

# College of San Mateo

2004-2005 Catalog

CollegeSource

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# COLLEGE of SAN MATEO

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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.

Shirley J. Kelly  
*President, College of San Mateo*

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The photo collage on the cover features a sketch of CSM's new Science Building (provided by McCarthy/LPA). The largest of many CSM construction projects scheduled over the coming years, this project broke ground in late spring 2004 and is slated for completion in late winter 2005. For more information on CSM's construction projects, visit [collegeofsanmateo.edu/construction](http://collegeofsanmateo.edu/construction).

*This publication is available upon request in an alternate format by calling College of San Mateo's Disability Resource Center at (650) 574-6438.*

## Calendar of Important Dates

### Summer Session 2004

**Placement Tests** See Schedule of Classes for dates, times and places

**Registration** See Schedule of Classes

**June 14** Classes begin

**July 5** Independence Day Holiday observed

**July 9** Last day to apply for Summer AA/AS degree or certificate

**July 23** Summer session six-week classes close

**August 6** Summer session eight-week classes close

### Fall Semester 2004

**Placement Tests for Fall Semester 2004** See Schedule of Classes for dates, times and places

**Counseling/Registration, new and returning students** See Schedule of Classes for dates, times and places

**August 16 & 17** Faculty Flex Days

**August 18** Day and evening classes begin

**August 31** Last day to add semester-length classes

**August 31** Last day to drop semester-length classes with eligibility for partial credit/refund

**September 4 & 5** Declared recess

**September 6** Labor Day Holiday

**September 10** Last day to drop semester-length classes without appearing on student record

**September 22** Last day to declare CR/NC option for designated semester-long courses

**October 1** Last day to file application for admission to the International Student (F-1 visa) Program for Spring 2005

**October 1** Last day to apply for Fall AA/AS degree or certificate

**November 12** Veterans' Day Holiday

**November 16** Last day to withdraw from a semester-length class with assurance of a "W" grade

**November 24** Declared recess for Evening classes

**November 25-28** Thanksgiving recess

**Registration for continuing students for Spring 2005** See Schedule of Classes for dates, times and places

**December 11-17** Final examinations (day, evening and Saturday classes)

**December 18-January 17** Inter-Semester recess

### Spring Semester 2005

**Placement Tests for Spring Semester 2005** See Schedule of Classes for dates, times and places

**Counseling/Registration, new and returning students** See Schedule of Classes for dates, times and places

**January 15-16** Declared recess

**January 17** Martin Luther King Holiday

**January 18** Day and evening classes begin

**January 31** Last day to add semester-length classes

**January 31** Last day to drop semester-length classes with eligibility for credit/refund

**February 11** Last day to drop semester-length classes without appearing on student record

**February 18** Lincoln Day Holiday

**February 19 & 20** Declared recess

**February 21** President's Day Holiday

**February 22** Last day to declare CR/NC option for designated courses

**March 4** Last day to apply for Spring AA/AS degree or certificate

**March 21-27** Spring recess

**April 15** Last day to file application for admission to the International Student (F-1 visa) Program for Fall 2005

**April 22** Last day to withdraw from a semester-length class with assurance of a "W" grade

**Placement Tests for Fall Semester 2005** See Schedule of Classes for dates, times and places

**Registration for continuing students for Summer 2005 and Fall 2005** See Schedule of Classes for dates, times and places

**May 21-27** Final examinations (day and evening classes)

**To Be Announced** Commencement

**May 28 & 29** Declared recess

**May 30** Memorial Day Holiday

### Summer 2005 (Tentative)

**Placement Tests** See Schedule of Classes for dates, times, and places

**Registration** See Schedule of Classes

**June 20** Day & evening classes begin

**July 2 & 3** Declared recess

**July 4** Independence Day Holiday

**July 15** Last day to apply for Summer AA/AS degree or certificate

**July 29** Summer six-week classes close

**August 12** Summer eight-week classes close

## Administration

### President

Shirley J. Kelly

### Vice President, Instruction

Grace Sonner

### Vice President, Student Services

Patricia L. Griffin

### ACADEMIC DIVISIONS

#### Dean, Business/Creative Arts

Linda Avelar

#### Dean, Corporate and Continuing Education

Sandra L. Mellor

#### Dean, Language Arts

Susan J. Estes

#### Dean, Mathematics and Science

Robert Kowerski

#### Dean, Physical Education/Athletics

Gary M. Dilley

#### Dean, Social Science

Albert A. Acena

#### Dean, Technology

Michael Claire

### STUDENT SERVICES

#### Dean, Enrollment Services

Henry B. Villareal

#### Dean, Articulation and Research

John J. Sewart

#### Dean, Counseling/Advising and Matriculation

Marsha K. Ramezane

### OPERATIONS

#### Dean, Administrative Services

Virgil Stanford

### 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 for 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.

# College Mission, Vision, and Values Statements

## College Diversity Statement



### Mission Statement

College of San Mateo, the first community college in San Mateo County, is an open-access, student-focused, teaching and learning institution which serves the diverse educational, economic, social and cultural needs of the community. By offering comprehensive, quality programs and services, College of San Mateo educates students to participate successfully in a changing world.

### Vision Statement

It is our belief that we must continue to build on our strengths to provide an educational experience that, within College of San Mateo's mission, is appropriate to the needs of our students.

College of San Mateo will prepare students to be informed, active, engaged citizens in a global society.

College of San Mateo will continue its commitment to robust programs in transfer, occupational education, basic skills and life-long learning.

College of San Mateo will recruit, support and retain the best faculty, staff and administrators.

College of San Mateo will strengthen partnerships with businesses and industry and other educational institutions.

College of San Mateo will nurture a campus climate that is inviting and intellectually stimulating to all students and staff.

College of San Mateo will endorse, support and actively pursue a policy of inclusiveness that recognizes, values and reflects the

diversity of the community we serve, the professionals with whom we serve and the subject matter we impart.

College of San Mateo will create a supportive learning environment that maximizes the synergy between instruction and student support services.

College of San Mateo will demonstrate a conscious effort to support student in- and out-of-class learning, measure that learning, assess how well learning is occurring and make changes to improve student learning.

College of San Mateo will support institutional needs identified through program review for updating facilities and equipment to enhance learning environments.

College of San Mateo will promote institutional advancement as a means to increase visibility and funding for program support.

College of San Mateo will promote institutional effectiveness based on research, planning, resource management and evaluation.

### Values Statement

College of San Mateo is a vital community resource. We have an individual and collective responsibility to manage this resource and to fulfill our mission and vision to the best of our ability. To that end,

- we believe in encouraging and motivating students to seek, identify and achieve individual educational goals by providing an intellectually challenging, student-focused environment.
- we believe in supporting open, dynamic and collaborative decision making processes with appropriate representation.
- we believe in fostering sensitivity to, respect for and appreciation of the individual differences among the College's diverse students, faculty and staff.
- we believe that the effectiveness of any College action should be assessed by comparing results against measurable goals and standards.
- we believe in supporting and promoting informed risk taking supported by institutional research and encouraging innovation and creativity in pursuit of College goals.

### Diversity Statement

College of San Mateo endorses, supports and actively pursues a policy of inclusiveness that recognizes, values and reflects the diversity of the community we serve, the professionals with whom we serve, and the subject matter we impart. To thrive as an academic institution, we believe we must foster a learning and working environment that encour-

ages multiple perspectives and the free exchange of ideas in an unbiased and non-prejudicial way.

To that end, as we strive to attract students, develop curriculum, diversify staffing, and offer support services, we are consciously guided by our priority to achieve broad inclusiveness and afford equal opportunity to all,

without regard to gender, color, race, ethnicity, national origin, religion, age, economic and educational background, sexual orientation, and physical, learning, and psychological differences. We constantly evaluate our progress, and we gratefully acknowledge and welcome the support of the community in our efforts to achieve our goals.

# 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 Mission

### Preamble

Recognizing each individual's right to education, the Colleges of the San Mateo County Community College District—Cañada College, College of San Mateo, and Skyline College—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 is committed to leadership by providing quality education and promoting life-long learning in partnership with its community and its surrounding educational institutions. It 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 in 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 San Mateo County Community College District will fulfill the following mission with excellence:

1. provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement;
2. provide lower division programs to enable students to transfer to baccalaureate institutions;
3. provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies;

4. provide developmental and remedial education in language and computational skills required for the successful completion of educational goals;
5. provide a range of student services to assist students in attaining their education and career goals;
6. provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community;
7. 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.

## 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 12,000 day and evening students. It enrolls students from the entire District, although its chief service area is central San Mateo County.

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 and two complexes: one which houses dental assisting, cosmetology and nursing, and one which houses electronics and aeronautics. A separate area houses the horticulture programs, Extended Opportunities Programs and Services and the Multicultural Center.

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, 415-605-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

## 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.

## 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, 32 (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 contact the Veteran's Assistant in the Office of Admissions and Records (Building 1, 2nd floor) to apply for benefits.

Honorably discharged veterans with at least eighteen months of active military service are 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 with the Veterans Assistant.

