transfer Credit:** CSU

### **SOSC 315 FIELD STUDIES AND SEMINAR I**

Supervised practicum/internship. Part of a two-semester sequence placing students in Substance Use Disorders' agencies or organizations. Participants must already be knowledgeable about substance use disorders and mental health disorders. Course focuses on law and ethics; clinical policies and structure; client case addiction assessment, diagnosis and treatment; counselor practice domains. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOSC 301, SOSC 302 and SOSC 304

**Transfer Credit:** CSU

**C-ID:** SOSC 315 and SOSC 316 = ADS 200X and ADS 210X

### **SOSC 316 FIELD STUDIES AND SEMINAR II**

Supervised practicum/internship. Part of a two-semester sequence placing students in substance use disorder agencies/organizations. Participants must already be knowledgeable about substance use disorders and mental health disorders. Course focuses on county, state and federal regulations; clinical relations; professional addiction counseling evidence based practices; co-occurring disorder clinical syndromes and differential diagnosis; supervisor/counselor/client evaluation outcomes. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOSC 301, SOSC 302 and SOSC 304

**Transfer Credit:** CSU

**C-ID:** SOSC 315 and SOSC 316 = ADS 200X and ADS 210

### **SOSC 317 CASE MANAGEMENT**

The course examines the principles and critical issues in case management as an integrated system of care approach to the delivery of health, substance abuse, mental health and social services, linking clients with appropriate services to address the client's specific needs and stated goals. Special attention is given to diverse populations in Behavioral Health agencies in community public health and social service settings and the legal and ethical scope of practice. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**C-ID:** ADS 170X

### **SOSC 319 CO-OCCURRING DISORDERS I: RECOGNITION AND REFERRAL**

This course explores historical and current theories of dealing with clients who have both a substance abuse and co-existing psychiatric disorder. Topics include concepts, definitions, epidemiology, historical divisions in the fields of substance abuse and psychiatry, funding, clinical implications, recognition, and appropriate assessment and referral of clients. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**C-ID:** ADS 190X

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



### SOSC 321 ADOLESCENT/YOUTH SUBSTANCE USE PREVENTION, INTERVENTIONS AND TREATMENT

This course is designed to explore current adolescent and youth substance use prevention strategies, substance use interventions and treatment. The emphasis will be placed on youth and adolescent biological, psychological, social and environmental issues. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU

### SOSC 325 CO-OCCURRING DISORDERS II: MANAGEMENT AND TREATMENT

Introduces management and treatment of persons with co-existing psychiatric and substance abuse disorders within chemical dependency behavioral health modalities. Building on topics covered in SOSC 319, study focuses on common issues facing alcohol and drug counselors and other behavioral health counselors who manage cases of persons diagnosed as having a psychiatric disorder in addition to substance abuse disorder, includes pain management utilizing 12 step programs, conflicts with such programs, working with families, integration of treatment and treatment modalities. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOSC 319

**Transfer Credit:** CSU

### SOSC 333 LAWS AND ETHICS IN ADDICTION STUDIES

Explores the legal, ethical, professional and personal issues in addiction prevention, interventions, and treatment of substance use disorders. Emphasis is placed on professional responsibility and patient rights as well as issues in the workplace and professional growth. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**C-ID:** ADS 160X

## Spanish

### SPAN 110 ELEMENTARY SPANISH

Introduces students with no prior knowledge of Spanish to the Spanish language and the cultures of the Spanish-speaking world. Students use basic language structures and vocabulary to develop proficiency in all language skills; speaking, reading, listening and writing. Students communicate about themselves, families, education, professions, pastimes and hobbies, etc. Cultural aspects of the Spanish-speaking world are emphasized; students develop knowledge and understanding through comparing these cultures to their own. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 6A)

**C-ID:** SPAN 100

### SPAN 112 ELEMENTARY SPANISH II

Continuation of Spanish 111 that provides students with limited prior knowledge of Spanish the opportunity to develop proficiency in all language skills; speaking, reading, listening and writing. Students communicate about themselves, families, education, professions, pastimes and hobbies, etc. Cultural aspects of the Spanish-speaking world are emphasized; students develop knowledge and understanding through comparing these cultures to their own. (Completion of SPAN 111 and 112 IS equivalent to completing SPAN 110.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 111

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

### SPAN 120 ADVANCED ELEMENTARY SPANISH

Continuation of SPAN 110 or 112, for students who can communicate in Spanish to discuss present events and narrate a simple story in the past. Students further develop and practice oral and written communication skills in many contexts (health, the arts, the environment, social life, the workplace, government and civic responsibilities and travel). Cultural aspects of the Spanish-speaking world are emphasized; students develop knowledge and

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



understanding through comparing these cultures to their own. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** SPAN 110 or SPAN 112

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 6A)

**C-ID:** SPAN 110

### SPAN 122 ADVANCED ELEMENTARY SPANISH II

Continuation of SPAN 121. Designed for students who can communicate in Spanish to discuss present events, narrate the past and express feelings and opinions. Students further develop and practice oral and written communication skills in a variety of contexts (the environment, social life, the workplace, government and civic responsibilities and travel). Cultural aspects of the Spanish-speaking world are emphasized; students develop knowledge and understanding through comparing these cultures to their own. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 121

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 6A)

### SPAN 131 INTERMEDIATE SPANISH I

Vocabulary development in topics such as the environment, inventions and innovations, human and civil rights. Preterit and imperfect, present indicative and subjunctive, plans and preferences. Cultural aspects of the Spanish-speaking world presented through literature, songs, art, videos, newspapers, internet. Class is conducted primarily in Spanish. This course is equal to approximately the first half of SPAN 130. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 120 or SPAN 122

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A)

**C-ID:** SPAN 200 (SPAN 131 & 132)

### SPAN 132 INTERMEDIATE SPANISH II

Vocabulary development in topics such as diversity and discrimination, relationships, show business, food and nutrition. Indicative and subjunctive (present and past), perfect tenses, conditional sentences. Cultural aspects of the Spanish-speaking world presented through literature, art, songs, videos, newspapers, internet. The class is conducted primarily in Spanish. This course is equal to approximately the second half of SPAN 130. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 131

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A)

**C-ID:** SPAN 200 (SPAN 131 & 132)

### SPAN 140 ADVANCED INTERMEDIATE SPANISH

Vocabulary development and composition in topics such as social and economic issues, work-related and spare-time activities, breakthroughs in technology and medicine. Cultural aspects of the Spanish-speaking world related to these topics are presented through literature, art, songs, videos, newspapers, internet. Pluperfect subjunctive, relative pronouns, indirect speech, passive voice. The class is conducted primarily in Spanish. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 132

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A)

**C-ID:** SPAN 210

## Team Sports

### TEAM 105 ADVANCED BASEBALL

Training class for students seeking to participate in Varsity Baseball. Practice in fundamental as well as advanced skills and techniques in baseball. Written and practical testing. May be taken four times for a maximum of 16 units. *Letter Grade Only. Degree Credit.*

**Units:** 0.5 - 4

**Hours/semester:** 24-216 Lab

**Recommended:** Interscholastic baseball.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 111.1 BASKETBALL I

Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 111.2 BASKETBALL II

Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 111.3 BASKETBALL III

Instruction at an advanced level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 111.4 BASKETBALL IV

Instruction at an expert level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 116 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT

Designed to improve the individual skills of students wishing to play competitive basketball. Students will spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students will take part in numerous basketball and conditioning drills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Interscholastic basketball abilities recommended.

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 118 ADVANCED BASKETBALL

Course designed for potential student-athletes to pursue advanced knowledge and application of the philosophy, strategies, techniques, and instruction necessary to be successful in the sport of basketball. May be taken four times for a maximum of 12 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**Recommended:** Interscholastic basketball

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 119 TOURNAMENT BASKETBALL

Major concepts of basketball; defense, offense, conditioning, strategies and rules taught in tournament format. Designed for the advanced student with previous interscholastic or intercollegiate experience. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** High school interscholastic basketball experience

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 135 ADVANCED FOOTBALL AND CONDITIONING

Course designed to develop the physiological conditioning of students currently involved in the intercollegiate football program. Emphasis will be placed on resistance training, cardiovascular conditioning, speed and agility. Stresses

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



conditioning necessary to play the game and to achieve life-long health goals. May be taken four times for a maximum of 10 units *Grade Option (Letter Grade or Pass/No Pass)*. *Degree Credit*.

**Units:** 0.5 - 2.5

**Hours/semester:** 24-135 Lab

**Recommended:** Interscholastic varsity football experience or equivalent.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 148.1 INDOOR SOCCER I

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at a beginning level. *Grade Option (Letter Grade or Pass/No Pass)*. *Degree Credit*.

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 148.2 INDOOR SOCCER II

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an intermediate level. *Grade Option (Letter Grade or Pass/No Pass)*. *Degree Credit*.

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 148.3 INDOOR SOCCER III

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced level. *Grade Option (Letter Grade or Pass/No Pass)*. *Degree Credit*.

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 148.4 INDOOR SOCCER IV

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an expert level. *Grade Option (Letter Grade or Pass/No Pass)*. *Degree Credit*.

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 150 SOFTBALL

Basic skills, strategy, and practice in softball. Includes batting, catching, throwing, rules of play, and team strategy through round-robin competition. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass)*. *Degree Credit*.

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 158 ADVANCED SOFTBALL: WOMEN

A training class for women interested in participating on the Women's Varsity Softball team. Emphasizes advanced skills of softball, including team play, offense and defense. May be taken four times for a maximum of 8 units. *Grade Option (Letter Grade or Pass/No Pass)*. *Degree Credit*.

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 165 ADVANCED TRACK AND FIELD

Designed to increase conditioning through weight training, with emphasis on individual needs in specific track events. Includes running and instruction in all aspects of track and field. Designed for athletes planning to participate in Varsity Track and Field in the spring semester. May be taken four times for a maximum of 8 units. *Grade Option (Letter Grade or Pass/No Pass)*. *Degree Credit*.

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**Recommended:** Interscholastic participation in track and field or cross country.

**AA/AS Degree Requirements:** Area E4

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 171.1 VOLLEYBALL I

Basic fundamentals of serving, passing, setting, spiking, and team play. Emphasis on knowledge of rules. Round-Robin team play including tournaments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 171.2 VOLLEYBALL II

Continuation of TEAM 171.1. Provides the intermediate student with the opportunity to refine and perfect the basic volleyball skills and to master individual positions when using the 6-2 volleyball system. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 171.3 VOLLEYBALL III

Continuation of TEAM 171.2. Emphasis is placed on refinement of the basic fundamentals of the game as well as the more advanced aspects of setting, hitting, and serving. The 6-2 and 5-1 offensive and defensive systems of play are emphasized. Round robin team play is involved. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 171.4 VOLLEYBALL IV

Designed to teach advanced skills, principles and techniques necessary and fundamental to understanding and playing at an expert level. Emphasis is placed on the 6-2 and 5-1 team offensive/defensive systems and strategies. Includes participation in organized round-robin competition preceded by a brief period of appropriate warm-up and skill development activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 180 VOLLEYBALL - APPLICATIONS IN TEAM TACTICS

This course is designed to enhance team tactics utilizing theoretical concepts pertinent to competing in intercollegiate volleyball. Students will compete in numerous competitive drills, creating challenging team driven, game-like scenarios to prepare for the competitive season. Demonstration of appropriate skill level is required and evaluated by instructor. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Interscholastic volleyball or the equivalent

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 182 INDIVIDUAL VOLLEYBALL TRAINING

Focuses on mastering individual skills within team concepts. It is designed to improve the individual technique of students wishing to play intercollegiate community college volleyball. Students participate in numerous individual competitive drills and volleyball conditioning to improve fundamental techniques. Demonstration of appropriate skill level is required, and monitored by instructor. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** A high level of volleyball participation is recommended for the safety of students and the progression (skill development) of the class.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 186 MEN'S BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT

Focuses on mastering individual skills rather than team concepts. It is designed to improve the individual skills of students wishing to play intercollegiate community college basketball. Students spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students also participate in numerous competitive drills and basketball conditioning. May be taken 4 times for a maximum of 8 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 2

**Hours/semester:** 96-108 Lab

**Recommended:** Previous competition at the high school level; interscholastic basketball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### TEAM 194 WOMEN'S BASKETBALL THEORY: DEFENSE

Designed to help students understand the fundamentals and strategies of the defensive techniques associated with competing in intercollegiate basketball. Students will gain knowledge and understanding about the various defensive philosophies, techniques and strategies related to the development of individual and team play in women's basketball. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5 or 3

**Hours/semester:** 16-18 Lecture; 24-108 Lab; 32-36 Homework

**Recommended:** Eligibility for VARS 300 Should have experience in either interscholastic high school basketball or AAU (club) basketball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2)

## Varsity Sports

### VARS 100 VARSITY BASEBALL

Intercollegiate varsity baseball competition in the Coast Conference and with other community colleges. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Interscholastic participation in varsity baseball.,

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VARS 105 VARSITY BASEBALL CONDITIONING

A class for members of the CSM Baseball team to condition themselves for intercollegiate baseball competition through a program of stretching, weight training, running and other fitness activities related to the physiological development of

student-athletes competing in baseball. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VARS 110 VARSITY MEN'S BASKETBALL

Intercollegiate Men's Basketball competition in Coast Conference, regional, and California Community College Championships. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 72-81 Lab

**Recommended:** Previous competition at the high school level; interscholastic basketball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### VARS 130 VARSITY FOOTBALL

Intercollegiate varsity football competition in the Northern California Football Conference. Student athletes must be ready to start practice in August before the fall semester begins. Students enrolled in twelve or more units at either Skyline or Cañada College can also participate. Participation in pre-fall practice is a prerequisite for playing in the first and second games of the season. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Interscholastic participation

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VARS 133 OFFENSIVE VARSITY FOOTBALL LAB

Maintenance weight training program for in-season competition. Emphasis will be on free weights, flexibility exercises, and anaerobic training. Instruction on form, technique, and muscle development. Participation will increase muscle size, strength, and endurance. May be taken four times for a maximum of 12 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 134 DEFENSIVE VARSITY FOOTBALL LAB**

Maintenance weight training program for in-season competition. Emphasis will be on free weights, flexibility exercises, and anaerobic training. Instruction on form, techniques, and muscle development. Participation will increase muscle size, strength, and endurance. May be taken four times for a maximum of 12 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 160 VARSITY SWIM**

Intercollegiate swim competition in the Coast Conference, Northern California, and State. Emphasizes both the conditioning and the proper technique of all strokes with emphasis on how to swim efficiently, effectively and faster. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** This is an intercollegiate swim class that requires extensive swimming. Students must be able to swim one length without touching the bottom or side walls.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 172 VARSITY CROSS COUNTRY: MEN AND WOMEN**

Intercollegiate Men's and Women's Cross Country and distance running competition in the Coast Conference; participation in conference, invitational, regional and State meets. Men's competitive distance is 4 miles. Women's is 5 kilometers. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 185 VARSITY TRACK AND FIELD: MEN AND WOMEN**

Varsity Track and Field intercollegiate competition for men and women in the Coast Conference, regional and state meets. May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Interscholastic participation in track and field or cross country is highly recommended.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 300 VARSITY BASKETBALL: WOMEN**

Intercollegiate Women's Basketball competition in Coast Conference, regional, and California Community College Championships. (May be taken four times for a maximum of 6 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 72-81 Lab

**Recommended:** Interscholastic participation in basketball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 320 VARSITY SOFTBALL: WOMEN**

Intercollegiate women's varsity softball competition in the Coast Conference, regional, and State championships. (May be taken four times for a maximum of 12 units. However, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Interscholastic participation in softball and TEAM 158.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.





**VARS 340 VARSITY VOLLEYBALL: WOMEN**

Intercollegiate women's varsity volleyball competition in the Coast Conference and participation in regional and State Championship tournaments. (May be taken four times for a maximum of 12 units. However for eligibility purposes, students may only compete intercollegiately for two years.)

*Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**VARS 342 BEACH VOLLEYBALL**

Intercollegiate women's varsity beach volleyball competition in the Coast Conference and participation in regional and State Championship tournaments. (May be taken four times for a maximum of 12 units. However for eligibility purposes, students may only compete intercollegiately for two years.)

*Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Students should have experience competing in interscholastic volleyball in order to succeed.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**VARS 400 VARSITY WATER POLO: MEN AND WOMEN**

Intercollegiate competition in water polo for men and women with previous competitive aquatic experience. Daily practice and competitions as scheduled. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Previous competitive aquatic experience is recommended.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](https://assist.org).  
If you have questions, see your counselor.



## Faculty and Other Academic Personnel

*(Date of original appointment follows name.)*

**Aliu, Melissa** (2022) Assistant Professor Learning Community Counselor, A.A., College of San Mateo B.A., University of California, Santa Cruz M.A., San Francisco State University

**An, Soonyoung H.** (2014) Professor, ESL B.A., University of Nebraska M.S., University of Pennsylvania

**Anderson, Rene** (2017) Professor, English B.A., Pacific Union College M.A., San Jose State University M.A., Virginia Commonwealth University

**Avila, Briana** (2019) Associate Professor, Communication Studies A.A., College of San Mateo B.A., M.A., San Francisco State University

**Baden, Robert** (2016) Professor, English B.A., M.A., University of South Carolina

**Baird, Christine** (2017) Professor, Fire Technology B.A., St. Mary's College

**Baker, Deborah** (2021) Assistant Professor, Cosmetology A.A., Rancho Santiago Community College B.A., California State University, Dominguez Hills

**Ball, Jeremy C.** (2001) Professor, Philosophy B.A., University of California, Irvine M.A., Ph.D. Claremont Graduate University

**Barrick, Emily** (2018) Director, Wellness Center B.A., University of Northern Iowa M.H.S. University of California, Davis

**Barrientos, Maggie** (2017) Associate Professor, Coordinator, Child Care Services B.A., University of California, Irvine M.A., San Francisco State University

**Beatty, Michelle** (2019) Professor, Mathematics B.S., Ph.D., University of California, Davis M.A., University of California, Los Angeles

**Bennett, Diana** (2001) Professor, Digital Media A.A., Fashion Institute of Design and Merchandising B.A., M.A., California State University, Hayward

**Bobrowski, Christine** (1999) Professor, Music B.A., Dartmouth College M.F.A., Mills College

**Brown, Michelle M.** (2006) Professor, Digital Media B.A., Central Michigan University M.A., San Francisco State University

**Burns, Kajari** (2016) Head Men's and Women's Track and Field and Cross Country Coach, M.A., Fresno Pacific University B.A., University of California, Davis

**Butterworth, Yvette** (2016) Professor, Mathematics B.A., Central Michigan University M.A., San Francisco State University

**Calle, Andres** (2023) CIS B.S., M.S., Santa Clara University

**Cardenas, Carissa** (2023) Dual Enrollment & Transitions Counselor, B.A., San Francisco State University M.A., University of Redlands

**Chapple, Tarana** (2018) Dean, Academic Support and Learning Technologies B.A., Hampton University M.A., Seton Hall University

**Chen, Lydia** (2018) Associate Professor, Counseling B.A., M.A., San Jose State University

**Church, Gary** (1991) Professor, Mathematics B.A., M.S., San Jose State University

**Ciesla, Catherine** (2012) Professor, Chemistry B.Sc., Ph.D., Heriot-Watt University

**Clifford, James** (1997) Professor, Psychology A.A., Cañada College B.A., B.A., M.A., San Francisco State University Ph.D., University of California, Santa Cruz

**Cortez, Cheyanne** (2022) Associate Professor, Art B.A., M.A., San Jose State University

**Cruz, Leonardo** (2021) Associate Professor Promise Scholars Counselor B.A., Psychology, University of California, Los Angeles M.A., San Francisco State University

**Dailey, Denaya B.** (2014) Professor, Dance B.F.A., University of California, Los Angeles M.F.A., Mills College

**Danielson, David** (1990) Professor, Philosophy and Social Science A.A., De Anza College B.A., San Jose State University M.A., Claremont Graduate School Ph.D., Summit University

**Dao, John** (2018) Professor, Chemistry B.S., Notre Dame de Namur University M.S., San Francisco State University

**De La Cruz, Jennifer** (2018) Associate Professor, Counseling B.S., M.S., San Francisco State University

**Delgado Soler, Manuel** (2021) Assistant Professor Promise Scholars Counselor A.A., Cañada College B.A., M.A., San Francisco State University

**Diamond, Kathleen** (2000) Professor, Biology B.A., University of California, Santa Cruz M.A. University of California, Los Angeles Ph.D., University of California, San Francisco

**Diaz, Jesenia** (2014) Associate Professor, Counseling B.S., University of California, Davis M.A., Argosy University

**Diaz Benitez, Julieth** (2021) Assistant Professor, Instructional Designer B.A., Universidad Del Norte, Colombia M.S., Florida State University

**Djedi, Anthony** (2017) Vice President of Administrative Services B.S., University of California, Los Angeles M.S., University of Southern California



**Duncan, Krystal** (2013) Dean of Counseling, Advising and Matriculation B.S., California State University, San Luis Obispo M.S., San Francisco State University

**Eftekhari, Kamran** (2016) Professor, CIS B.S., M.S., Amirkabir University of Technology Ph.D., Case Western Reserve University

**Esparza, Zulema** (2022) Counselor, B.A., M.S., San Francisco State University

**Estrada, Valeria** (2004) Professor, Library Studies B.A., University of San Francisco M.L.I.S., University of Washington

**Fainshtein, Vera** (2015) Professor, Digital Media B.A., University of California, Los Angeles M.F.A., San Jose State University

**Fasth, Allie S.** (2021) Director of Pathways and Promise, A.A., Santa Barbara City College B.A., University of California, Berkeley M.P.A., San Francisco State University

**Feinman, Yelena** (2011) Professor, Mathematics M.S., Kharkov State University M.A., Ukrainian College of Psychology and Parapsychology

**Flowers, Jefferson** (2009) Professor, Chemistry B.S., University of Florida M.S., University of California, Riverside Ed.D., San Francisco State University

**Gaines, Frederick L.** (2007) Professor, Ethnic Studies B.A., Wichita State University M.A., San Francisco State University Ph.D., University of California, Davis

**Galvez, David** (2022) Director of Equity B.A., University of California, Berkeley M.A., University of Texas at Austin

**Gamez, Francisco N.** (2021) Dean, Business and Technology B.A., M.A., California State University, East Bay Ed.D., University of San Francisco

**Garcia, Doris D.** (2021) Professor Promise Scholars Counselor B.A., University of California, Irvine M.A., San Francisco State University

**Goldhahn, Katie** (2015) Professor, Kinesiology, Head Women's Volleyball Coach B.A., Stanford University M.A., San Jose State University

**Gomez, Andy** (2021) Associate Professor Promise Scholars Counselor A.A., Foothill College B.A., M.A., San Francisco State University

**Grandy, Carla** (2014) Vice President of Instruction B.S., Texas Christian University M.A., Oregon State University Ph.D., University of California, Santa Cruz

**Guiriba, Alex** (2019) Professor, Counseling A.A., College of San Mateo B.A., University of California, Berkeley M.A., San Jose State University

**Gutierrez, Jose** (2017) Professor, Engineering B.S., University of California, Berkeley M.S., Stanford University

**Hankamp, Paul Z.** (2016) Professor, Biology B.A., The Evergreen State College M.S., San Francisco State University

**Hasson, Robert L.** (1984) Professor, Mathematics B.A., University of California, Berkeley M.S., Stanford University

**Heath, Stephen P.** (2016) Professor, Accounting B.S., University of California, Berkeley

**Howze-Owens, Jennifer** (2021) Assistant Professor, Instructional Designer B.A., Howard University M.A., Columbia University Ed.D., The Chicago School of Professional Psychology

**Hunt, Judith L.** (2015) Professor, History B.A., College of Charleston M.A.T., The Citadel M.A., University of Charleston Ph.D., University of Florida

**Irigoyen, Fermin** (2001) Professor, Communication Studies A.S., Cañada College B.A., M.A., California State University, Hayward Ed.D., California State University, Sacramento

**Irwin, Tatiana** (2015) Associate Professor, History B.A., M.A., San Jose State University

**Iyengar, Malathi** (2017) Associate Professor, Ethnic Studies B.A., University of North Carolina at Chapel Hill M.A., California Institute of the Arts M.A., California State University, Los Angeles M.A., Ph.D., University of California, San Diego

**Jackson, Jane** (2008) Professor, Music B.A., Pomona College M.M., M.M., University of Michigan

**James, Katherine** (1997) Professor, English B.A., William Smith College M.A., San Francisco State University

**Kaiser, Evan** (2018) Associate Professor, ESL B.A., University of California, Santa Cruz M.A., San Francisco State University

**Keller, Daniel J.** (2002) Professor, English B.A., Ohio State University M.A., San Francisco State University

**Khan, Susan** (2022) Professional Development Coordinator B.A., Oberlin College Ph.D., University of California, Berkeley

**Kitamura, Jonathan R.** (2006) Professor, English B.A., University of California, Santa Barbara M.A., San Francisco State University

**Kurland, Emily** (2014) Professor, ESL B.A., University of California, Santa Cruz M.A., San Francisco State University

**Laderman, David** (1995) Professor, Film B.A., California State University, Northridge M.A., Emory University M.A., San Francisco State University Ph.D., University of California, Davis

**Lariviere, Judith** (2001) Professor, Assistive Computer Technology Specialist B.S., M.Ed., University of Western Ontario

**LaRochelle, Beth** (2013) Professor, Dental Assisting A.A., A.S., Santa Rosa Junior College B.S., University of St. Francis M.A., University of San Francisco

**Lau, David** (2018) Professor, English B.A., University of California, Los Angeles M.A., San Francisco State University



**Lawrence, Sara** (2014) Professor, English B.A., University of California, Santa Barbara B.A., B.A., M.A., San Francisco State University

**Lehigh, Steven** (2011) Professor, Economics B.A., University of California, Berkeley M.A., California State University, Long Beach