College policy regarding Academic Probation (explained on page 31) 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 veterans 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

For academic credit purposes, a veteran is defined as an honorably discharged member of the United States Armed Forces who was on active duty for one year or longer. Upon presentation of separation or discharge papers, veterans are exempted from the Health Science and Physical Education requirements for the AA/AS degree. They are also granted six units of elective credit toward the AA/AS degree.

In addition, veterans who qualify may receive credit for military service schools toward the Associate in Arts/Science degree upon presentation of proof to the Office of Admissions and Records. They must have completed a minimum of 12 units with a grade-point average of 2.0 at College of San Mateo. Units of credit for military service (6 units) and military service schools will be recorded and so annotated on the student's academic record.

For further information contact the Office of Admissions and Records (574-6165).

## 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 558-2100.

## Transcripts

Official transcripts of a student's academic record will be sent to colleges, universities, employers and other institutions upon written request by the student. All courses completed or in progress at Cañada College, College of San Mateo and/or Skyline College will appear on the transcript. Transcripts from high school and other colleges will not be forwarded. Students may also request "issued to student" copies to be sent to themselves.

The first two transcripts requested by a student are free; thereafter a charge of \$5 is imposed. If a student wants a transcript processed immediately there is a "rush" service charge of \$10. Transcript request forms are available from the Office of Admissions and Records, Building 1, Second Floor, or on the Web at:

**collegeofsanmateo.edu**. The form may be submitted in-person, by mail or by fax to the Office of Admissions and Records.

Your request must include your current name and any former name you had while attending CSM, your College of San Mateo student identification number or social security number, birth date, approximate dates of attendance, and the complete address to which you request we mail the transcript. Be sure to sign your request. Include a credit card number, the name of the account holder, signature and expiration date or send a check, payable to CSM, with your transcript request. The fax number is 574-6506.

An unofficial copy of a student's academic record reflecting courses taken during or after the Summer 1981 intersession is available via WebSMART.

## 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 Institutional Research at 574-6196 or e-mail: [csmresearch@smccd.net](mailto:csmresearch@smccd.net)). Persons seeking information concerning CSM campus law enforcement procedures, crime prevention efforts, and crime statistics should contact the College Security Office, Building 1, Room 267 (574-6415).

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 the Dean of Articulation and Research, Building 1, Room 251 (574-6196). CSM data is also available at the following website: <http://srtk.cccco.edu/index.asp>.

### 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 Sharon Bartels, Health Services coordinator, Health Center, Building 1, Room 226 (574-6396).

## Guidelines Addressing Cheating and Plagiarism

### Introduction

As the Student Handbook in the 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 (e.g., see *Tools for Teaching*, pp. 300 – 310, or other appropriate sources for specific examples.)
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 **shall** [are encouraged to] document the details of the alleged incident.
4. Once the instructor is certain that cheating or plagiarism occurred, sanctions should be applied in a timely manner. Further, the instructor **shall** [should] notify the student, in writing, in those cases where the violation is being reported to the Vice President, Student Services.

### 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.
3. Assign the student an “F” grade in the course. Note that if the student withdraws before the withdrawal deadline, the “F” grade will not appear in the permanent record.

For sanctions nos. 2 and 3, the instructor shall report the violation to the Vice President, Student Services, whose office maintains such information. The instructor should include the following: 1) whether the violation is being reported for: a) information only, or b) possible College discipline, 2) name and identification number of the student, 3) the specific nature of the violation, 4) the date of its occurrence, 5) how the violation was determined, 6) the specific sanction imposed by the instructor, and 7) any additional comments that the instructor wishes to include.

Utilizing such reports, the Vice President may determine that College-level discipline is appropriate based on the magnitude and severity of other documented reports related to the same student. The Vice President shall document any college-level sanction (e.g., suspension or expulsion) that is taken. 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 catalogue.

### Matriculation

Matriculation is the process which brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student’s educational objective. The agreement acknowledges responsibilities of both parties to en-

able students to attain their objectives efficiently through the College’s established programs, policies and requirements.

Students who 1) plan to complete a vocational certificate, and/or 2) plan to complete an associate degree, and/or 3) plan to transfer to a baccalaureate institution, or 4) who are currently undecided but are considering numbers 1 through 3, are called “non-exempt” students and are expected to complete matriculation requirements.

Students who already hold an associate degree or higher, or those students who are matriculated students at another educational institution and taking courses at the College of San Mateo to meet the requirements of that institution, or students currently employed and taking only classes related to their jobs, are called “exempt” students and are not required to participate in matriculation. Exempt students, however, may choose to participate in matriculation components.

The College provides matriculation services organized in several interrelated components:

1. **Admissions:** Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.
2. **Skills Assessment and Placement Testing:** Measures students’ abilities in English, reading, mathematics, learning and study skills, and assesses students’ interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine honors eligibility and for referral to specialized support services.
3. **Orientation:** Acquaints students with College facilities, special programs and services, as well as academic expectations and procedures.
4. **Advisement/Counseling and Course Selection:** A process in which students meet with a counselor/advisor to develop an individual educational plan, choose specific courses and update their plans periodically.
5. **Student Follow-up:** Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

Each matriculated student is expected to:

1. Express at least a broad educational intent at entrance and to declare a specific educational goal following the completion of 15 semester units of degree applicable credit course work.
2. Attend classes regularly and complete assigned course work.
3. Work with a college counselor or advisor to develop a student educational plan within 90 days after declaring a specific educational goal, and subsequently abide by the terms of this plan or approved revision thereof, making continued progress toward the defined educational goal.

*Note:* The College may withhold matriculation services from students failing to cooperate in meeting the above expectations.

Each matriculated student is entitled to:

1. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint in the Office of the Vice President for Student Services, Building 1, Room 273.
2. Be given equal opportunity to engage in the educational process regardless of sex, marital status, disability, race, color, religion or national origin. A student who alleges he/she has been subject to unlawful discrimination may file a grievance in the Office of the Vice President for Student Services, Building 1, Room 273.
3. Challenge any prerequisite, filing a petition in the Office of the Vice President for Instruction, Building 1, Room 135, on one or more of the following grounds:
  - a. the prerequisite is not valid because it is not necessary for success in the course for which it is required;
  - b. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite; or
  - c. the prerequisite is discriminatory or is being applied in a discriminatory manner.
4. Obtain a waiver from the appropriate instructional division dean of any prerequisite or corequisite course for a particular term because the course is not available during that term.
5. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition in the Office of the Vice President for Student Services.

6. Review the matriculation regulations of the California Community Colleges and exemption criteria developed by this District and file a complaint when he/she believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the Office of the Vice President for Student Services.

Alternative matriculation services are available for students who require special accommodations in the educational setting:

1. Students with physical, visual, communication or learning disabilities are advised to contact: Disability Resource Center, Building 16, Room 150 or call 574-6438.
2. Students with difficulty in reading, writing, math and other basic skills are advised to contact: EOPS or Multicultural Center, Building 20, Room 107 or call 574-6154.
3. Students who speak English as their second language may contact: Multicultural Center, Building 20, Room 107 or call 574-6154.
4. Students whose native language is Spanish are invited to view a CSM orientation video with Spanish narration in the Counseling Center, Building 1, Room 130.

Any student who wishes to challenge any requirement of Matriculation should contact the Office of the Vice President for Student Services, Building 1, Room 273.

### 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 Sec. 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should contact the Office of the Vice President, Student Services, Administration Building, Room 273 (574-6118).

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, and will report to the Faculty and Staff Diversity Advisory Committee the general nature of such grievances and progress toward their resolution.

### 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 Presidente para los Servicios de Estudiantes, que se encuentra

en el centro administrativo del colegio, edificio n° 1 oficina n° 273, al teléfono 574-6118.

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 y se comunicará al comité encargado del plan de Acción Afirmativa — *Faculty and Staff Diversity Advisory Committee* — sobre la naturaleza de las reclamaciones, así como también su gestión y resolución.

## 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 itinadhdhana 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 patakaran.

Sinumang naghahangad ng impormasyon tungkol sa mga batas at patakarang ito o nagreklamo ng paglabag sa Title VI ng 1964 Civil Rights Act at Sec. 504 ng Rehabilitation Act of 1973 ay dapat kontakin ang Office of Vice President, Student Services. Gusaling Administrasyon. Silid 273. Telephone 574-6118.

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, at iuulat sa Lupon ng Apirmatibong Aksiyon ang katayuan ng reklamo at hakbang tungo sa kalutasan.

## 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士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，務必徹查所有舉報，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 Office of the Vice President, Student Services Administration Building, Room 273 電話：650-574-6118.

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，校方亦會將投訴內容報告權益委員會 (Affirmative Action Committee) 並依循委員會的決定來處理。

## 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 offi-

cial 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. Such requests must be submitted within two weeks after the first day of instruction.

“Directory Information” at this College includes: (1) student’s name and city of residence; (2) participation in recognized activities and sports; (3) dates of enrollment; (4) degrees and awards received; (5) the most recent previous educational agency or institution attended; and (6) height and weight of members of athletic teams.