**Li, Vincent** (2013) Professor, Accounting B.S., M.S., Golden Gate University

**Li, Yaping** (1995) Professor, Communication Studies B.A., Shandong University, People's Republic of China M.A., Ph.D., Indiana University

**Locke, David** (2001) Professor, Physics B.S., University of Missouri, Columbia M.A., University of California, Berkeley

**Luong, Trang** (2015) Professor, Counseling B.A., M.S., San Francisco State University

**Mangin-Hinkley, Sarah** (2016) Professor, English B.A., Stanford University M.S., San Francisco State University

**Marcial, Michael** (2018) Associate Professor, Kinesiology, Head Men's Basketball Coach A.A., Fresno City College B.S., California State University, Sacramento M.A., Fresno Pacific University

**Martin, Sunny** (2021) Associate Professor Promise Scholars Counselor B.A., University of California, Berkeley M.S., San Jose State University

**Martin, Theresa** (1995) Professor, Biology B.A., University of California, Santa Barbara M.S., University of California, Davis M.A., University of California, Berkeley

**Mathur, Minu** (2000) Professor, Sociology B.A., Delhi University M.S., Ph.D., Oklahoma State University

**Maxwell, Timothy** (2007) Professor, English B.A., M.A., University of California, Berkeley M.F.A., University of Oregon

**Medrano, Aurora** (2013) Professor, Cosmetology

**Miller, Lee R.** (2008) Professor, Political Science B.A., Brandeis University M.A., Ph.D., University of California, Los Angeles

**Mojica Villegas, Edgar** (2022) Assistant Professor, Ethnic Studies B.A., M.A., University of California, Berkeley

**Montgomery, Matthew** (2017) Professor, Library Studies B.A., Mary Washington College M.S., Pratt Institute

**Moon-Johnson, Joshua** (2022) Vice President of Student Services B.B.A., University of South Alabama M.A., University of Alabama M.A., Binghamton University SUNY Ed.D., Northern Illinois University

**Morris, Teresa M.** (2006) Professor, Library Studies B.A., University of California, Berkeley M.S., University of North Carolina, Chapel Hill

**Mullane, Michelle** (2015) Professor, Psychology A.A., A.A., Foothill College B.A., University of California, Berkeley M.A., Sonoma State University

**Murphy, Madeleine** (1997) Professor, English B.A., King's College, Cambridge M. Litt., Edinburgh University

**Nakagawa, Monique** (2011) Acting Dean of Planning, Research, Innovation and Effectiveness B.A., University of California, Berkeley M.A., San Francisco State University

**Nelson, Melissa** (2023) Accounting B.B.A., University of Texas at Austin M.B.A., Loyola Marymount University

**Newkirk-Sakaguchi, Carol** (2014) Director, Disability Resource Center B.A., Sonoma State University M.S., San Francisco State University

**Nishanian, Harutiun** (2006) Professor, Mathematics B.A., University of California, Berkeley M.S., Los Angeles State University

**Nixon, Colby L.** (2014) Professor, Spanish B.A., B.A., Utah State University M.A., University of California, Davis Ph.D., University of California, Irvine

**Nguyen, Melinda** (2019) Associate Professor, Nursing B.S., University of California, Davis M.S., University of San Francisco

**Otte, Adria** (2021) Assistant Professor, Music B.A., Bard College M.F.A., Mills College

**Pacheco, Hellen** (2021) Associate Professor, CIS B.A., M.S., Universidade Federal de Minas Gerais M.A., Stanford University

**Perez, Gilbert** (2021) Associate Professor, Personal Counseling A.A., City College of San Francisco B.A., M.A., San Francisco State University

**Pilar, Angel** (2019) Associate Professor, Mathematics B.A., University of California, Berkeley M.A., San Francisco State University

**Pollack, Bret** (2000) Professor, Kinesiology, Assistant Football Coach B.S., University of California, Berkeley M.A., St. Mary's College

**Polomski, Elisha** (2018) Professor, Astronomy B.A., Wellesley College Ph.D, University of Florida

**Quigley-Borg, Nicole F.** (2006) Professor, Kinesiology, Head Women's Softball Coach A.A., College of San Mateo B.S., University of Tennessee M.A., St. Mary's College

**Reed-Fort, Patrice** (2019) Associate Professor, Counseling A.A., College of San Mateo B.A., University of California, Berkeley M.S., San Francisco State University

**Ridgway, Kristiane M.** (2005) Professor, ESL B.A., Drake University M.S., University of Southern California

**Rhodes, Joshua** (2019) Associate Professor, Mathematics A.S., College of San Mateo B.A., M.A., San Francisco State University



**Rugliancich, Roxana** (2016) Professor, Counseling B.S., San Francisco State University M.A., University of San Francisco

**Salido, Kimberley** (2019) Associate Professor, Cosmetology

**Schmidt, Mikel** (1997) Professor, Fitness and Kinesiology B.A., University of California, Davis M.A., San Francisco State University

**Scott, Tasia** (2022) Associate Professor, Cosmetology B.S., California State University, East Bay

**Sekona, Hansen** (2018) Associate Professor, Kinesiology, Assistant Football Coach A.A., College of San Mateo B.S., Kansas State University M.A., University of Washington

**Sherer, Michael** (2014) Professor, English B.A., Whitman College M.F.A., St. Mary's College

**Sibucão, Kevin** (2022) Assistant Professor, Chemistry B.S., University of California, Berkeley M.S., Ph.D., University of California, San Diego

**Silva, Andrew** (2022) Associate Professor, Kinesiology, Head Swim/Water Polo Coach B.A., M.S., California Polytechnic State University

**Silva, Javier** (2021) Associate Professor, Biology/Anatomy B.S., M.S., San Francisco State University

**Sinarle, Kevin** (2006) Professor, Counseling B.A., Fresno State University M.S., San Francisco State University

**Smith, Arielle** (2015) Professor, Counseling B.A., University of California, San Diego M.S., Ed.D., San Francisco State University

**Smith, Christopher** (2011) Professor, Biology, Health Science and Interdisciplinary Studies B.S., Suffolk University M.S., University of Massachusetts, Boston Ph.D., Vanderbilt University

**Spring, Shannon** (2021) Associate Professor, Nursing B.A., University of California, Davis B.S., Samuel Merritt University M.S., Saint Xavier University

**Stanford, Darryl** (2001) Professor, Astronomy B.S., Polytechnic University M.S., Concordia University M.S., University of Toledo

**Tayag, Elnora** (2017) Director of Learning Commons B.A., University of California, Irvine M.A., Claremont School of Theology M.S., University of California, Los Angeles

**Taylor-Mendoza, Jennifer** (2011) President A.A., El Camino College B.A., California State University, Los Angeles M.S., California State University, Northridge Ph.D., Claremont Graduate University

**Thomas, Lia** (2007) Associate Professor, Library Studies B.A., San Francisco State University M.L.I.S., San Jose State University

**Tohmc, Jessica** (2021) Associate Professor, Nursing B.S., Dominican University of California M.S., Saint Xavier University

**Tran, Huy H.** (2005) Professor, Biology B.S., University of California, San Diego M.S., California State University, Hayward

**Tran, Philip** (2020) Professor, Business B.S., University of California, Santa Barbara M.B.A., Santa Clara University

**Travis, Keira** (2018) Professor, English B.A., McGill University M.A., Queen's University Ph.D., McGill University

**Tsuchiyose, Kazumi** (2019) Professor, Mathematics B.S., Tokyo Institute of Technology M.S., San Jose State University

**Tulloch, Timothy W.** (2010) Professor, Kinesiology, Head Football Coach A.A., Palomar College B.A., Menlo College M.S.S., United States Sports Academy

**Ueda, Makiko** (2007) Professor, Personal Counseling & Wellness Services B.A., Meisei University M.A., California Institute of Integral Studies

**Valenti, Mary** (1996) Professor, Counseling B.S., Notre Dame de Namur University M.A., San Jose State University

**Vargas, Michael** (2016) Professor, Counseling B.A., Gonzaga University M.S.W., San Francisco State University

**Velickovic, Jeanne Marie** (2021) Dean, Creative Arts and Social Science B.A., University of Pretoria M.A., University of South Africa Ph. D., University of Texas

**Verma, Sujata** (2022) Professor, Business Analytics B.A., University of Delhi M.A., M.A., Delhi School of Economics M.A., Ph.D., University of California, Santa Cruz

**Vizenor, Andrea** (2016) Executive Director of Strategic Initiatives and Economic Development B.A., University of San Francisco M.Ed., Concordia University

**von Bleichert, Peter A.** (2015) Professor, Business B.A., The American College of Greece M.S., Schiller International University Ph.D., Walden University

**Vorobey, Lilya** (2000) Professor, Drafting Technology B.F.A., California College of Arts and Crafts

**Waechter, Natalie** (2016) Professor, Nursing B.S., Oklahoma State University M.S.N., California State University, Dominguez Hills

**Walker, Christopher** (2014) Interim Dean, Math and Science B.A., M.A., California State University, San Bernardino Ph.D., University of California, Riverside

**Wallace, Jeremy** (2013) Professor, English B.S., M.A., Notre Dame de Namur University

**Warner, Michelle** (1998) Professor, Kinesiology, Head Women's Basketball Coach A.A., Cerritos College B.A., University of California, Davis M.A., University of Iowa

**Webster, Katherine** (2017) Professor, English B.A., University of California, Berkeley M.A., Ed.D, Ph.D., University of California, Los Angeles

**Westfold, Elinor** (2017) Professor, ESL B.A., Whitman College M.A., University of Washington



**Westmoreland, Shawn M.** (2014) Professor, Mathematics B.S., M.A., University of Texas at Austin M.S., Ph.D., Kansas State University

**Wiese, Katryn** (2022) Geology B.S., California Institute of Technology M.S., Oregon State University

**Williams, Brandon** (2021) Associate Professor, Counseling B.A., M.S., San Diego State University

**Williams, Douglas** (1997) Professor, Kinesiology, Head Baseball Coach A.A., College of San Mateo B.A., University of California, Santa Barbara M.A., St. Mary's College

**Windisch, Todd** (2018) Associate Professor, ESL B.A., University of California, Los Angeles M.S., California State University, Fullerton

**Wisherop, Janis** (1994) Director of Nursing A.A., Skyline College B.S., M.S., University of San Francisco

**Wolf, Andreas R.** (1991) Dean, Kinesiology, Athletics and Dance B.A., M.A., San Francisco State University

**Wong, Alexander** (2015) Professor, Physics B.A., Carleton College M.S., University of California, Berkeley M.S., San Francisco State University

**Wong, Alyssa** (2007) Professor, Mathematics B.A., University of California, Santa Barbara M.A., San Francisco State University

**Wu, Jing** (1998) Professor, Chinese B.A., Shanghai Normal University M.A., San Francisco State University

**Yurtseven, Lale** (2018) Professor, Business B.A., M.B.A., Monterey Institute of International Studies

**Yoon, Erica** (2022) Assistant Professor, Psychology B.S., McGill University Ph.D., Stanford University

**Young, Shana Kudo** (2007) Professor, Adapted P.E. A.A., A.S., College of San Mateo B.S., University of California, Davis M.A., San Jose State University



# Emeriti

---

## Emeriti

(Date of retirement follows name.)

**Roland K. Abercrombie** (1963)

Business

**Sylvia Aguirre-Alberto** (2020)

Counselor

**Rebecca Alex** (2022)

Art

**Marvin Alexander** (1975)

Chairperson, Social Sciences Division

**Alvin A. Alexandre** (1988)

English; Journalism

**Juanita Alunan** (2018)

English

**Rick Ambrose** (2015)

Accounting

**Robert D. Anderson** (1997)

Physics

**Garlan Andrews** (1989)

Music

**Marian R. Anenson** (1984)

Nursing

**Jeanne Angier** (1996)

English

**Patricia Appel** (2015)

Digital Media

**Marlene C. Arnold** (1994)

Nursing

**John S. Avakian** (2009)

Director, Economic and Workforce Development,  
Multimedia/Entertainment Initiative

**Linda J. Avelar** (2007)

Dean, Business/Creative Arts Division

**Leo N. Bardes** (1992)

Dean, Creative Arts Division

**Sharon L. Bartels** (2017)

Health Services Coordinator

**Dr. Rex J. Bartges** (1977)

Biology

**Elizabeth L. Bassi** (1998)

Dental Assisting

**Martin Bednarek** (2022)

Counselor

**Tania Beliz** (2020)

Biology and Health Science

**Robert Bennett** (1994)

Counselor

**Barbara Jean Berensmeier** (1990)

Physical Education

**Daniel A. Berry** (1991)

Business Administration

**Frederick J. Berry** (2003)

Music

**John B. Bestall** (1978)

Engineering

**Rose Marie P. Beuttler** (1989)

French

**Lou S. Bitton** (1993)

Electronics

**Janet Black** (2019)

Art

**Dr. Craig T. Blake** (2010)

Business

**Jeanne Blanchette** (1977)

Nursing

**George A. Blitz** (1989)

Biology; Landscape Design

**Dale W. Blust** (1987)

Aeronautics

**Kenneth E. Blust** (1982)

Aeronautics

**Maribeck Boosalis-Oler** (2018)

Cosmetology

**Roy E. Brixen** (2008)

Electronics

**Kathryn Brown** (2010)

Counselor

**Dr. Kenneth M. Brown** (2015)

Mathematics

**Ronald Brown** (2010)

Computer and Information Science

**Michael Brunicardi** (2023)

Administration of Justice

**Michael C. Bucher** (2008)

Biology

**Elizabeth Burdash** (1995)

Psychology

**Michael C. Burke** (2011)  
Mathematics

**Elaine M. Burns** (2007)  
Counselor

**Virginia Burton** (1981)  
Physical Education

**Lorraine Bush** (1975)  
Cosmetology

**Albert Camps** (1995)  
Electronics

**Blanca Candamil** (2001)  
Spanish

**Jewell Casstevens** (1982)  
Cosmetology

**Richard P. Castillo** (2014)  
Spanish

**Patricia Castro** (2004)  
Cosmetology

**Arnett B. Caviel** (2021)  
Counseling

**Gladys Chaw** (2006)  
Librarian

**Dean Chowenhill** (2008)  
Counselor; Drafting

**Michael Chriss** (1993)  
Astronomy; Humanities

**Peter Chroman** (1996)  
Anthropology; Sociology

**Michael E. Claire** (2023)  
Accounting; President; Chancellor

**Rosalee Clarke** (1996)  
Mathematics

**Dr. Michael E. Clay** (2013)  
Chemistry

**J. Kyle Clinkscales** (1981)  
Chemistry; Counselor

**Durella Combs** (2013)  
Welding Technology

**Sandra Stefani Comerford** (2019)  
Vice President, Instruction

**Dr. Jean M. Cons** (1993)  
Anatomy; Physiology

**William W. Crandall** (2003)  
Business

**Douglas B. Crawford** (1993)  
Mathematics

**Dr. Zelte Crawford** (2005)  
Ethnic Studies; Humanities; Sociology

**Richard L. Crest** (1982)  
Music

**John A. Cron** (1992)  
Business

**Dr. Dorothy J. Crouch** (1983)  
Biology

**James A. Cullen** (2005)  
Manufacturing & Industrial Technology

**Terence B. Curren** (1990)  
Zoology; Physical Anthropology

**Merle Cutler** (2015)  
English

**Brad Datson** (1999)  
Business

**Gregory Davis** (1999)  
Humanities; Political Science

**W. Lloyd Davis** (2014)  
Mathematics

**Louis De Freitas** (1995)  
Welding

**Dr. George S. Dehnel** (1987)  
Biology; Health Science

**Charlotte (Kate) Deline** (2016)  
Chemistry

**Laura Demsetz** (2022)  
Engineering

**Dr. Clifford O. Denney** (2002)  
Chemistry

**Heidi Diamond** (2020)  
Dean, Business and Technology

**William J. Dickey** (2002)  
Physical Education/Athletics

**Gary Dilley** (2006)  
Dean, Physical Education/Athletics

**Thomas R. Diskin** (2008)  
Electronics

**John B. Dooley** (1979)  
Librarian

**C. Lynne Douglas** (2015)  
DSPS

**Dr. Susan J. Estes** (2013)  
Vice President, Instruction

**Roland H. Fark** (2000)  
Biology





**Emile L. Faure** (2004)  
Mathematics

**Dr. John C. Fiedler** (2001)  
English

**Carolyn Fiori** (2012)  
Assistive Technology Specialist

**Dr. Anita Fisher** (2001)  
Psychology

**Aline Fountain** (1983)  
Director of Counseling Services

**Gerald J. Frasseti** (2005)  
English; International Student Advisor

**Dr. Ann Freeman** (2010)  
English

**Charlene Frontiera** (2023)  
Dean, Math and Science

**Donald V. Galindo** (1987)  
Art

**Michael Galisatus** (2019)  
Music

**Jacqueline Gamelin** (2018)  
Counseling

**Modesta Garcia** (2011)  
Counselor

**Eric Gattmann** (1991)  
Education; Emeritus Institute

**Dr. Thomas W. George** (1984)  
Business

**Bernard M. Gershenson** (2012)  
English

**Ellen Ross Gibson** (1990)  
Photography, Art

**Ann Giniere** (2000)  
Cosmetology

**Dr. William Glen** (1999)  
Geology

**Lyle Gomes** (2015)  
Art

**Andres A. Gonzales** (2013)  
Anthropology; English as a Second Language

**Steven L. Gonzales** (2023)  
Electronics

**Gilbert B. Gossett** (1985)  
Dean of Instruction

**Alexander Graham** (1990)  
Horticulture

**Georgia Grant** (2007)  
Computer & Information Science

**Stacey Grasso** (2016)  
CIS

**Melissa Green** (2020)  
CIS

**Cheryl Gregory** (2019)  
Mathematics

**Dr. Patricia Griffin** (2006)  
Vice President, Student Services

**Anne M. Grubbs** (1974)  
Chairperson, Health Occupations Division

**Peter K. Gunderson** (2003)  
Geography

**Martha Gutierrez** (2007)  
Counselor

**Joe C. Hagerty** (1983)  
Director, Health & Service Careers Division

**Jennie Halualani** (1995)  
Health Services

**John Hancock** (1995)  
Music

**Linda Hand** (2023)  
Geology, Oceanography and Paleontology

**Jane E. Hanigan** (1984)  
English; Re-Entry Program

**Dr. William Harriman** (1983)  
English

**Richard V. Harris** (1992)  
Physical Education/Athletics

**Kenneth W. Harrison** (1999)  
Music

**Carol Rhodabarger Heitz** (1985)  
Counselor

**Mary M. Herman** (1989)  
Speech Pathologist

**Robin Heyeck** (2000)  
English

**Woodson F. Hocker** (1972)  
Spanish

**John H. Hogan** (2007)  
Physical Education

**Paul C. Holmes** (1987)  
English

**Roy H. Holmgren** (1989)  
Mathematics



- Melvin Hom** (2022)  
Mathematics
- Dr. Cecilia A. Hopkins** (1986)  
Director, Business Division
- Dee L. Howard** (2002)  
Counselor
- Robert S. Howe** (1990)  
Career and Life Planning
- Jennifer Hughes** (2017)  
Vice President, Student Services
- Joeann J. Ingraham** (1986)  
Physical Education
- James E. Innis** (2000)  
Health Science
- Tatiana Isaeff** (2012)  
Nursing
- Mohsen Janatpour** (2022)  
Physics
- Joseph R. Johnson** (2002)  
Welding
- Dr. John E. Karl, Jr.** (1993)  
Anatomy; Physiology
- Dr. Walter M. Kaufmann** (1990)  
Sociology; Psychology
- Robert Kellejian** (1992)  
Electronics
- Dr. Shirley J. Kelly** (2006)  
President
- Kenneth D. Kennedy** (2004)  
Political Science
- Vance A. Kennedy** (2008)  
Business
- Dr. Noel W. Keys** (1995)  
Psychological Services
- Michael B. Kimball** (2004)  
English
- John R. Kirk** (2008)  
Economics
- Theodore W. Kirsch** (2002)  
Electronics
- Robert Komas** (2019)  
Mathematics
- Dr. Robert C. Kowerski** (2007)  
Chemistry
- Edward A. Kusich** (1977)  
Engineering; Mathematics
- Eva M. Landmann** (1987)  
Nursing
- Judith Lariviere** (2023)  
Disability Resource Center
- Matthew Leddy** (2014)  
Biology
- J. Jay Lehmann** (2023)  
Mathematics
- Frank B. Leroi** (2003)  
Economics
- Richard Lohmann** (2023)  
Art
- James R. MacDonald** (2010)  
Electronics
- Lorne MacDonald** (1999)  
Electronics; Engineering
- Jean Mach** (2016)  
English
- George A. Mangan** (2001)  
Broadcast & Electronic Media
- Joseph C. Mangan** (2023)  
Kinesiology
- Jack Markus** (1996)  
Aeronautics
- Dr. Jamie Marron** (2016)  
Reading
- Chauncey J. Martin** (1979)  
Machine Tool Technology; Welding Technology
- Bruce Maule** (2022)  
Accounting
- Jane McAteer** (2018)  
Director, Nursing
- Milla L. McConnell-Tuite** (2017)  
Coordinator of Planning; Office of Planning Research, and Institutional Effectiveness
- Ruth McCracken** (2003)  
Nursing
- Mary J. McCue** (1999)  
English
- Dr. Joseph M. McDonough** (1995)  
Psychology
- Thurman McGinnis** (2008)  
Administration of Justice
- Pamela N. McGlasson** (2008)  
Business
- Virginia A. McMillin** (1984)  
Nursing



- Sandra L. Mellor** (2009)  
Dean, Corporate and Continuing Education
- Valdemer A. Mendenhall** (1982)  
Aeronautics
- Howard C. Monroe** (1996)  
Anthropology; Biology; Botany
- Dr. John A. Montgomery** (1977)  
Business Administration
- Steven N. Morehouse** (2012)  
Counselor
- Judith Morley** (2002)  
Art
- Catherine T. Motoyama** (2019)  
Communication Studies
- Mounjed Moussalem** (2022)  
CIS
- John F. Mullen** (2000)  
Dean, Admissions & Records
- Jean B. Multhaup** (1996)  
Dental Assisting
- Diane W. Musgrave** (2008)  
English; German
- Rory Nakata** (2022)  
Art
- Andria Nalls** (2021)  
Cosmetology
- Robert C. Newell** (1992)  
Electronics
- John L. Noce** (1992)  
Physical Education/Athletics
- Colette J. Norman** (2003)  
Librarian
- Rosemary Nurre** (2022)  
Accounting
- Eileen O'Brien** (2016)  
Counseling
- Kathryn M. O'Connell** (2013)  
Political Science
- Daniel C. Odum** (1989)  
Broadcasting Arts
- Robert A. Olson** (1988)  
Speech
- Dr. Rosalie M. O'Mahony** (2003)  
Mathematics
- Larry Owens** (2018)  
Kinesiology
- Dr. Peter H. Owens** (1994)  
Chemistry
- William H. Owen** (1996)  
Manufacturing & Industrial Technology
- Patricia J. Paoli** (2012)  
Communication Studies
- Marie T. Paparelli** (2006)  
Learning Disabilities Specialist
- Susan Y. Petit** (2008)  
English; French
- James Petromilli** (2011)  
Director, Institutional Technology
- Betty C. Pex** (1990)  
English
- Linda M. Phipps** (2010)  
Mathematics
- Richard S. Phipps** (1984)  
Political Science; Counselor
- Wilson G. Pinney** (1986)  
Director, Language Arts
- Louise Piper** (2017)  
Coordinator, Child Care Services
- Rosemary Piserchio** (1999)  
Business; Counselor
- Judith Pittman** (2012)  
Professor, Art
- Dr. Stephen H. Polansky** (2003)  
Political Science
- Dolores I. Price** (1985)  
Physical Education
- Joe A. Price** (1994)  
Art
- Jean Pumphrey** (1993)  
English
- Marsha Ramezane** (2016)  
Dean, Counseling/Advising and Matriculation
- Anniqua Rana** (2020)  
English as a Second Language
- Dr. Edward H. Rategan** (1989)  
Computer & Information Science
- Robert Ratto** (2008)  
Cosmetology
- Edward F. Remitz** (2012)  
Professor, Digital Media
- Elizabeth K. Rempel** (1977)  
Art