A copy of the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) is available in the Office of Admissions & Records, Administration Building, Room 210, during normal business hours.

## 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 Vice-Chancellor of Human Resources and Employee Relations, 358-6767.

### *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.

## Smoking Policy

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, the District will limit smoking on District property to outdoor areas only, at a minimum of twenty (20) feet away from any doorway, entrance to an indoor facility, or fresh air intake vent.

1. Smoking is prohibited in all indoor locations within the District.
2. Smoking is prohibited within a distance of twenty (20) feet from any District or College doorway, entrance to an interior area or fresh air intake vent.
3. 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 which are used to publicize District public events will include policy notification to the general public.
4. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation.
5. 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.

6. It is the responsibility of College and District Office managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy should be brought to the attention of the person’s supervisor, the Vice-President of Student Services at the College level, or the Vice-Chancellor of Human Resources and Employee Relations in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.

7. This policy does not supercede more restrictive policies which may be in force in compliance with State or Federal regulations.

# Admission

## Eligibility Requirements

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.

Graduation from high school or successful completion of the California High School Proficiency Examination or the General Education Development Examination (GED), 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.

## Procedures for Admission

Students must be admitted to College of San Mateo before they are permitted to register. The first step is to file an application for admission on a form obtained from the College or on the Web at [collegeofsanmateo.edu](http://collegeofsanmateo.edu) (click on WebSMART).

Prospective students should have college transcripts sent directly to College of San Mateo (Office of Admissions) by all institutions they have attended. It is recommended that students who completed high school within the last 5 years bring a copy of their high school transcript when they come to use counseling services.

New students who plan to complete one or more of the educational goals listed below are expected to go through the following matriculation process to enroll in classes: Step 1) complete the application for admission; Step 2) complete the College of San Mateo placement tests in English or ESL and mathematics; Step 3) complete the orientation program; Step 4) meet with a counselor/advisor; Step 5) register for classes. Students who are “exempt” from matriculation may choose to participate in matriculation but are not required to do so.

Educational goals that define a “non-exempt” student are: 1) plan to complete a vocational certificate; and/or 2) plan to complete an associate degree; and/or 3) plan to transfer to a university; or 4) undecided, but considering one of the goals listed above.

An “exempt” student is one who: 1) has completed an associate degree or higher; or 2) is taking a course only for personal enrichment; or 3) is a matriculated student at another educational institution and taking courses at the College of San Mateo to meet the requirements of that institution.

Matriculation information, which includes the admissions application, placement test dates, orientation options, and counseling hours, is provided in the schedule of classes and on the college website.

Students planning to enroll in the Cosmetology or Nursing program must file a separate application in addition to the application for admission to the College. To obtain the appropriate application form, call 574-6363 (Cosmetology), or 574-6219 (Nursing).

## Residence Requirements

It is not necessary to be a legal 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, contact the Office of Admissions and Records, Building 1, second floor (574-6165).

## High School Students/ Concurrent Enrollment Program

Students attending high school as juniors or seniors may register concurrently for CSM classes with the approval of the Dean of Enrollment Services. Interested students must submit a Concurrent Enrollment Application (available from high school counselors) with the required recommendation, together with their high school transcript.

A high school grade point average (exclusive of physical education courses) of 2.0 (C) is required for participation in this program. Residency requirements as detailed on this page apply to high school students. Concurrently enrolled high school students are exempted from payment of the enrollment fee and health fee if registered for 11 or less units; this exemption does not cover the \$1 Student Representation fee. Students classified as California non-residents are required to pay non-resident tuition. Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs.

In special cases, with a written statement signed by the high school principal or designee indicating why an exception should be made, high school freshmen and sophomores may be considered for concurrent enrollment admission.

Concurrent Enrollment Program students will receive college credit for all coursework successfully completed. In addition, students may request that a transcript be sent to their high school registrar to be considered toward high school graduation.

## Transfer Credits

Credit will be allowed for lower-division work completed at other colleges and universities accredited by the Western Association of Schools and Colleges or equivalent accrediting body.

Credit will not be allowed for units awarded at other colleges or universities in the following categories: credit by examination, military schooling credit, military service credit, Advanced Placement credit, College Level Examination Program (CLEP), or credit by other equivalency examinations. See page 34 for College of San Mateo’s policy on credit by examination.

All work presented by submission of official transcripts will be evaluated by the Office of Admissions and Records. Such transcripts must be sent directly by the issuing institution to College of San Mateo.

## 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 in courses taken at College of San Mateo or in the SMCCC District, they will be readmitted according to provisions of the current academic standards policy of the College (see Index: “Academic Policy”). 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 with satisfactory grades (normally a B or 3.0 average);
2. demonstrate sufficient command of English to profit from instruction at the College. A minimum score of 480 (paper based) or 160 (computer 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 2004-2005 academic year is \$167 per unit of credit and a \$3 per unit capital outlay fee; and
4. provide proof, before registration, of medical insurance coverage or enroll in a medical insurance plan provided for international students by San Mateo County Community College District.

International students are required to complete 12 units of class work each semester to maintain their status. A tuition deposit of \$500 (the 2004-2005 nonresident tuition fee for 12 units) is required before issuance of the Form I-20 for visa purposes. 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 or petition for a waiver of the tuition fee. This does not apply to students enrolling for their first semester at College of San Mateo.

A special international student application is available from the International Student Center. Telephone: 574-6525. Fax: 574-6166. For priority admission processing, applications for the Fall 2004 semester must be filed by April 15, 2004. Applications for the Spring 2005 semester must be filed by October 1, 2004. Applications for the Fall 2005 semester must be filed by April 15, 2005.

## Choice of College

Residents of the District may elect to attend College of San Mateo, Cañada College or Skyline College.

## Special Programs

### Cooperative Admissions Program (CAP)

The colleges of Engineering, Environmental Design, Letters and Science, and Natural Resources at the University of California, Berkeley, offer the Cooperative Admissions Program (CAP) option to freshman applicants who are eligible for admission but cannot be accommodated by the university because of space limitations.

Students who elect the CAP option from UC Berkeley are guaranteed admission to the university as juniors upon completion of specific transfer admission requirements at College of San Mateo. For more information, contact the Transfer Center at 358-6839.

### Honors Program

The CSM Honors Program was established with one goal in mind: to seek out students of exceptional ability and purpose, and to provide these students with the education they merit. The program is open to all students regardless of major, age, or background, and leads to the Associate of Arts/Science degree and/or transfer to the University of California or California State University systems in the junior year.

Affiliation may be at one of three levels:

1. President's Scholar – completes the full Honors Program curriculum before graduation and/or transfer
2. Associate – takes a minimum of one Honors Program course per semester
3. Member – takes a minimum of one Honors Program course in any semester

Entry requirements vary with level of affiliation, but generally include a grade point average of 3.3 and eligibility for English 100, or other achievements which indicate ability to benefit from honors courses.

President's Scholars will complete approximately 18 units in the program, made up of selected general education breadth courses and a Capstone Thesis in their major. Additional units will be needed to satisfy degree requirements, and will be taken outside the program. Students interested in applying should talk with their counselor/advisor and the Honors Program Coordinator, Building 15-121, or call 574-6638.

### Distance Learning

College transfer classes are offered by College of San Mateo online and on television. Distance learning courses present college-level instructional material for students who wish to gain academic credit for a degree, a certificate or for personal enrichment. The credits earned may be applied to College of San Mateo programs or transferred to most colleges and universities. Students may obtain a degree by taking a combination of distance learning courses and Saturday classes. See the Schedule of Classes for information on distance learning offerings.

### San Mateo Middle College High School

San Mateo Middle College High School 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, to students whose needs are not met in a traditional high school environment.

The program started in Fall 1998 with 60 high school juniors and seniors, all of whom were selected from among the district's seven schools. While these students are perceived as bright, creative and in some cases gifted, their grades and behavior may not yet reflect this potential.

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. In many cases, students can earn both high school credits and college units. The Middle College program also includes comprehensive academic and career advising and access to

all of CSM's support services. For information, call the Middle College Office (Bldg. 11, Room 145) at 574-6101 or email [middlecollege@smuhdsd.k12.ca.us](mailto:middlecollege@smuhdsd.k12.ca.us).

### Re-Entry Service: Adults in Transition

This service makes returning to school as easy and as rewarding as possible. The service is designed for individuals whose college education has been postponed or interrupted. Adult students who enroll in career and life planning classes CRER 121, 122 and 123 (sections that are offered primarily for adults and students whose education has been interrupted) are provided with an opportunity to explore options by analyzing present abilities and interests, investigating new directions and objectives, developing college-level skills, and counseling for meeting new goals. It also enables the returning student to meet others who have been out of school five years or more. The re-entry counselor and re-entry support groups provide a forum for listening, exchanging ideas and providing helpful information to other adult students.

For more information call 574-6571 or visit the Career Services Center, Building 5.