**Roberta Reynolds** (2023)

English

**James Roach** (2003)

Psychology

**David G. Robinson** (2016)

Mathematics

**Ernest Rodriguez** (2008)

Psychology

**Jan Roecks** (2019)

Vice President, Administrative Services

**Richard W. Rohrbacher** (1987)

Speech; English; Broadcasting Arts

**Samuel S. Rolph** (1979)

Play Production

**Jacquelyn Rose** (1993)

Coordinator of Services for the Physically Disabled

**Kathleen Ross** (2017)

Dean, Business and Technology

**William B. Rundberg** (2000)

Mathematics; Earth Systems

**Robert D. Rush** (1995)

Physical Education/Athletics

**Suzanne Russell** (2010)

Cosmetology

**Kathleen Sammut** (2022)

Counselor

**Dr. Rosa I. Sausjord** (1983)

Spanish

**Edward G. Schoenstein** (1996)

Technical Art & Graphics

**Linda K. Scholer** (2008)

English

**Frances Schulze** (2011)

English as a Second Language

**Edwin A. Schwartz** (1993)

Psychology

**Dr. John B. Searle** (2005)

Chemistry; Biology

**Edwin A. Seubert** (2015)

Digital Media

**John J. Sewart** (2018)

Director, Districtwide Research & Institutional Effectiveness

**Dr. Balbir Singh** (2005)

Mathematics

**Brandon Smith** (2015)

English as a Second Language

**Elizabeth M. Smith** (2016)

Nursing

**Robert W. Smith** (1997)

Mathematics; Humanities

**Amy Sobel** (2021)

ESL

**Grace Sonner** (2005)

Vice President, Instruction

**Dennis Stack** (1999)

Drafting

**Anne Stafford** (2021)

English

**Richard G. Statler** (2005)

Physical Education; Health Science

**Kathleen Steele** (2018)

English

**Dr. Mark S. Still** (2014)

History

**Nancy J. Stock** (2002)

Cosmetology

**Angela R. Stocker** (2003)

Physical Education; Social Science

**Lawrence T. Stringari** (2006)

Human Services; Psychological Services

**Michael Svanevik** (2013)

History

**Leah Tarleton** (1994)

Health Services

**Martha Tilmann** (2017)

CIS

**Lora B. Todesco** (2000)

Business

**Patricia A. Tollefson** (2009)

English

**Carlene Tonini-Boutacoff** (2018)

Biology

**Allen Tracy** (1982)

Chemistry

**Ronald R. Trowse** (1993)

English

**John Turner** (1985)

English

**Ruth Turner** (2018)

Counseling

**Barbara Uchida** (2012)

Physics



**Aisha Upshaw** (2010)

Counselor

**Dr. James Upton** (2001)

Mathematics; Humanities; Philosophy

**Henry Villareal** (2017)

Dean, Enrollment Services

**Duane A. Wakeham** (1986)

Art

**Herbert R. Warne** (1983)

Director of Admissions & Records

**Barlow Weaver** (1987)

Librarian

**Dr. Alan L. Weintraub** (1999)

Geography

**Dr. David West** (1999)

Sociology

**Agnes Williams** (1996)

Cosmetology

**John C. Williams** (1992)

Biology

**Richard A. Williamson** (1991)

English; Film

**Stuart Williamson** (2000)

Biology

**Carole R. T. Wills** (2014)

Reading

**Dr. Irving M. Witt** (1993)

Sociology

**Betty J. Wittwer** (1990)

Business

**Yoneo Yoshimura** (1998)

Counselor

**Dr. Frank H. Young** (1996)

Mathematics

**William H. Zempel** (1990)

Meteorology; Physics

**Paul C. Zimmerman** (2002)

Architecture

**Christe P. Zones** (1992)

Geology



## Parking Regulations

---

### Parking Permit Requirements

Staff and faculty driving motor vehicles (except motorcycles) on to campus and utilizing the parking facilities during regular class hours (Monday-Friday, 7 am–10 pm), including final examinations, are required to obtain and display a parking permit on their vehicle. Please display from your rear view mirror, if applicable, or prominently on your dashboard.

### Lost or Stolen Parking Permits

If a Staff permit is lost or stolen, replacements are available at DPS office.

### Disabled Parking

Blue Handicapped parking spaces have been provided in Lots 2, 3, 4, 5, 6, 8, 11 and 12 (see Campus Map). A vehicle must have and display a valid California State Disabled Person Placard (issued by DMV) to park. Disability Parking spaces are regulated under California Vehicle Code Section 22511.5 Disabled Parking Authorized Parking Zones.

### Visitor Parking

Visitors to campus may park in any student parking lot in a marked space.

### Electric Vehicle Charging Stations

Parking in the EV charging stations is limited solely to electric vehicles that are actively charging with a maximum time limit of 4 hours per vehicle. (No parking permit is needed as long as the above conditions are met)

Any vehicle parked in an EV space and is not an electric vehicle, not charging, or is left past the 4-hour maximum limit will be subject to a citation.

### Traffic and Parking Regulations

The speed limit on the campus is 15 mph.

Parking is permitted only on blacktop surfaces in specifically marked parking spaces. Parking on unpaved areas, in roadways, in crosshatched areas, in marked end zones, in areas posted as no parking zones or in any unauthorized area is prohibited. Vehicles backed into diagonal parking spaces can create a hazard when exiting and will be subject to citation.

No student parking is permitted in the designated "Scholarship Contributor of the Month" parking spaces.

These spots are reserved for authorized staff only and unauthorized vehicles may be ticketed.

Driving or parking within the inner campus is prohibited.

The campus is open daily from 7 am to 10 pm.

Stopped or standing vehicles on sidewalks, roadways or restricted areas will be subject to citation.

### Skateboards and Bicycles

The riding of skateboards on campus is prohibited by SMCCCD regulations. Bicycles may be operated on campus. The California Vehicle Code prohibits the operation of bicycles on sidewalks.

### Public Transit

SamTrans operates one bus route to the college: [Route 250](#) – Hillsdale Shopping Center, Downtown San Mateo, and San Mateo [Caltrain Station](#).

All buses have wheelchair lifts and accommodate two to four bikes. Route 250 provides weekday service until 10:25 pm. There is limited service on weekends. Routing information is available at 1-800-660-4287 and [samtrans.com](#). Printed schedules are also available at the Center for Student Life and Leadership Development in Building 17, Room 112.



# Campus Map

---

A PDF version of the campus map is available on the [Maps, Directions & Parking \(collegeofsanmateo.edu/map\)](https://collegeofsanmateo.edu/map) website.



# Campus Directory

<i>Department/Office</i>	<i>Phone</i>	<i>Bldg-Room</i>
Admissions & Records	574-6165	10-360
ASCSM (Student Government)	574-6141	12-211
Athletic Center	378-7373	5-1st floor
Bookstore	574-6367	10-202
CalWORKS	574-6155	10-112
Career Services	574-6116	10-340D
Cashier's Office	574-6412	10-360
Child Development Center	574-6279	Bldg. 33
Community Education	574-6149	1-115
Community Relations & Marketing	574-6231	10-462
Cosmetology	574-6361	5-251
Counseling Services	574-6400	10-340
Dental Assisting	574-6212	5-329
Disability Resource Center (DRC)	574-6438	10-120
Distance Education	574-6271	18-206
EOPS/CARE	574-6154	10-110
Facilities Rental	574-6220	10-439
Financial Aid/Scholarships	574-6146	10-360
Fax (Financial Aid)	574-6304	
Food Pantry	574-6396	1-147
Health Services	574-6396	1-147 / 5-302
High School Enrollment Programs	574-6646	10-462
International Education Program	574-6525	10-393
KCSM	574-6586	Bldg. 9
Learning Center	574-6570	10-220
Library	574-6100	Bldg. 9
Lost & Found	574-6415	1-100
Mental Health CSM Cares	574-6118	10-481





<i>Department/Office</i>	<i>Phone</i>	<i>Bldg-Room</i>
Middle College	574-6101	17-154
Multicultural & DREAM Center	574-6403/6120	10-180
Parking	574-6415	1-100
Planetarium	574-6256	36-100
Personal Counseling & Wellness Services	574-6396	1-147 / 5-302
Project Change	574-6173	10-453
Promise Scholars Program	574-6384/6146	10-437
<b>Public Safety</b>	<b>738-7000</b>	<b>1-100</b>
SparkPoint	378-7275	1-147
Student Life and Leadership	574-6141	Bldg. 17
Swimming Pool	574-6461	
Theatre	574-6191	Bldg. 3
Theatre Info Line	378-7218	
Transcript Evaluation Services	574-6234	10-186 F-G
Transcript Request	574-6165	10-360
Transfer Services	358-6839	10-340
Veterans Resource & Opportunity Center	574-6675	16-150
Welcome Center	574-6175	10-340

## Academic Divisions

For a full listing of instructional programs, visit the [Division Offices \(collegeofsanmateo.edu/divisionoffices\)](https://collegeofsanmateo.edu/divisionoffices) website.

<i>Division</i>	<i>Phone</i>	<i>Bldg-Room</i>
Academic Support & Learning Technologies Division	574-6496	10-411
Business & Technology Division	574-6228	10-491 (2023) / 19-113 (2024)
Creative Arts & Social Science Division	574-6494	10-413
Kinesiology, Athletics & Dance Division	574-6461	5-343
Language Arts Division	574-6314	15-168
Math & Science Division	574-6268	36-311



# CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (CSU GE) WORKSHEET

## College of San Mateo CSU GE 2023-2024 (5/1/23)

1. Ask a counselor about Associate Degrees for Transfer that can result in priority admissions to the CSU system.
2. Some courses are listed in more than one CSU GE area but can be applied to one area only.
3. This worksheet outlines GENERAL EDUCATION requirements. You also must complete lower division MAJOR requirements.
4. There are instances when a CSM course is approved for CSU GE but the same course at SKYLINE or CAÑADA IS NOT approved for CSU GE. Use ASSIST to confirm course articulation for the college where you take the course!
5. Use the online College of San Mateo Catalog ([catalog.collegeofsanmateo.edu](http://catalog.collegeofsanmateo.edu)) to find course descriptions.
6. If a student has completed coursework at colleges/universities outside of the San Mateo County Community College District, the student must request OFFICIAL TRANSCRIPTS from prior institutions be sent to the CSM Admissions Office in the first semester of enrollment to determine how prior coursework can be applied to CSU GE. When the evaluation is complete, the information will show up in WebSMART under Degree Works.

### AREA A: COMMUNICATION SKILLS & CRITICAL THINKING

9 units

One course from A1, A2 and A3 below. A grade of C- or higher is required in each course.

- A1. Oral Communication** COMM 110 115 130 140 150 AP CANNOT meet this requirement
- A2. Written Communication** ENGL 100 105 110 or AP Score of 3, 4 or 5 in ENGL/LANG or ENGL/LIT
- A3. Critical Thinking-English Composition** ENGL 100 110 165 PHIL 103 200 AP CANNOT meet this requirement

### AREA B: NATURAL SCIENCE & MATHEMATICS

9 - 10 units

One course from B1, one from B2 and one of those two courses must incorporate a laboratory, B3 .

One course from B4 with a grade of C- or higher.

#### B1. Physical Science

ASTR 100 101\* 103\* 115 125 210# CHEM 192# 210# 220# 231# 232# 410# 420# GEOG 100 GEOL 100 101\*  
OCEN 100 PALN 110 111\* PHYS 100 210# 220# 250# 260# 270# or AP Score 3, 4 or 5 in CHEM or ENV SCI or PHYSICS

#### B2. Life Science

ANTH 125 127\* BIOL 100 102 110# 130 132\* 145 184 195\* 210# 220# 230# 240# 250# 260# OCEN 100 PALN 110 111\*  
PSYC 105 220 or AP Score of 3, 4 or 5 in BIOL

**B3. Science Laboratory** Courses listed in B1 or B2 with a “\*” indicates a “lab only” course. “Lab only” courses must be accompanied by a lecture course in the same area. Courses listed in B1 and B2 with a “#” indicates the course includes lecture and lab requirements

#### B4. Math Concepts

BUS. 123 CIS 262 278 MATH 125 130 145 200 222 225 241 242 251 252 253 268 270 275 280 PSYC 121  
or AP Score of 3, 4 or 5 in CALC AB or CALC BC or AP STATS or COMP SCI

### AREA C: ARTS & HUMANITIES

9 units

3 courses. One from C1 Arts, one from C2 Humanities, and one course from C1 or C2

#### C1. Arts

ARCH 100 ART 101 102 103 104 105 124 207 347 351 DANC 100 DGME 215 ETHN 288 585 FILM 100 120 121 122  
123 130 135 140 145 200 215 MUS. 100 131 202 210 250 275 280 or AP Score of 3, 4 or 5 in ART HIST

#### C2. Humanities

ANTH 180 ASL 100 110 CHIN 111 112 121 122 131 132 COMM 170 171 ENGL 110 161 162 163 ETHN 104 105 106  
ETHN 107 265 FILM 153 HIST 100 101 104 106 201 202 260 261 262 310 LIT 101 105 113 115 150 151 154 155 156 201  
LIT. 202 220 221 231 232 266 430 PHIL 100 160 175 244 300 SPAN 110 112 120 122 131 132 140  
or AP Score of 3, 4 or 5 in ART HIST or ENGL/LIT or HIST or FOREIGN LANGUAGE

**AREA D: SOCIAL & BEHAVIORAL SCIENCES****6 units**

2 courses from two different disciplines from the following :

ADMJ 100 ANTH 110 180 350 BUS 125 COMM 130 DGME 100 102 ECON 100 102 ETHN 101 103 104 105 106 107 108  
ETHN 109 300 GEOG 110 150 GBST 101 102 HIST 100 101 104 106 201 202 260 261 262 310 KINE 103 107 PLSC 100  
PLSC 110 130 150 200 210 215 310 PSYC 100 105 106 110 120 200 201 220 225 230 300 301 320 330 410  
SOCI 100 105 110 121 141 160 or AP Score of 3, 4 or 5 in ECON, GOV, HIST or GEOG or PSYC

**AREA E: LIFELONG UNDERSTANDING & SELF DEVELOPMENT****3 units**

3 units selected from E1 or 2 units from E1 and 1 unit from E2.

**E1.** BIOL 310 BUS 101 COUN 111 120 121 128 240 CRER 126 HSCI 100 IDST 110 KINE 101 107 119 200 300 LCTR 240  
PSYC 100 106 110 200 201 300 301 310 320 330 SOCI 110

**E2.** ADAPT 100 110 140 155 AQUA 109.1-109.4 127.1-127.4 133.1-133.4 135.1-135.4 DANC 116.1-116.4 117.1-117.4  
DANC 121.1-121.4 128.1- 128.4 130.1-130.4 140.1-140.4 151.1-151.4 167.1-167.4 390 FITN 112.1-112.4 116.1-116.4  
FITN 134 201.1-201.4 220 225 226 235.1-235.4 301.1-301.4 332.1-332.4 334.1-334.4 335.1-335.4 336.1-336.4 339 194  
INDV 121.1-121.4 251.1-251.4 TEAM 105 111.1-111.4 116 118 119 148.1-148.4 135 150 158 165 171.1-171.4 180 182 186 194  
VARS 100 105 110 130 133 134 160 172 185 300 320 340 342 400

**AREA F: ETHNIC STUDIES****3 units**Select one course from the following options - ETHN 101 103 104 105 106 107 108 109 265 288 585**CSU GE AREAS A- F TOTAL UNITS = 39-40 SEMESTER UNITS****AH&I: CSU GRADUATION REQUIREMENT – (NOT required to certify CSUGE or IGETC)****American Institutions, US History, US Constitution, & American Ideals:**

Complete courses to cover US-1 ( US History), US-2 (US Constitution), and US-3 (California State and Local Government). Some courses cover two areas. Those courses with # meet US-1 AND US-2. The course with \* meet US-2 AND US-3.

**US-1** – HIST 201# HIST 202# HIST 260# HIST 261 HIST 262# ETHN 103# ETHN 105 ETHN 107 PLSC 210#**US-2** – ETHN 103# HIST 201# HIST 202# HIST 260# HIST 262# PLSC 200\* PLSC 210# PLSC 215**US-3** – ETHN 101 HIST 310 PLSC 200\* PLSC 310

Courses used to satisfy this AH&I may also be applied to CSU GE requirements in Area C2 or D or F if applicable.

Note: Course approvals for this requirement may vary between SMC CCD Colleges. If you are planning to register for a course to complete this area at another campus, please consult their CSU GE pattern and meet with a counselor.

**VERY IMPORTANT –**

1. To be eligible to meet an AREA requirement, the course must be CSU GE approved at the time it was completed.
2. **As a final step to the transfer process, students must request an CSU GE CERTIFICATION to be sent with the FINAL TRANSCRIPT to the transfer destination! This is how the transfer destination identifies the student has completed lower division general education requirements.**

**In addition to CSU GE, find COURSES REQUIRED FOR A MAJOR**

- Students must have a MAJOR to transfer to a university.
- Use CSM Counseling Services to create a STUDENT EDUCATIONAL PLAN that lists courses needed to meet transfer requirements.
- Use the College of San Mateo Catalog and [www.assist.org](http://www.assist.org) for lower division major requirements.
- For transfer to a private/independent or out of state college/university review the institution's catalog for major information.

# INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM IGETC WORKSHEET 2023-2024 (AREAS 1 – 7)

## College of San Mateo (5/1/23)

- Some courses are listed in more than one IGETC AREA but can be applied to one area only.
- A grade of C or higher is required for each course to meet IGETC requirements.
- To be eligible to apply to UCs and CSUs complete ALL IGETC AREAS.
- If using IGETC for Associate Degree for Transfer GE you must complete AREA 1C.
- This worksheet outlines GENERAL EDUCATION requirements. ASSIST.org and the CSM Catalog identify courses required for the MAJOR.
- There are instances when a CSM course is approved for IGETC but the same course at SKYLINE or CAÑADA IS NOT approved for IGETC. Use ASSIST to confirm course articulation!
- Use the online College of San Mateo Catalog ([www.catalog.collegeofsanmateo.edu/current/](http://www.catalog.collegeofsanmateo.edu/current/)) to find the descriptions for the courses listed below.
- If a student has completed coursework at colleges/universities outside of the San Mateo County Community College District, the student must request OFFICIAL TRANSCRIPTS from prior institutions be sent to the CSM Admissions Office in the first semester of enrollment to determine how prior coursework can be applied to IGETC. When the evaluation is complete, the information will show up in WebSMART under Degree Works.

### AREA 1 ENGLISH COMMUNICATION - 6 - 9 units

1A English Composition: ENGL 100 105 or AP Score of 3, 4 or 5 in ENGL/LANG or ENGL/LIT  
 1B Critical Thinking-English Composition: ENGL 110 165 AP CANNOT meet this area requirement  
 1C Oral Communication – CSU REQUIREMENT ONLY COMM 110 115 130 140 150 AP CANNOT meet this area requirement

### AREA 2 MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING - 3 units

2A Quantitative Reasoning: BUS. 123 MATH 125 145 200 222 225 241 242 251 252 253 268 270 275 280 PSYC 121 CIS 262  
or AP Score of 3, 4, or 5 in CALC AB or CALC BC or AP STATS or COMP SCI

### AREA 3 ARTS & HUMANITIES - 9 units

Three courses, one from 3A Arts and one from 3B Humanities, and a third course from either 3A or 3B

3A Arts: ARCH 100 ART 101 102 103 104 105 124 347 DANC 100 DGME 215 ETHN 288 585 FILM 100 120 121 122 123 130 135 140  
 145 200 215 MUS. 100 131 202 210 250 275 or AP Score of 3, 4 or 5 in ART HIST

3B Humanities: ASL 110 CHIN 131 132 ENGL 110 ETHN 104 105 106 107 265 HIST 100 101 104 106 201 202 260 261 262 310 LIT 101  
 105 113 115 150 151 154 155 156 201 202 220 221 231 232 266 430 PHIL 100 160 175 244 300 SPAN 131 132 140  
or AP Score of 3, 4 or 5 in ART HIST or ENGL/LIT or HIST or FOREIGN LANGUAGE

### AREA 4 SOCIAL & BEHAVIORAL SCIENCES - 6 units

Two courses selected from two disciplines.

ADMJ100 ANTH110 180 350 BUS125 COMM130 DGME 100 102 ECON 100 102 ETHN101 103 104 105 106 107 108 109 300 GEOG  
 110 150 GBST 101 102 HIST 100 101 104 106 201 202 260 261 262 310 KINE 103 107 PLSC100 110 130 150 200 210 215 310 PSYC100  
 105 106 110 120 200 201 220 225 230 300 301 320 330 410 SOCI 100 105 110 121 141 160  
or AP Score of 3, 4 or 5 in ECON, GOV, HIST or GEOG or PSYC

### AREA 5 PHYSICAL & BIOLOGICAL SCIENCES - 7 units

Two courses, one from 5A, one from 5B. One of the courses applied to 5A or 5B must include a laboratory to meet group 5C .

5A Physical Science: ASTR 100 101\* 103\* 115 125 210# CHEM 192# 210# 220# 231# 232# GEOG 100 GEOL 100 101\* OCEN 100  
PALN 110 111\* PHYS 100 210# 220# 250# 260# 270# or AP Score 3, 4 or 5 in CHEM or ENV SCI or PHYSICS

5B Biological Science: ANTH 125 127\* BIOL 100 102 110# 130 132\* 145 184 195\* 210# 220# 230# 240# 250# 260# PALN 110 111\*  
PSYC 220 or AP Score of 3, 4 or 5 in BIOL

5C: Science Laboratory Courses in 5A or 5B with a “ \* “ indicates a “lab only” course. “Lab only” courses must be accompanied by the same subject lecture course. Any course in 5A or 5B with a “ # “ indicates the course includes lecture and lab requirements.

**AREA 6 LANGUAGE OTHER THAN ENGLISH (LOTE) – UC REQUIREMENT ONLY**

Courses in your native language may not be accepted by the UC system. This requirement may be satisfied by completion of two years of high school study in the same language and high school transcripts are required. Or, you can complete one of the courses below at College of San Mateo.

ASL 100 110 CHIN 122 131 132 140 SPAN 110 120 122 131 132 140

or AP results of 3, 4 or 5 in any FOREIGN LANG

**AREA 7 ETHNIC STUDIES – 3 units**

Courses that meet this requirement were approved to meet the CSU GE Area F (Ethnic Studies) beginning in Fall 2021. Because CSU GE Area F was established in Fall 2021, courses approved for CSU GE Area F & IGETC Area 7 must have been completed Fall 2021 or later.

ETHN 101 103 104 105 106 107 108 109 265 288 585

**IGETC FOR UC TOTAL UNITS = 34 units**

**IGETC FOR CSU TOTAL UNITS = 37 units**

**AH&I: CSU GRADUATION REQUIREMENT – (NOT required to certify IGETC or CSU GE)****American Institutions, US History, US Constitution, & American Ideals:**

Complete courses to cover US-1 ( US History), US-2 (US Constitution), and US-3 (California State and Local Government). Some courses cover two areas. Those courses with # meet US-1 AND US-2. The course with \* meet US-2 AND US-3.

US-1 – HIST 201# HIST 202# HIST 260# HIST 261 HIST 262# ETHN 103# ETHN 105 ETHN 107 PLSC 210#

US-2 – ETHN 103# HIST 201# HIST 202# HIST 260# HIST 262# PLSC 200\* PLSC 210# PLSC 215

US-3 – ETHN 101 HIST 310 PLSC 200\* PLSC 310

Courses used to satisfy this AH&I may also be applied to CSU GE requirements in Area C2 or D or F if applicable.

Note: Course approvals for this requirement may vary between SMCCCD Colleges. If you are planning to register for a course to complete this area at another campus, please consult their CSU GE pattern and meet with a counselor.

**VERY IMPORTANT –**

1. To be eligible to meet an AREA requirement, the course must be IGETC approved at the time it was completed.
2. **As a final step to the transfer process, students must request an IGETC CERTIFICATION to be sent with the FINAL TRANSCRIPT to the transfer destination! This is how the transfer destination identifies the student has completed lower division general education requirements.**

**NOTES:**

# INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM IGETC for STEM WORKSHEET 2023-2024 (AREAS 1 – 7)

For College of San Mateo (5/1/23)

IGETC for STEM is applicable only to ADT majors in Biology, Chemistry, and Environmental Science  
(Only the BIOLOGY ADT is offered at College of San Mateo)

- Some courses are listed in more than one IGETC AREA but can be applied to one area only.
- A grade of C or higher is required for each course to meet IGETC requirements.
- To be eligible to apply to UCs and CSUs complete ALL IGETC AREAS.
- If using IGETC for Associate Degree for Transfer GE you must complete AREA 1C.
- This worksheet outlines GENERAL EDUCATION requirements. ASSIST.org and the CSM Catalog identify courses required for the MAJOR.
- There are instances when a CSM course is approved for IGETC but the same course at SKYLINE or CAÑADA IS NOT approved for IGETC. Use ASSIST to confirm course articulation!
- Use the online College of San Mateo Catalog ([www.catalog.collegeofsanmateo.edu/current/](http://www.catalog.collegeofsanmateo.edu/current/)) to find the descriptions for the courses listed below.
- If a student has completed coursework at colleges/universities outside of the San Mateo County Community College District, the student must request OFFICIAL TRANSCRIPTS from prior institutions be sent to the CSM Admissions Office in the first semester of enrollment to determine how prior coursework can be applied to IGETC. When the evaluation is complete, the information will show up in WebSMART under Degree Works.

## AREA 1 ENGLISH COMMUNICATION - 6 - 9 units

1A English Composition: ENGL 100 105

or AP Score of 3, 4 or 5 in ENGL/LANG or ENGL/LIT

1B Critical Thinking-English Composition: ENGL 110 165

AP CANNOT meet this area requirement

1C Oral Communication – CSU REQUIREMENT ONLY COMM 110 115 130 140 150

AP CANNOT meet this area requirement

## AREA 2 MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING - 3 units

2A Quantitative Reasoning: BUS 123 MATH 125 145 200 222 225 241 242 251 252 253 268 270 275 280 PSYC 121 CIS 262

or AP Score of 3, 4, or 5 in CALC AB or CALC BC or AP STATS or COMP SCI

## AREA 3 ARTS & HUMANITIES – 6 units

Two courses, one from 3A Arts and one from 3B Humanities

3A Arts: ARCH 100 ART 101 102 103 104 105 124 347 DANC 100 DGME 215 ETHN 288 585 FILM 100 120 121 122 123 130 135 140 145 200 215 MUS 100 131 202 210 250 275

or AP Score of 3, 4 or 5 in ART HIST

3B Humanities: ASL 110 CHIN 131 132 ENGL 110 ETHN 104 105 106 107 265 HIST 100 101 104 106 201 202 260 261 262 310 LIT 101 105 113 115 150 151 154 155 156 201 202 220 221 231 232 266 430 PHIL 100 160 175 244 300 SPAN 131 132 140

or AP Score of 3, 4 or 5 in ART HIST or ENGL/LIT or HIST or FOREIGN LANGUAGE

## AREA 4 SOCIAL & BEHAVIORAL SCIENCES - 3 units

One course selected from -

ADMJ100 ANTH110 180 350 BUS125 COMM130 DGME 100 102 ECON 100 102 ETHN101 103 104 105 106 107 108 109 300 GEOG 110 150 GBST 101 102 HIST 100 101 104 106 201 202 260 261 262 310 KINE 103 107 PLSC100 110 130 150 200 210 215 310 PSYC100 105 106 110 120 200 201 220 225 230 300 301 320 330 410 SOCI 100 105 110 121 141 160

or AP Score of 3, 4 or 5 in ECON, GOV, HIST or GEOG or PSYC

## AREA 5 PHYSICAL & BIOLOGICAL SCIENCES - 7 units

Two courses, one from 5A, one from 5B. One of the courses applied to 5A or 5B must include a laboratory to meet group 5C.