### Study Abroad Program

The San Mateo County Community Colleges, in cooperation with the American Institute for Foreign Study, offer students of all ages the opportunity to study and live abroad, earning up to 15 units toward an AA/AS degree which are transferable for Bachelor's degree credit. Current offerings include a London Semester in the fall, a Semester in Paris or Florence in the spring, and a summer program in Costa Rica or Madrid, Spain. Students applying to participate must have completed at least 12 college units with a minimum GPA of 2.5.

Costs, including flights and living accommodations, are reasonable and financial aid is available. Early planning is advisable. For further information, contact the Study Abroad Programs Office at 574-6595.

### Summer Session

A balanced offering of day and evening summer session classes enables students to accelerate their programs and satisfy course or curriculum requirements. The summer session also affords opportunity to exceptionally able high school students, after completing the sophomore year, to take selected

college courses. Further information may be obtained through the Office of Admissions and Records, Building 1, Second Floor (574-6165).

## Registration

### Counseling/Advising

New matriculating “non-exempt” students (see definition listed on page 11) complete the following steps to register for classes:

Step 1 – Admission Application

Step 2 – College of San Mateo placement tests in English or ESL and mathematics

Step 3 – College Orientation Program

Step 4 – Meet with a counselor/advisor

Step 5 – Register for classes

Students “exempt” from matriculation may choose to participate in the matriculation steps.

### WebSMART Registration

Logging on to [collegeofsanmateo.edu](http://collegeofsanmateo.edu) and clicking on WebSMART will allow you to:

- View the *Catalog*
- View the *Schedule of Classes*
- Apply for admission
- Check registration status
- Add/Drop classes (within published deadlines)
- Print your schedule of classes
- Pay fees by credit card
- Get Financial Aid information
- Obtain your grades
- Obtain your Placement Test scores
- Print an unofficial transcript
- Update personal information

### SMART Registration

College of San Mateo’s SMART (San Mateo Automated Registration by Telephone) system will allow students to register in classes, make changes in their program, and pay their student fees - all in a single call from home, work or any other location with a Touch Tone® telephone.

### Unit Load Limitations

A normal class load for a full-time student is 15 units. No student will be permitted to take more than 19 units during the fall or spring semesters, or 9 units during the summer session without special approval of the counselor/advisor and the Dean of Counseling/Advising and Matriculation. Students

working full time should limit their program to six or fewer units. Combinations of work and college study should be carefully discussed with the counselor/advisor.

A program of 12 units or more during spring and fall terms is considered a full-time load for athletic eligibility, financial aid, international students (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 prior to the beginning of the semester by using WebSMART or SMART during published service hours. Once the semester begins, students may add classes by being in attendance, obtaining the instructor’s 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.

#### Dropping 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, either by using WebSMART or SMART during published service hours, 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 as published in the Schedule of Classes.

A student who stops attending a class is not automatically dropped from the roll, and may receive a penalty grade of F or NC. 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.

A student may withdraw from a semester-length class during the first four 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 comple-

tion of 30% of the scheduled class meetings and no notation will be made on the student’s academic record.

After the fourth 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) 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 from and submitted to the Office of Admissions and Records, Building 1, Second Floor (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 grade by the instructor.

### Audit Policy

Students are allowed to register as auditors in a limited number of classes to which the course repetition policy applies if they have previously enrolled for credit for the maximum number of times allowed for the particular course.

Students should register for these classes in the normal manner; they will be advised if they have reached the course repetition limit and given the opportunity to register as auditors if space is available.

An auditing fee of \$15 per unit is payable at the time of enrollment as an auditor. Auditors are not charged the regular enrollment fee which is paid for credit enrollment. Auditors pay the health services fee and student representation fee, but not the non-resident tuition fee. Students

enrolled for credit in 10 or more semester units may audit up to 3 units at no charge.

No student auditing a course will be permitted to change enrollment status in that course to receive credit. See the current Schedule of Classes for courses (denoted by an @) that may be audited.

## 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.

### Enrollment Fee

A State-mandated enrollment fee of \$18 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. See details under Non-Resident Tuition Fee.

### Health Services Fee

All students, except concurrently enrolled high school students enrolled in 11 units or less or those registering only for telecourses, off-campus classes or weekend classes, are required to pay a \$13 health services fee each fall and spring semester at the time of registration for day or evening classes. For the summer session 2004 the health services fee is \$10. In addition to campus health services, the fee provides accident insurance coverage which is in effect when the student is on campus or attending a College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the health services fee. A petition for health services fee exemption can be obtained from the Health Center, Building 1, Room 226 (574-6396).

### Student Representation Fee

A representation fee of \$1 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.

The money collected through this fee will 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.

A student has the right to refuse to pay the student representation fee for religious, political, moral or financial reasons. This refusal must be submitted in writing. The fee is not covered by financial aid.

### Parking Fee

All persons driving motor vehicles onto campus and utilizing the parking facilities during regular class hours, including final examinations, are required to pay a parking fee. Parking permits are not required for students enrolling in telecourses, off-campus or weekend classes. Student parking permits are available for \$30 each for the fall and spring semesters and \$20 for the summer session. Parking permits for low income students are \$20 per semester. Low income students are those who demonstrate financial need under federal standards or state BOG income standards or those who receive assistance through CalWORKs, SSI or general assistance. One-day parking permits (\$1) for all student lots are available from machines in Lots 1, 2, and 10.

Permits may be purchased during the registration process at the Security Office or the Cashier's Office. Parking is on a first-come, first-served basis. A permit is not a guarantee of a parking space. The College and San Mateo County Community College District accept no liability for vandalism, theft or accidents. Use of parking facilities is at the user's risk. Parking and traffic regulations are enforced by the Campus Security Office staff, and violators are cited to the civil administrative procedures on campus as set forth in the California Vehicle Code. The College reserves the right to change parking regulations for special events.

### Special Parking for Students with Disabilities

Blue handicapped parking spaces have been provided in Lots 3A, 4, 5, 6, 6H, 7, 11, 17 and 20. Students must have both a California State Placard (issued by DMV) and a CSM parking permit to park in these blue spaces. Temporary parking permits are also

available with doctor's verification. For further information contact the Disabled Student Center, Building 16, Room 150, 574-6438; voice 358-6803 (TTY).

### Student Body Fee

The optional student body fee is \$8 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 Student Activities Office 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 Café International coffee house, the cosmetology salon, CSM Bookstore (non-book items), and all athletic events. In addition, the card permits free admission to the CSM swimming pool at noon. 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. 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 \$167 per unit (in 2004-2005) at the time of registration in addition to the \$18 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 pos-

*Credit and Refund info continues on next page*



sible through the purchase of used texts from the on-campus College of San Mateo Bookstore. 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.

## Credit and Refund Policy

*Enrollment Fee*

*Nonresident Tuition Fee*

*Health Services Fee*

*Parking Fee*

*Student Representation Fee*

Students who officially withdraw from semester-long classes on or before the date published as the last day to add semester-long classes, or who officially withdraw from short courses or summer courses within the first 10% of the class meetings, will receive credit toward future fees for the full amount of all fees paid for those classes.

Example: If a short course has eight meetings, 10% of 8 = 0.8, and this is rounded up to 1.0. Therefore, the student must officially withdraw no later than the end of the day of the first class meeting to be eligible for a credit or refund.

A \$10 processing fee (plus an additional \$50 processing fee for nonresident tuition) will be retained by the College if a refund is issued to a student withdrawing from all classes.

For semester-long classes dropped after the date published as the last day to add semester-long classes, short courses or summer courses dropped after the first 10% of the class meetings, these **fees are not refundable** unless an action of the College (e.g., class cancellation) prevents a student from attending class.

### 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.

### Student Body Fee

This fee is refundable through Friday of the third week of classes of the semester. To request a credit or refund of this fee, contact the Student Activities Office.

### Important Notes:

1. If a parking permit has been issued, it must be returned to the Cashier's office or the Security Office before a credit or refund of the parking fee will be processed.
2. Credit balances remain on student accounts for a maximum of five (5) years.
3. A student may either choose to maintain a credit balance on account or contact the Cashier's Office to arrange for a refund.
4. Refunds are NOT issued automatically and are subject to a \$10 processing fee if the student withdraws from all classes. Refunds of nonresident tuition are subject to an additional \$50 processing fee.
5. Fees paid by personal check require 30 days for bank clearance before refunds can be processed.
6. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. A withdrawal initiated by an instructor may NOT result in a credit or refund.
7. A processing fee is charged only once per semester or session. If a student pays an enrollment fee of less than \$10, and cancels his/her registration or withdraws from all classes before the deadline, the processing fee is equal to the enrollment fee.
8. Fees will be credited or refunded if an action of the College (e.g., class cancellation) prevents a student from attending.
9. A student is entitled to a full non-resident tuition credit or refund if tuition has been collected in error.
10. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared.

## 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 instructor of the course shall determine the grade to be awarded to the student.

Grades from a grading scale are averaged on the basis of their point equivalencies to determine a student's grade point average. Grades earned in non-degree applicable courses are not counted in calculating a student's grade point average. The highest grade (A) receives four points, and the lowest grade (F) receives 0 points, using only the following evaluative symbols.