5A Physical Science: ASTR 100 101\* 103\* 115 125 210# CHEM 192# 210# 220# 231# 232# GEOG 100 GEOL 100 101\* OCEN 100

PALN 110 111\* PHYS 100 210# 220# 250# 260# 270#

or AP Score 3, 4 or 5 in CHEM or ENV SCI or PHYSICS

**5B Biological Science:** ANTH 125 127\* BIOL 100 102 110# 130 132\* 145 184 195\* 210# 220# 230# 240# 250# 260# PALN 110 111\* PSYC 220 or AP Score of 3, 4 or 5 in BIOL  
**5C: Science Laboratory** Courses in 5A or 5B with a “ \* “ indicates a “lab only” course. “Lab only” courses must be accompanied by the same subject lecture course. Any course in 5A or 5B with a “ # “ indicates the course includes lecture and lab requirements.

## AREA 7 ETHNIC STUDIES – 3 units

Courses that meet this requirement were approved to meet the CSU GE Area F (Ethnic Studies) beginning in Fall 2021. Because CSU GE Area F was established in Fall 2021, courses approved for CSU GE Area F & IGETC Area 7 must have been completed Fall 2021 or later.

ETHN 101 103 104 105 106 107 108 109 265 288 585

**IGETC/STEM FOR UC TOTAL UNITS = 28 units**

**IGETC/STEM FOR CSU TOTAL UNITS = 31 units**

**IF A STUDENT USES IGETC FOR STEM, the following IGETC AREAS must be completed AFTER transfer:**

- One remaining lower-division IGETC course in Area 3;
- One remaining lower-division IGETC course in Area 4 (in a different academic discipline from the first Area 4 course); and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.

**Note:** These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

### VERY IMPORTANT –

1. To be eligible to meet an AREA requirement, the course must be IGETC approved at the time it was completed.
2. As a final step to the transfer process, students must request an IGETC CERTIFICATION to be sent with the FINAL TRANSCRIPT to the transfer destination! This is how the transfer destination identifies the student has completed lower division general education requirements.

### AH&I: CSU GRADUATION REQUIREMENT – (NOT required to certify IGETC or CSU GE)

#### American Institutions, US History, US Constitution, & American Ideals:

Complete courses to cover US-1 ( US History), US-2 (US Constitution), and US-3 (California State and Local Government). Some courses cover two areas. Those courses with # meet US-1 AND US-2. The course with \* meet US-2 AND US-3.

US-1 – HIST 201# HIST 202# HIST 260# HIST 261 HIST 262# ETHN 103# ETHN 105 ETHN 107 PLSC 210#

US-2 – ETHN 103# HIST 201# HIST 202# HIST 260# HIST 262# PLSC 200\* PLSC 210# PLSC 215

US-3 – ETHN 101 HIST 310 PLSC 200\* PLSC 310

Courses used to satisfy this AH&I may also be applied to CSU GE requirements in Area C2 or D or F if applicable.

Note: Course approvals for this requirement may vary between SMCCCD Colleges. If you are planning to register for a course to complete this area at another campus, please consult their CSU GE pattern and meet with a counselor.

### NOTES:

# College of San Mateo Associate Degree in ARTS (AA) or SCIENCE (AS) GENERAL EDUCATION REQUIREMENTS for CATALOG RIGHTS 2023-2024 (5/5/23)

**Catalog Rights:** "Catalog rights" means a student is held to the course requirements listed in the CSM catalog at the time enrollment begins as long as the student maintains continuous enrollment within SMCCCD in an academic year. A student may choose to use catalog rights for the year of first enrollment or any subsequent year of continuous enrollment at CSM or Canada or Skyline. Continuous enrollment means attending at least one term (fall, spring or summer) of each academic year. If a student discontinues enrollment and restarts then catalog rights begin with the new enrollment.

## Important information for students!

1. If you plan to transfer to a California State University campus, ask a about the Associate Degrees for Transfer.
2. For a local Associate Degree, students may choose one of three options to complete AA/AS general education requirements: 1) the local AA/AS GE pattern outlined on this sheet; OR 2) the California State University General Education pattern (CSU GE); OR 3) the Intersegmental General Education Transfer Curriculum (IGETC) using the UC or the CSU version.
3. For a course to meet associate degree general education requirements it must be completed at the time it was approved to meet the GE area and appear on the AA/AS GE worksheet or the CSU GE or IGETC worksheet.
4. If a student has completed coursework at colleges/universities outside of the San Mateo County Community College District the student must have OFFICIAL TRANSCRIPTS from those institutions sent to the CSM Admissions and Records Office in the first semester of attendance to determine how prior coursework can be applied to ASSOCIATE DEGREES, ASSOCIATE DEGREES FOR TRANSFER, CSU GE, and/or IGETC.
5. Use the online College of San Mateo Catalog ([www.catalog.collegeofsanmateo.edu/current/](http://www.catalog.collegeofsanmateo.edu/current/)) to find the descriptions for the courses listed below.

## A – RESIDENCE

A minimum of 60 degree applicable units is required for an associate degree. At least 12 units must be completed in residence at College of San Mateo. Also, refer to residence information listed under D (MAJOR) below.

## B – SCHOLARSHIP

A minimum grade point average of 2.0 is required in all degree applicable coursework. A grade of "C" or better or "Pass" in all courses applied to the major is required. A maximum of 12 units from courses in which the student has elected a Pass/No Pass option may be applied toward an associate degree. Some subgroups of coursework may require a grade of "C" or higher or a 2.0 minimum cumulative grade point average.

## C- COMPETENCY REQUIREMENTS

**C1: MATH/QUANTITATIVE REASONING** – This competency may be satisfied with any of the following:

- A. Successful completion of a math course at or above the level of Intermediate Algebra with a grade of C or better (or Pass), OR
- B. Successful completion of BUS. 113 (available at CSM, Skyline and Canada), or BUS. 115 (CSM), or BUS. 123 (CSM and Skyline), or PSYC 121 (CSM), or PSYC 171 (Skyline) with a grade of C or better (or Pass).

**C2: ENGLISH** – This competency may be satisfied with any of the following:

- A. Completion with a grade of C or higher in ENGLISH 100 or 105
- B. Score of 3, 4 or 5 on College Board Advanced Placement Exam in English Language and Composition or English Literature and Composition
- C. Grade of C or higher in a college course equivalent to ENGL 100 or 105 taken outside of SMCCCD as approved by the SMCCCD Transcript Evaluation Service

**C3: INFORMATION COMPETENCY** – This competency may be satisfied with any of the following:

- A. Completion with a grade of C or higher of ENGL 100 or 105 at CSM or SKYLINE taken in Fall 2015 or later
- B. Completion with a grade of C or P in any of these CSM courses – LIBR 100, CIS 110, DGME 100, 102, MATH 145, COUN 129, NURS 242 or LSCI 100 at SKYLINE or LIBR 100 at CANADA
- C. Achieve a score of 70% on the CSM Information Competency Proficiency Exam. (For more information check with the Welcome Center)

## D – MAJOR REQUIREMENTS

Major course requirements are a minimum of 18 semester units. Use the CSM CATALOG to find the courses required for each major. Either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at one or more of the San Mateo County Community College District colleges. A grade of "C" or better or "Pass" is required for each course applied to the major. Courses applied to the major may also meet general education requirements if applicable.

## E – GENERAL EDUCATION REQUIREMENTS - E1, E2, E4, and E5

Courses that are listed in multiple GE areas can be used in one area only.



**AREA E1 – American History & Institutions, CA State and Local Government (AH&I) & Ethnic Studies -****6 UNITS**

Satisfy Area E1 by completing one course from E1a and one course from E1b:

**E1a – AH&I** - one 3 unit course from the following list- **HIST** 201 202 260 261 262 310 **PLSC** 200 210 215 310  
**ETHN** 101 103 105 107

Courses that meet this requirement have been approved by CSU to meet a part of the AH&amp;I requirement for California community college transfers, either US-1 (US History), US-2 (US Constitution) or US-3 (California State and Local Government).

**E1b – Ethnic Studies** - one 3 unit course from the following list- **ETHN** 101 103 104 105 106 107 108 109 265 288 585

Courses that meet this requirement have been approved to meet the CSU GE Area F (Ethnic Studies) requirement for California community college transfers. The CSU GE Area F requirement in effect beginning Fall 2021

**AREA E2 – Language and Rationality -****6 UNITS****E2a – English Composition** – one course from the following: **ENGL** 100, 105 **ESL** 400**E2b – Communication and Analytical Thinking** – one course from the following :**BUS** 115 123 401 **CIS** 110 135 137 138 254 255 278 **COMM** 110 115 130 140 150 170 171 **DGME** 102 128 **ELEC** 445  
**ENGL** 110 165 **ENGR** 130 **MATH** 120 125 130 145 190 200 222 225 241 251 **PHIL** 103 160 175 200 **PHYS** 130 **PSYC** 120**AREA E4 – Physical Education Activity Courses – 2 Activity Courses Required 1 - 2 UNITS**Lecture courses do not satisfy this area. The Physical Education area is waived for students who have received an associate's or bachelor's degree from a regionally accredited institution. Please see accepted college/university accreditation: <https://smccd.edu/transcript/accepted-accreditation.php> . The area is also waived for 1) VETERANS of the US Armed Forces who have completed Basic Training and submitted their Joint Service Transcript (JST), and 2) persons with excused medical reasons that have a medical waiver approved by the College Nurse and filed in the Office of Admissions and Records.**AREA E5 – ADDITIONAL GENERAL EDUCATION REQUIREMENTS****12 UNITS**

A 3 unit course in areas 5Ea - 5Ec is required and 3 units is required in area 5Ed.

**E5a – Natural Science****ANTH** 125 127\* **ASTR** 100 101\* 103\* 115 125 210 **BIOL** 100 102 110 130 132\* 145 184 195\* 210 220 230 240 250 260 310 311  
**CHEM** 192 210 220 231 232 410 420 **ELEC** 111 **ENGR** 130 **GEOG** 100 **GEOL** 100 101\* **OCEN** 100 **PALN** 110 111\* **PHYS**  
100 130 210 220 250 260 270 **PSCI** 125 141 142 **PSYC** 105 220 (\*one unit lab course must be combined with a lecture course to meet this requirement)**E5b – Social Science****ADMJ** 100 **ANTH** 110 180 350 **BUS.** 100 101 125 203 **DGME** 100 102 **ECON** 100 102 **ETHN** 101 103 104 105 106 107 108  
109 122 300 **GEOG** 110 150 **GBST** 101 102 **HIST** 100 101 104 106 201 202 260 261 262 310 **KINE** 103 107 **PLSC** 100 110 130  
150 200 210 215 310 **PSYC** 100 105 106 110 120 200 201 220 225 230 300 301 310 320 330 410 **SOSC** 310 321 **SOCI** 100 105  
110 121 141 160**E5c – Humanities****ANTH** 180 **ARCH** 100 **ART** 101 102 103 104 105 124 129 204 207 301 347 350 351 401 **ASL** 100 110 **CHIN** 111 112 121 122  
131 132 134 211 212 **COMM** 170 171 **DANC** 100 **DGME** 215 **ENGL** 110 161 162 163 **ESL** 400 **ETHN** 104 105 106 107 265 288  
585 **FILM** 100 120 121 122 123 130 135 140 145 153 200 215 **GBST** 101 102 **HIST** 100 101 104 106 201 202 260 261 262 310  
**KINE** 200 **LIT.** 101 105 113 115 150 151 155 154 156 201 202 220 221 231 232 266 430 **MUS.** 100 131 202 210 250 275 280  
**PHIL** 100 160 175 244 300 **SPAN** 110 112 120 122 131 132 140**E5d – Career Exploration and Self-Development****ACTG** 119 **ADMJ** 100 **ARCH** 666 **ART** 200 **BIOL** 126 127 128 310 311 **BUS.** 101 103 113 201 **ANY BUSW COURSE**  
**CIS** 110 **COUN** 100 111 114 115 120 124 128 240 **CRER** 126 127 155 **COMM** 110 115 130 140 150 **DGME** 101 103 104 211  
230 **DRAF** 110 **ENGR** 100 **ELEC** 445 **ETHN** 122 123 **FIRE** 715 **HSCI** 100 **GBST** 650 **IDST** 110 **KINE** 101 102 106 135 136  
201 301 300 **LCTR** 240 **LIBR** 100 **MGMT** 100 **MUS.** 286 296 297 **NURS** 666 242 **PHYS** 126 127 128 **PSYC** 310 320 330  
**R.E.** 100 **SOSC** 301 333**ELECTIVE COURSES –**

If MAJOR REQUIREMENTS and GENERAL EDUCATION REQUIREMENTS do not add up to the 60 unit requirement for a degree then select ELECTIVE COURSES! Electives are any courses you want to take that are degree applicable.