Symbol	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
*CR	Credit (at least satisfactory; units awarded not counted in GPA)	
*NC	No Credit (less than satisfactory or failing; units not counted in GPA)	
I	Incomplete	0
IP	In Progress	0
MW	Military Withdrawal	0
RD	Report Delayed	0
W	Withdrawal	0

\*Used in courses in which grades of Credit or No Credit are given. The units earned with a grade of Credit count as units completed. No Credit means the student is not charged with units attempted and is not credited with units completed.

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.

### 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 Admissions and Records. 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 Admissions and Records.

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."

**Credit/No Credit Option**

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

Students electing a Credit/No Credit option must submit the appropriate form to the Office of Admissions and Records within the first 30% of the term. Changes will not be permitted after this time.

The utilization of courses graded on a Credit/No Credit basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with appropriate members of the division faculty. 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 Credit/No Credit option. Additionally, each division of the College may determine certain courses in which

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

Four-year colleges and universities vary widely in the number of units of Credit/No Credit 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 printed in the class schedule 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 in the Schedule of Classes. Final grades are available to students during published SMART hours and on the Web on the dates as published. Point to: [collegeofsanmateo.edu](http://collegeofsanmateo.edu) and click on WebSMART.

**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.*

**Honors****Scholarship Honors**

College of San Mateo is affiliated with the California Community College Honor Scholarship Society, Alpha Gamma Sigma. The local chapter is the Eta Chapter. Students carrying 12 units or more of graded classes in a semester and who achieve a GPA of 3.30 or higher in their semester course work will be recognized at end of the semester by inclusion on the Dean's List of Honor Students. Eligibility for permanent membership in Alpha Gamma Sigma is recognized at commencement if the graduating student has maintained a cumulative GPA of 3.5 or higher for all recognized college work. For further information students should consult the faculty advisor for Alpha Gamma Sigma.

**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 those transfer courses used to meet graduation requirements.

3.30 - 3.49 Graduation with Honors  
3.50 - 4.00 Graduation with High Honors

If transfer units are needed as electives to meet total unit requirements, units in courses most recently completed are utilized and included in the GPA calculation. If options exist within a semester to select among elective transfer courses, units are selected that most positively benefit the student's GPA.

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.

# Student Handbook

## 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. Guidelines addressing student cheating and plagiarism are found in the catalog under College Policies.

## 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 rules and regulations under which these colleges operate and will be assured an impartial hearing 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, including possible cancellation of registration, 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:

1. By creating laws to regulate public education – these are to be found principally in the Education Code.
2. 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.

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

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Physical abuse or verbal abuse or any conduct which threatens the health or safety of any person (including any action on campus or at any event sponsored or supervised by the College).
4. Theft or damage to property (including College property or the property of any person while he/she is on the College campus).
5. Interference with the normal operations of the College (i.e., obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions or other authorized activities on college premises).
6. Use of personal portable sound amplification equipment (e.g., radios and tape players) in a manner which disturbs the privacy of other individuals and/or the instructional program of the college. Determination of an acceptable level of amplification will be made by the Vice President, Student Services or his/her designee(s).
7. Unauthorized entry into, or use of, College facilities.
8. Forgery, falsification, alteration or misuse of College documents, records, or identification.
9. Dishonesty such as cheating, plagiarism,

or knowingly furnishing false information to the College and its officials.

10. Disorderly conduct or lewd, indecent, or obscene conduct or expression on any College owned or controlled property or at any College sponsored or supervised function.
11. Extortion or breach of the peace on College property or at any College sponsored or supervised function.
12. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs (as defined in California statutes) on College property or at any function sponsored or supervised by the College.
13. Possession or use of alcoholic beverages on College property, or at any function sponsored or supervised by the College.
14. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College sponsored or supervised activities.
15. Smoking within any indoor location within the College, within 15 feet of any doorway, or in other unauthorized campus areas.
16. Failure to satisfy College financial obligations.
17. Failure to comply with directions of College officials, faculty, staff, or campus security officers who are acting in performance of their duties.
18. Failure to identify oneself when on College property or at a College sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
19. Gambling.
20. Sexual harassment; sexual or racial discrimination.
21. Violation of other applicable federal and state statutes and District and College rules and regulations.

### 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.
2. Students have the full right to express their views on any matter, subject to college regulations in regard to time, place, and manner.

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.
4. In the event of disruptive behavior, the President of the College or his/her representative will make every effort to restore order within the context of the College of San Mateo community itself. Should disruptive activity continue, the administration may suspend those individuals continuing to engage in disruptive behavior. The administration of the College may take whatever steps are necessary to restore order, including requests for aid from appropriate law enforcement agencies.
5. Violent behavior will be defined as any action that results in physical harm to persons or property or an overt and public threat of harm.
6. In case of violence, the President or his/her delegated representative, may request immediate and appropriate action by law enforcement authorities.
7. In the case of extreme violation of the rule(s), a student may face expulsion by action of the Board of Trustees on recommendation of the College President and the Chancellor-Superintendent. Procedures in this instance are provided for in the District Rules and Regulations, as adopted by the Board of Trustees.

### Disciplinary Actions

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student will have access to established appeals procedures.

#### I. General Disciplinary Actions

- A. Decisions regarding the following types of disciplinary action are the responsibility of the Vice President, Student Ser-

vices. Unless the immediate application of disciplinary action is essential, such action will not be taken until the student has had an opportunity to utilize the established appeal procedures found in Rules and Regulations, Section 7.73.

1. **WARNING** – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
2. **TEMPORARY EXCLUSION** – a faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the day following. The faculty or staff member shall immediately report such removal to the college chief executive officer or his/her designee for appropriate action.
3. **CENSURE** – The Vice President, Student Services may verbally reprimand a student or may place on record a written statement which details how a student's conduct violates a District or College regulation. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.
4. **CANCELLATION OF REGISTRATION** – The Vice President, Student Services may cancel a student's registration in the event of falsification of educational and/or financial records and related documents or for failure to meet financial obligations to the District.
5. **DISCIPLINARY PROBATION** – The Vice President, Student Services or his/her designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:
  - a. Removal from any or all College organizations or offices; and/or
  - b. Denial of privileges of participating in any or all College or student sponsored activities.

6. **RESTITUTION** – The Vice President, Student Services may require a student to reimburse the District for damage or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.

- B. Disciplinary action shall not of itself jeopardize a student's grades nor will the record of such action be maintained in the student's academic files.
- C. A student subject to disciplinary action has a right to appeal the decision in accordance with Rules and Regulations, Section 7.73.

#### II. Suspension and Expulsion

- A. Suspension is the termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student body or College granted privileges.
  1. Summary suspension is limited to that period of time necessary to insure that the school is protected from the immediate possibility of violence, disorder, or threat to the safety of persons or property. Summary suspension is not necessarily considered a disciplinary action against the student.
  2. Disciplinary suspension is a temporary termination of student status and includes exclusion from classes, privileges, or activities for a specified period of time as stipulated in the written notice of suspension.
- B. The chief executive officer of the college or his/her designee may suspend a student, as deemed appropriate, for any of the following time periods:
  1. From one or more classes for a period of up to ten days.
  2. From one or more classes for the remainder of the semester or session.
  3. From all classes and activities of the college for one or more semesters or sessions.
- C. In cases involving disciplinary suspension:
  1. The student shall have the opportunity to examine any materials upon which the charges are based.
  2. The student shall be informed of the nature of the violations and/or actions which constitute the basis for the suspension.

3. The student shall be allowed to present evidence refuting the charges to the college chief executive officer or his/her designee.
  4. A letter explaining the terms and conditions of the suspension shall be sent to the student's address of record. The student's professors/instructors and counselor shall be informed, in writing, of the suspension.
- D.** At the end of the term of suspension, the student must obtain an authorization form from the Vice President, Student Services before returning to classes.
- E.** A student under suspension at any District College may not enroll in any other District College during the period of suspension.
- F.** The chief executive officer of the College shall report all suspensions of students to the Chancellor-Superintendent.
- G.** If the suspended student is a minor, the parent or guardian shall be notified in writing by the chief executive officer of the College or his/her designee.
- H.** 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-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the College President.

1. The College President shall forward to the Chancellor-Superintendent 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-Superintendent shall review the recommendation for expulsion with the Office of County Counsel.
3. The Chancellor-Superintendent, as Secretary for the Board, shall forward a letter to the student by certified mail advising him/her of the charges and of the intention of the Board to hold a closed session to consider his/her expulsion. Unless the student requests a public hearing in writing at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in a 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-Superintendent 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. 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 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.

## Student Grievances and Appeals

### Initial College Review

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.

### College Channels

The chart on the following page 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. As an inherent right, basic to the concept of due process, students may elect to appeal any decisions or actions taken to the President of the College, to the Chancellor-Superintendent of the District, and ultimately

to the Board of Trustees. All grievances, or appeals of the decision/action taken in response to a grievance, will be dealt with in a timely manner.

### College and District Appeal Procedures

At any time during the process outlined below, informal resolution of a grievance may be sought by mutual agreement.

#### I. Step 1 - College Procedure

Before initiating formal grievance procedures, the student should attempt to resolve the dispute informally with the staff member concerned. If the dispute is not resolved, the student may initiate a formal grievance in accordance with the procedures set forth below.

##### A. First Level

The initial grievance must be filed with the administrator, or appropriate committee, responsible for the area in which the dispute arose. 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.

The designated administrator or committee chairperson shall provide the student with a hearing, if requested, and shall review the grievance. A written notice of the decision shall be provided to the student, within ten days of the review of the student's grievance. In the event that the grievance is not resolved to the student's satisfaction, he or she may appeal the decision or action and will be advised in writing of the process to do so.

##### B. Second Level

1. In the event that the grievance has not been resolved at the first level, the student may appeal in writing to the administrator, or appropriate committee, responsible for the area in which the first decision or action was taken. This appeal must be made within five

days after receipt of the written decision made or action taken in response to the initial grievance.

2. In the event the President is not involved at the second level, the student may request a review of the appeal within five days after receipt of the decision made or action taken in response to the appeal. The President shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the President's decision shall be provided to the student within ten days of the review of the student's written request for the review. In the event that the President's response is not satisfactory to the student, he or she may appeal the decision or action. This student will be advised in writing of his/her further rights of appeal.

**II. Step 2 - District Procedure**

- A. If the dispute has not been resolved at the College level, the student may appeal, in writing, to the Chancellor-Superintendent within five days after receipt of the decision of the President.

- B. The Chancellor-Superintendent, 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 ten days of the review of the student's written appeal. In the event that the appeal is not granted, the student shall be advised in writing of his/her further rights of appeal.

**III. Step 3 - Board of Trustees Procedure**

- A. If the dispute has not been resolved during the course of earlier procedures, the student may appeal, in writing, to the Board of Trustees, or its designee, within five days after receipt of the decision of the Chancellor-Superintendent.
- B. The Board of Trustees, or its designee, shall provide the student with a hearing, if requested, and shall review the appeal. Participants in previous reviews or hearings may be directed to appear before the Board. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members, within twenty days following the review. The decision of the Board of Trustees is final.

**IV. Timelines**

- A. Failure by the appropriate staff member to transmit notice of the decision or action to the student within the specified time period shall permit the student to request a review at the next level as set forth in the procedures.
- B. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.
- C. The timelines indicated for each step refer to working days. The designated time periods should be regarded as maximum limits and every effort should be made to expedite the process. Time limits may be extended by mutual agreement if circumstances indicate the desirability of such an extension.

**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.

**College Grievance and Appeal Procedure**

Subject.....	First level for decision or action.....	Second level for appeal of decision or action
Academic Matters.....	Instructor..... Division Dean.....	Division Dean Vice President, Instruction
Academic Probation or Dismissal.....	College Policy.....	Dean, Admissions and Records
Admissions.....	Dean, Admissions & Records.....	Vice President, Student Services
Attendance.....	Instructor.....	Division Dean
Discipline.....	Vice President, Student Services..... Disciplinary Advisory Committee	President
Discrimination Matters.....	Vice President, Student Services.....	President
Fee Payments or Refunds and Non-Resident Tuition.....	Dean, Admissions & Records.....	Vice President, Student Services
Financial Aid.....	Director of Financial Aid.....	Dean, Admissions and Records
Matriculation.....	Matriculation Policy.....	Vice President, Student Services
Residency Determination.....	Dean, Admissions & Records.....	Vice President, Student Services
Security and Parking.....	Supervisor of College Security.....	Dean, Administrative Services
Registration.....	Dean, Admissions & Records.....	Vice President, Student Services
Sexual Harassment.....	Vice-Chancellor, Human Resources..... & Employee Relations	Chancellor
Student Records.....	Dean, Admissions & Records.....	Vice President, Student Services
Time, Place and Manner.....	College Policy.....	Vice President, Student Services
Waiver of Academic Requirements.....	College Policy.....	Academic Review Committee
Withdrawal (Late).....	College Policy.....	Dean, Admissions and Records
Matters Not Listed.....	College Policy or Appropriate Staff.....	Vice President, Student Services



## Fines

Fines are assessed for failure to comply promptly with library regulations, and students are also required to pay for careless or unnecessary damage to College property. Students who are delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the College authorities. Future admission/registration may be denied until these delinquencies are removed.

## Secret Organizations

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

## 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 the Student Health Center (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.

## Official Withdrawal

A student withdrawing from some or all of his/her classes is responsible for following official withdrawal procedures. A student who does not withdraw in accordance with established procedures may receive a grade of F.

See Index: "Program Changes: Dropping Classes" for specific deadlines and procedures.

## Financial Aid

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. 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 several federal grant, loan, and work-study programs. In addition, it also administers the Cal-Grant B and Cal-Grant C programs. The *priority* deadline for Cal-Grants is the March 2 that precedes the new academic year. For all federal and Cal Grant programs, except the Pell Grant, students must be enrolled at least half-time (6 units) to receive financial assistance.

Financial aid can assist students in paying for enrollment fees, books, transportation, room and board, and other educational expenses. Students who need financial assistance to pay the enrollment fee are encouraged to apply for the Board of Governors Enrollment Fee Waiver. There is no minimum unit requirement for this program.

All financial aid awards are based on need; the determination of need is based upon a careful analysis of family income and assets, liabilities, number of children, etc. While the determination of the student's financial need is geared mainly to the student's educational and vocational career plans, it is recognized that frequently the student may have personal considerations that play an important part in this determination. Each application is evaluated on an individual basis with special and extenuating circumstances taken into consideration. Students must meet certain academic progress eligibility criteria prior to receiving financial aid and must maintain financial aid satisfactory progress standards while receiving financial aid.

While students may apply for federal aid throughout the academic year, several programs have limited funds. Students, therefore, are strongly encouraged to apply by the March 2 *priority* deadline. Processing of the financial aid applications by the Financial Aid Office usually takes approximately 8 weeks.

For information regarding specific assistance programs and financial aid satisfactory progress standards, students should visit the Financial Aid Office on the second floor of the Administration Building, Room 217. 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, or
- 2) the midpoint of the semester for a student who leaves without notifying the college, or
- 3) the student's last date of attendance at a documented academically-related activity.

Type of aid	Amount	Eligibility	Application	Priority Deadline
Federal Pell Grant Program	\$100 to \$4050	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
Board of Governors Waiver (BOGW) (State Grant to cover enrollment fee)	Covers enrollment fees. Also waives health fee.	California resident - medium income or recipient of CalWORKS, SSI, GA	Free Application for Federal Student Aid (FAFSA) or BOGG 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 \$175	Need based – Meet EOPS eligibility criteria	Free Application for Federal Student Aid (FAFSA) and supplemental documents	Priority date for Fall/ Spring
Cal Grant A (State Grant)	\$270 to \$4320 (upon transfer)	California resident – need based – subjective criteria and GPA considered	Free Application for Federal Student Aid (FAFSA)	March 2
Cal Grant B (State Grant)	Up to \$1551	California resident – financial need, low income, less than 16 units college work	Free Application for Federal Student Aid (FAFSA)	March 2
Cal Grant C (State Grant) Must be enrolled in vocational program	Up to \$576	California resident – need based – subjective criteria and GPA considered	Free Application for Federal Student Aid (FAFSA)	March 2
Federal College Work-Study Program	Varies	Need based – U.S. citizen or eligible non-citizen	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2
Federal Perkins Loan (formerly called National Direct Students Loan) Low interest Federal Loan. Current interest rate 5%	\$100 to \$3500 for first two years of undergraduate study	Need based – U.S. citizen or eligible non-citizen. Awarded first to students with exceptional financial need	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2
Federal Stafford Loan (Government subsidized and unsubsidized loans made by commercial lenders.) Current loan interest rate not to exceed 9%	Undergraduates up to \$2625 per year. Maximum: \$3500 total	Need based – U.S. citizen or eligible non-citizen	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. Current interest rate 11%	Parents: up to \$4000 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 non-citizen	Free Application for Federal Student Aid (FAFSA) plus application and supplemental documents Loans made by commercial lenders (banks)	60 days before end of academic term to receive aid for the current term
Staff and Federal Unsubsidized Loans for students who are independent undergraduates and to undergraduate students whose parents are unable to obtain a Federal Plus Loan. Interest rate not to exceed 9%	Students: up to \$4000 per academic year	Student must first apply for the Stafford Student Loan. Loan amount may not exceed student's cost of attendance less financial aid award for loan period – U.S. citizen or eligible non-citizen	FAFSA, supplemental documents, and Supplemental Loans application  Loans made by Commercial lenders (banks)	60 days before end of academic term to receive aid for the current term



## Associated Students

The Associated Students of the 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 activities of the organization are carried out by the Student Senate and major advisory committees in the areas of Finance and Administration, Public Relations, Programs and Services, Academic Affairs and Enhancement, Inter-Club Council, Café International, Legislative Affairs and Governmental Relations, and Volunteer Community Service.