**NOTES:**

# ASSOCIATE DEGREE FOR TRANSFER INFORMATION – AA-T/AS-T

## ADTs Offered at College of San Mateo 2023-2024:

AS-T Administration of Justice	AA-T Communication Studies	AS-T Mathematics
AA-T Anthropology	AS-T Film, Television & Electronic Media	AA-T Music
AA-T Art History	AA-T Economics	AA-T Law, Public Policy & Society
AA-T Studio Art	AA-T English	AA-T Philosophy
AS-T Biology - May use IGETC/CSU STEM	AS-T Geology	AS-T Physics
AS-T Nutrition & Dietetics	AA-T History	AA-T Political Science
AS-T Business Administration 2.0	AA-T Kinesiology	AA-T Psychology
		AA-T Sociology

### Associate degree for transfer reference resources:

- [www.calstate.edu/apply/transfer/pages/ccc-associate-degree-for-transfer.aspx](http://www.calstate.edu/apply/transfer/pages/ccc-associate-degree-for-transfer.aspx)
- [www.icangotocollege.com/associate-degree-for-transfer](http://www.icangotocollege.com/associate-degree-for-transfer)
- [www.assist.org](http://www.assist.org)
- [www.collegeofsanmateo.edu/catalog](http://www.collegeofsanmateo.edu/catalog)

The Associate Degree for Transfer is different from other associate degrees in that only the major, CSU GE or IGETC/CSU, and a minimum of 60 CSU transferable units are needed to complete the degree. No additional requirements can be imposed by the local college or district.

<b>A – UNITS and RESIDENCE</b> <ul style="list-style-type: none"> <li>• At least 60 CSU transferable units including required major courses and CSU GE or IGETC for CSU.</li> <li>• At least 12 units must be completed in residence at College of San Mateo</li> </ul>	
<b>B – SCHOLARSHIP</b> <ul style="list-style-type: none"> <li>• A minimum grade of “C” is required for all courses applied to the major.</li> <li>• An overall grade point average of 2.0 or higher is required.</li> </ul>	
<b>D – MAJOR COURSE REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Use College of San Mateo Catalog for the list of major courses required for the AA-T or AS-T.</li> <li>• Courses applied to the major may also be applied to general education requirements if applicable.</li> </ul>	
<b>E – GENERAL EDUCATION REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Select ONE of the patterns below, the CSU GE pattern or the IGETC/CSU pattern</li> </ul>	
<b>OPTION 1 - CSU GE (39-40 units)</b> California State University General Education Breadth	<b>OPTION 2 - IGETC for CSU (37 units)</b> Intersegmental General Education Transfer Curriculum
Area A1 – Oral Communications – 3 units	Area 1A – Written Communication – 3 units
Area A2 – Written Communication – 3 units	Area 1B – Composition and Critical Thinking – 3 units
Area A3 – Critical Thinking – 3 units	Area 1C - Oral Communications – 3 units
Area B1 – Physical Science – 3 units	Area 2A – Math Concepts – 3 units
Area B2 – Life Science – 3 units	Area 3A – Arts – 3 units
Area B3 – Science Lab – 1 unit	Area 3B – Humanities – 3 units
Area B4 – Math Concepts – 3 units	Area 3A or 3B – Arts or Humanities – 3 units
Area C1 – Arts – 3 units	Area 4 – Social, Political, Economic Institutions – 3 units
Area C2 – Humanities – 3 units	Area 4 – Social, Political, Economic Institutions – 3 units
Area C1 or C2 – Arts or Humanities – 3 units	Area 5A – Physical Science – 3 units
Area D – Social, Political, Economic Institutions – 3 units	Area 5B – Life Science – 3 units
Area D – Social, Political, Economic Institutions – 3 units	Area 5C – Science Lab – 1 unit
Area E – Lifelong Understanding – 3 units	Area 7 – Ethnic Studies – 3 units
Area F – Ethnic Studies – 3 units	

# Index

---

## A

AA-T/AS-T Degree Worksheet.....	418
AA/AS Degree Worksheet.....	416
ACCEL.....	61
Absence.....	25
Academic Freedom Statement.....	10
Academic Policies.....	25
Academic Renewal Policy.....	25
Academic Review Committee.....	25
Academic Standards Policy.....	25
Academic Support and Learning Technologies...	56
Accreditation.....	11
Accuracy Statement.....	6
Adaptive Physical Education Wellness program..	69
Adding Classes.....	15
Administration.....	6
Admission Procedures.....	12
Advanced Placement Examination Credit.....	78
Advising/Counseling.....	69
Alpha Gamma Sigma.....	23
Alternate Assessment.....	93
Anatomy and Physiology Lab.....	59
Assessment Services.....	64
Assistive Technology Services.....	69
Associate in Arts/Associate in Science Degree..	110
Associated Students.....	65
Athletics.....	61
Attendance Regulations.....	25
Audit Fee.....	18
Audit Policy.....	16

## B

Bookstore.....	64
Business Computer Lab.....	57
Business and Technology Centers.....	57

## C

CARE Program.....	64
CIS Computer Lab.....	57
CLEP.....	25
CSU-GE Worksheet.....	410
Cafeteria (see Food Service).....	74
CalWORKs.....	64
Calendar.....	4
California State University.....	95
Campus Directory.....	408
Campus Security.....	33

Career Services.....	64
Career and Technical Education.....	113
Cañada College.....	248
Center for Global Engagement.....	68
Certificate Programs.....	113
Change of Grade.....	21
Changes (Program).....	15
Cheating and Plagiarism.....	52
Child Development Center.....	68
Choice of College.....	15
Clubs and Organizations (Student).....	65
College (The).....	10
College Level Exam.....	87
College Policies.....	33
Communication Studies Center.....	58
Conduct (Student).....	40
Counseling Services.....	69
Course Families.....	29
Course Repetition.....	25
Courses (Description of).....	250
Courses (Sequential).....	25
Creative Arts and Social Science Center.....	58
Credit and Refund Policy.....	20
Credit by Examination.....	25
Crime Awareness.....	33

## D

Dean's List.....	23
Degree (A.A./A.S.).....	110
Degree Requirements.....	110
Description of Courses.....	250
Digital Media Computer Lab.....	58
Disability Resource Center.....	69
Disabled Student Parking (Map).....	406, 407
Dismissal.....	25
Distance Education.....	70
District (SMCCCD).....	9
District Mission Statement.....	7
Dream Center.....	70
Dropping classes (see Program Changes).....	15
Drug-Free Campus Policy.....	33
Dual Enrollment.....	246

## E

ESL Center.....	58
Eligibility Requirements.....	12
Emeriti (Faculty).....	399
Employment Services (see Career Services).....	64
English Alternate Assessment (Placement Test)..	93
English Assessment.....	64
Enrollment (Open).....	25

- Enrollment Fee..... 18  
 Enrollment Management..... 15, 113  
 Excused Withdrawal..... 21  
 Expenses (Other)..... 18  
 Extended Absence..... 25  
 Extended Opportunity Programs and Services (EOPS)/CARE..... 70
- F**
- Faculty..... 394  
 Fall Semester..... 4  
 Federal Funds (Repayment)..... 71  
 Fees..... 18  
 Final Examination (Index)..... 21  
 Financial Aid..... 71  
 Financial Aid/Scholarships..... 71  
 Food Services..... 74  
 Former Students..... 14
- G**
- Gainful Employment..... 113  
 General Education..... 107, 110  
 General Information..... 9, 108  
 Grade Alleviation..... 25  
 Grade Reports..... 21  
 Grades (Change of)..... 21  
 Grades (Grade Point Average & Symbols)..... 21  
 Graduation Requirements..... 110  
 Grievances and Appeal Procedure..... 46  
 Guideline Addressing Cheating and Plagiarism.. 52
- H**
- Health Insurance..... 74  
 Health Services..... 74, 76  
 Health Services Fee..... 18  
 High School Diplomas..... 11  
 High School Students..... 13  
 Holidays (see Calendar)..... 4  
 Honors Project..... 74  
 Honors Societies..... 23  
 Honors at Graduation..... 23  
 Housing Assistance..... 65
- I**
- IGETC Worksheet..... 412, 414  
 Incompletes..... 21  
 Independent Colleges and Universities..... 95  
 Insurance..... 74  
 International Baccalaureate (IB)..... 84  
 International Education Program..... 68
- International Students..... 14  
 Intersegmental General Education Transfer Curriculum (IGETC)..... 102
- J**
- Job Placement (see Student Employment)..... 64
- L**
- Language Arts Centers..... 58  
 Learning Center..... 56  
 Learning Communities..... 74  
 Learning Disabilities Assessment Center..... 69  
 Learning Support..... 56  
 Library..... 56  
 Loans..... 71
- M**
- MESA..... 61  
 Major Fields of Study..... 114  
 Mana..... 74  
 Mandated Course..... 25  
 Map of Campus..... 407  
 Math Resource Center..... 59  
 Math and Science Centers..... 59  
 Mathematics Assessment..... 64  
 Military Service Credit..... 14  
 Military Withdrawal..... 21  
 Mission Statement..... 7  
 Multicultural Center & DREAM Center..... 75
- N**
- Non-Payment of Fees..... 18  
 Non-resident Tuition Fee..... 18  
 Nondiscrimination Policy..... 34  
 Nursing Skills Lab..... 59
- O**
- OnTRAC Scholars Program..... 75  
 Online Courses (see Distance Education)..... 70  
 Online Registration (WebSMART)..... 15  
 Open Enrollment..... 25  
 Organizations (Secret)..... 65  
 Organizations (Student)..... 65
- P**
- Parking Fee..... 18  
 Parking Regulations..... 406  
 Pass/No Pass Option..... 21  
 Payment Policy..... 18



Personal Counseling and Wellness Services..	76, 69	Student Organizations.....	65
Phi Theta Kappa.....	23	Student Representation Fee.....	18
Placement Tests (Alternate Assessment).....	93	Student Right-to-Know Policy (Crime Awareness)	33
Policy.....	33	Student Rights and Responsibilities.....	40
Prerequisites.....	16	Student Senate.....	65
Privacy Policy (Website).....	54	Student Services.....	64
Privacy Rights of Students.....	36	Student Success and Support Program (SSSP)...	34
Probation.....	25	Study Abroad Program.....	63
Procedures for Admission.....	12	Summer Session.....	4
Program Changes.....	15		
Program Planning.....	113	<b>T</b>	
Project Change.....	74	Telephone Directory (Campus Directory).....	408
Promise Scholars Program.....	75	Testing.....	93
Psychological Services.....	69	Time Place and Manner of Speech.....	53
Public Transit.....	406	Tobacco and Smoke-Free Campus Policy.....	39
Puente Project.....	74	Transcripts.....	23
		Transfer Admission Procedures.....	95
<b>R</b>		Transfer Credits.....	12
Recommended Preparation.....	16	Transfer Information.....	95
Refund Policy.....	20	Transfer Planning.....	95
Registration.....	15	Transfer Programs.....	114
Removal from Probation.....	25	Transfer Services.....	75
Repeat for Credit.....	25	Transfer Student Requirements.....	95
Report Delayed.....	21	Transfer of Credit.....	95
Residence Requirements.....	13	Transferable Courses (CSU).....	101
Revision of Regulations.....	55	Transferable Courses (UC).....	104
		Tuition (Non-Residents).....	18
<b>S</b>			
SMCCCD Mission.....	9	<b>U</b>	
STEM@CSM.....	62	Umoja.....	74
San Mateo County Community College District..	9	Unit Load Limitations.....	15
San Mateo Middle College.....	62	Units of Work and Credit.....	21
Scholarships.....	71	Universities.....	106, 105
Science Center.....	59	University Transfer.....	95
Sequential Courses.....	25	University of California.....	102, 105
Sexual Assault Policy.....	37		
Sexual Harassment Policy.....	38	<b>V</b>	
Skyline College.....	248	Values Statement.....	7
Smoking Policy.....	39	Veterans Services.....	75
SparkPoint.....	76	Veterans and Dependents.....	13, 75
Spring Semester.....	4	Video Surveillance.....	40
State Universities.....	106	Visitor Parking.....	406
Student Activities Events.....	65		
Student Body Card.....	18, 65	<b>W</b>	
Student Body Fee.....	18	Wait Lists.....	15
Student Clubs and Organizations.....	65	WebSMART.....	15
Student Committees.....	65	Wellness Center.....	76
Student Conduct.....	40	Withdrawal.....	15
Student Employment.....	64	Writing Center.....	58
Student Learning Outcomes.....	7	Writing in the End Zone.....	74
Student Life and Leadership Development.....	65		



# College of San Mateo

1700 W. Hillsdale Blvd.

San Mateo, CA 94402-3757

(650) 574-6161 • collegeofsanmateo.edu