Major elected and appointed officers and representatives of the association are as follows:

- President
- Vice President (Senate Chairperson)
- Secretary
- Finance Director
- Senators (one for every five hundred students enrolled)
- CSM Student Trustee Nominee to the Board of Trustees

In addition, students are selected by the Student Senate to serve on the following College and District Advisory Committees:

- Accessibility/Americans with Disabilities Act Committee (1)
- College Council (4)
- College Instruction Committee (2)
- College Auxiliary Services Advisory Committee (CASAC) (4)
- College Diversity Advisory Committee (CDAC) (2)
- College Enrollment Management Committee (2)
- College Faculty Academic Senate (2)
- College Library and Media Center Committee (2)
- College Safety Committee (2)
- District Auxiliary Services Advisory Committee (DASAC) (3)
- District Shared Governance Council (DSGA) (1)

Further information about the Associated Students can be obtained by contacting current student officers through the Student Activities Office or the Associated Students advisor, Steve Robison, Coordinator of Student Activities, Building 5-125. Meeting times for Associated Student groups are available through the Student Activities Office in the Student Center, Building 5-125.

## 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.

## Finance and Administration Committee

The Finance and Administration Committee of the Senate is responsible for matters of budget, personnel, equipment purchase and maintenance, facilities use, election guidelines, constitutional amendments and by-law amendments sponsored by the Senate, and statewide legislative issues.

## Public Relations Committee

The Public Relations Committee of the Senate is responsible for senate newsletters, press releases to the public media, advertising for student participation in student government, and marketing of student body I.D. cards.

## Programs and Services Committee

The Programs and Services Committee is responsible for providing social, cultural, recreational and educational programs and services for students. The Programs and Services Committee is organized into sub-committees which have responsibility for program development in specific areas or for specific events. Sub-committees are formed as determined by the priorities and interests of students. Typical sub-committees are as follows:

- Contemporary Entertainment
- Speakers and Lectures
- Arts and Exhibits
- Film and Video
- Outdoor Recreation
- Multi-Cultural Programming

Programs developed or supported by the Programs and Services Committee have included such events as: speeches by U.S. Presidential, Vice-Presidential and Congressional candidates, jazz performances, art shows, acoustic concerts, craft shows, spring festivals, film festivals, video shows, African-American history programs, Cinco de Mayo Festivals, singers, dancers, comedy shows, and a wide variety of lectures

on such contemporary topics as nuclear energy, First Amendment freedoms, space technology, U.S. foreign policy, nuclear disarmament, and racism.

The Programs and Services Committee of the Senate is also responsible for the coordination of games, the book exchange service, the free swim and summer swim programs, instructor evaluation surveys, carpooling programs, the concessions at various campus events, and the merchant discount program.

## Academic Affairs & Enhancement Committee

The Academic Affairs and Enhancement Committee is responsible for reviewing academically related issues and making recommendations to the Senate regarding such issues. Topics reviewed recently have included changes in the academic calendar, student evaluation of courses, and a review of current "college hour" policies. The members are also responsible for developing ways to enhance the academic experience of students on campus. The committee is made up of student representatives who serve on college advisory committees as well as other interested students.

## 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.

## Café International Advisory Committee

The Café International coffee house was created in 1989 by the Associated Students to serve student needs by creating a comfortable study and conversation area for the campus. The Café International Advisory Committee is responsible for the on-going review and major operating policy recommendations for the program. The Committee meets approximately once each month and is comprised of three Student Senator officers appointed by the Senate, the General Manager of the Café International, two additional members of the Café International staff and the College Coordinator of Student Activities.

## Legislative Affairs and Governmental Relations Committee

The Legislative Affairs and Governmental Relations Committee is responsible for coordinating the representation of student viewpoint to local, state and national legislators, governmental officials and policy makers regarding educational issues, and other issues affecting students. Responsibilities include surveying students, formulating position papers, recommending resolutions and other position statements for passage by the Student Senate, and developing advocacy campaigns to affect change. Members of this committee serve as representatives to the Statewide Student Senate, the California State Association of Community Colleges and the American Student Association of Community Colleges.

## Volunteer Community Service Committee

The Volunteer Community Service committee is responsible for encouraging and promoting volunteer service and service learning. A major project of this committee is to coordinate the annual Volunteer Fair which matches students with local community agencies and non-profit associations. Members of this committee also serve on the CSM Connects advisory committee which also promotes volunteer and service learning programs for the college through the Cooperative Education Program and the college curriculum.

## Associated Student Body Card

All students who have completed registration and paid the \$8 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 Student Activities Office. 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, all athletic events, and the card permits free admission to the CSM swimming pool during free swim hours. 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 Student Activities Office in Bldg. 5, Room 125, 574-6141, before the end of the add/drop period.

## 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 Student Activities Office (Building 5, Room 125; Telephone: 574-6141) for more information. All that is needed to start a new organization is at least the support of six interested students, an approved faculty/staff advisor and a constitution meeting college requirements.

The following are current or recently active clubs and organizations. The advisor of each club is also listed as a resource person to contact for more specific information.

## Academic and Career Oriented

### Business Students Association (BSA)

Promotes interest in business through speakers and social activities. Advisors: Rosemary Nurre, 574-6493.

**Comparative Politics** Promotes interest and activity in international and domestic political science, economics, sociology, history, and cultural geography. Advisor: Leighton Armitage, 574-6373.

**Cosmetology Club** Provides social activities for cosmetology students and their families. Advisor: Robert Rato, 574-6428.

**Dental Assisting (Epsilon Delta)** Provides social activities for dental assisting students and their families. Advisor: Audrey Behrens, 574-6212.

**Digital Club** A club where digital photography and digital graphic art students come together to share common tools, ideas and theory. Advisor: Richard Lohman, 574-6365.

**Electronics Technology** Provides activities and information for students in the electronics field. Advisor: Roy Brixen, 574-6135.

**Engineering - Union of Student Engineers (USE)** Provides information and interaction through activities and a club-run library/lounge. Advisor: Laura Demsetz, 574-6617.

### Floral Design - Students of the American Institute of Floral Design (SAIFD)

Provides support and activities for floral design students. Advisor: Lois A. Wallace, 574-3862.

**Horticulture Club** Provides activities and fund-raisers for scholarships to help students continue their studies in horticulture. Advisor: Matthew Leddy, 574-6217.

**Journalism Club** Provides opportunities for journalism students to support student publications and attend local and state competitions. Advisor: Ed Remitz, 574-6330 and 574-6558.

**Math Club** Helps students at all levels of math to study and to have fun. Advisor: Mohsen Janatpour, 574-6272.

**Multicultural Premedical Club** Prepares students to transfer to enter the medical profession. Advisor: Modesta Garcia, 574-6190.

**Nursing Students Association** Provides information, guidance and support for nursing students. Advisor: Jane McAteer, 574-6682.

**Science/Future Teachers Club** Promotes interest in the integrated sciences, provides support services, and encourages social and educational activities for students in the sciences. Encourages students to become teachers. Advisor: Linda Hand, 574-6633.

**Visual Arts Club** Encourages student interest and activity in the visual arts – painting, drawing, textiles, etc. Advisor: Rory Nakata, 574-6290.

## Ethnic/Cultural

**African Student Union** Brings together students interested in African culture. Advisor: Zelte Crawford, 574-6145.

**Asian Cultural Connection** A club designed for people who want to learn more about Asian cultures. Advisors: Melvin Hom, 574-6622.

**Ethnic Studies Society (ESS)** Encourages social, cultural, and educational experiences on the campus and in the community. Advisor: Zelte Crawford, 574-6145.

**French Club** Provides support for students wanting to learn more about the french language and culture. Advisor: Susan Petit, 574-6357.

**Gay-Straight Alliance** Promotes unity and acceptance among individuals of all sexual orientations, and to maintain a positive environment and nurturing atmosphere for those exploring their sexual identity. Advisor: Henry Villareal, 574-6590.

**International Students Union** Encourages involvement by students of varied ethnic and cultural backgrounds in planning social events and promoting educational opportunities in the community. Advisor: Zelte Crawford, 574-6145.

**Italian Club** Promotes interest in the study of the Italian language and culture. Advisor: Guy Marra, 574-6677, ext. 9109.

**La Raza** Provides encouragement and positive role models to help Chicano/Latino youth find positive, healthy ways of interacting in the world and moving toward positive change. Advisor: Rudy Ramirez, 574-6496.

**Polynesian Club** Encourages an appreciation for Polynesian culture and provides support for Polynesian students. Advisor: Deborah Laulusa, 574-6461.

**Unity Among Brothers (UAB)** Provides ways for African-American males to support each other both socially and educationally. Hosts the annual UAB basketball tournament. Advisor: Zelte Crawford, 574-6145.

## Special Interests

**Alpha Gamma Sigma (AGS Honor Society)** The CSM Eta chapter began in the 1930's and provides students with support in achieving academic goals. Advisor: Al Acena, 574-6496.

**Alumni Association** Encourages former students to maintain interest in campus programs and activities. Advisor: Steve Robison 574-6141.

**Catholic Students Association** Promotes interest in the Catholic faith. Advisor: Angela Orr, 574-6677, ext. 9032.

**Cheerleaders Spirit Squad** Promotes spirit campuswide through cheerleading and spirit leading. Advisor: Gary Dille, 574-6461 or 574-6162 or Charlene Wonpat, 574-6420.

**Chess Club** Promotes interest in the game of chess. Advisor: Mohsen Janatpour, 574-6272.

**Christian Fellowship** Promotes academic, social and religious growth among students. Advisor: Kenneth Brown, 574-6249.

**Film Club** Promotes interest in film production and appreciation. Advisor: Helen Souranoff, 574-6191.

**Muslim Student Association** Brings together students interested in Muslim traditions. Advisor: Nabila Mango, 574-6335 or 574-6677, ext. 9046.

**National Organization for the Reformation of Marijuana (NORML)** Supports the reformation of laws governing use of marijuana through awareness of relevant information. Advisor: TBA, 574-6141.

### Performance Dance Club

To present dance performances. Advisor: Heidi Eggert, 574-6461

**Students for Justice in Palestine** Provides a forum for issues related to justice in Palestine. Advisor: Martin Morales, 574-6496.

## Sports

**Baseball Club** Provides support for the Baseball team and promotes the love of baseball. Advisor: Doug Williams, 574-6875.

**Football Club** Provides support for the Football team and their fans. Advisor: Larry Owens, 358-6771/6447.

**Martial Arts-Self Defense** Promotes martial arts and self defense in a supportive, safe environment. Advisor: Larry Walker, 574-6460.

**Track and Cross Country** Provides support for members of the Track and Cross Country teams and their fans. Advisor: Gary Dille, 574-6462 or 574-6461.

## Support

**Child Development Center Parents** Provides social activities and fund-raisers for children of the Mary Meta Lazarus Children's Center and their parents. Advisor: Louise Piper, 574-6280.

**EOPS Club** Provides opportunities and activities for EOPS students, including field trips, study sessions and barbecues. Advisor: Ruth Turner, 574-6154.

## Student Activities Office

The Student Activities Office is a drop-in information office located at the north end of the Student Center where students are welcome to ask questions regarding any aspect of the College.

Special services provided for students by the Student Activities Office include:

### Student Activities Event Planning

The Coordinator of Student Activities 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.

### Housing Assistance

Dormitories and other types of college-sponsored housing are not offered by College of San Mateo. However, the Student Activities Office maintains up-to-date listings of housing available in the community. The majority of listings are rooms in private homes, but apartments and houses are also available.

### Student Government and Club Information

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

### Student Center Facilities Use

The Student Activities Office is responsible for the supervision of the Student Center Building, including the Recreation/Games area, the Student Center Lounge, and other facility use.

### Referral Services

The Student Activities Office maintains current referral listings of services available through the College and community agencies. We can assist students through referrals to the campus Health Center, Psychological Services, Tutorial Center, Child Development Center, and community agencies for such services as legal assistance, family planning, and women's services.

### Transportation Information

Bus passes, bus and train schedules, car-pool matching services, maps, and general transportation assistance are available through the Student Activities Office.

### Campus Posting

All signs, flyers, or similar materials must follow campus regulations regarding time, place and manner of distribution. Copies of these regulations are available in the Student Activities Office, Building 5, Room 125.

### Vending Refunds

If campus food vending machines are not vending properly, refunds are available through the Cafeteria. Game machine vending refunds are available through the Student Activities Office.

### Campus Publications

The following publications are issued by College of San Mateo:

**Campus Activities Announcements/Calendar** – A publication prepared and distributed by the Student Activities Office periodically announcing activities, new events and items of interest to the faculty and students of the College. Submit items for publication to the Student Activities Office.

**Career Services Center Events Schedule** – A publication prepared and distributed by the Career Development Center each semester which provides a schedule of career-related workshops and seminars.

**Class Schedule** – A listing and description of courses offered each term (Fall Semester, Spring Semester, Summer Intersession). The publication also includes information on admissions and registration, fees, student services and other related matters.

**Monday Morning Blues** - A publication of the Associated Students Senate to inform students of various campus issues and programs and to provide an open forum between students and student leaders.

**Planning to Transfer to a University** – A publication prepared and distributed by the Transfer Center each semester which provides a schedule of transfer related workshops and academic planning sessions with university representatives.

**The San Matean** – A student newspaper published every other week, serving a two-fold purpose of providing news coverage of activities on campus and of giving experience to journalism students.

### Student-Sponsored Events

#### Time, Place and Manner for Student-Sponsored Events

The scope of these regulations extends to all student sponsored events and public forums. For the purposes of this regulation, such events include, but are not necessarily limited to, the presentation of speakers, programs, concerts and dances, solicitation of funds, distribution and posting of material, circulation of petitions, and the sale of materials.

The following regulations are designed to increase students' opportunities to enrich their educational experiences, to protect constitutional rights of free expression, and to insure that there will be no interference with the instructional program of the college.

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, or national origin is specifically prohibited. Membership in secret societies is prohibited.

### Student Organizations

#### I. Activities Sponsored by Recognized Student Organizations

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

1. Operates under the advisorship of a member of the college staff.
2. Maintains in the Student Activities Office a constitution which has been approved by the members of the organization and the Coordinator of Student Activities, 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 in the *CSM Activities Calendar* and other publications of general circulation on campus such as *The San Matean* or *Monday Morning Blues*.
4. Deposits all organizational funds in a college account as required by 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 Student Activities Office.

**C. Procedure for the presentation of programs:**

1. Programs intended solely for members of recognized student organizations require no approval other than that of the faculty advisor.
2. The presentation of programs by recognized student organizations which are open to the entire student body require that the sponsor adhere to the following procedures:
  - a. In order to obtain authorization to present the program, the sponsor is required to furnish the Coordinator of Student Activities 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, the Coordinator of Student Activities will place the event, if approved, on the Student Activities Calendar. If approval is denied, the Coordinator of Student Activities' 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 which cannot meet this requirement.
  - c. Programs must be presented in the appropriate authorized areas as listed in Section D.1.
  - d. Programs will end by 1:00 a.m. unless approval to extend the program time is granted by the college President.
3. Sponsors of events which 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 Coordinator of Student Activities.

**D. Reservation of facilities for meetings or other purposes:**

- 1. The sponsor of an approved program must reserve the desired facility in accordance with established procedures. The initial determination of the availability of a facility will be indicated by the personnel listed below:
  - a. *Coordinator of Student Activities, 574-6141:*
    - Student Center Building 5:
    - Main Cafeteria (400)
    - South Cafeteria (700)
    - Balcony Lounge (So. Mezzanine) (100)
    - Gallery Room (100)
    - Student Center Plaza (Outdoor)
  - b. *Facilities Utilization Clerk, 574-6220:*
    - All Classrooms
    - Choral Room (137)
    - Theatre (412)
    - Amphitheater (Outdoor)
    - Building 18, Room 76 (130)
    - Library Conference Room (20)
    - Gymnasium (2000)
    - Athletic Facilities

Note: Parenthetical figures next to the name of each facility listed above indicate the approximate capacity of the facility.

- 2. Public facilities and classrooms are normally available for special program use at any hour of the week other than when being used in conjunction with the instructional program of the college subject to the limitation of outdoor sound amplification as stated in #4 below.
- 3. Requests for reservations for college facilities by student organizations are to be made through the Student Activities Office. Details of the program being proposed must accompany the request for facilities and be submitted to the Coordinator of Student Activities for review. (See Section 1.C.2 for details.) 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 Utilization Clerk 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 or during the College Hour (Tuesday and Thursday 12 noon to 1 p.m.) may sound amplification equipment be used out of doors. Exceptions to this policy may be granted by the Vice President, Student Services 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.
 

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 or during the College Hour. Sponsors must also verify that it is impossible to do so.

**E. Distribution of materials:**

The college regulations governing the distribution of printed and manufactured materials is designed to permit maximum freedom of expression

and to prevent attempts to coerce or intimidate students into buying or receiving printed materials. Distribution of any material on campus is subject to the approval of the Vice President, Student Services or his/her designee.

- 1. Distribution of any material in classrooms is expressly prohibited.
- 2. Distribution of such material through the college mail services and facilities is permitted only by Recognized Student Organizations and with the approval of the Vice President, Student Services. The nature of the information to be disseminated in this manner should be such that the regularly available channels of campus communication (e.g., posters, flyers, *CSM Activities Calendar, San Matean*, etc.) cannot be effectively utilized.
- 3. The distribution or posting of commercial material will not ordinarily be permitted. Specific exceptions must be authorized by the Vice President, Student Services or his/her designee.
- 4. Materials may not be distributed in any building on campus except for designated areas of the Student Center.
- 5. Tables may be set up in authorized areas of the Student Center by campus organizations and by individuals. Requests must be submitted to the Student Activities Office for approval. Tables will be checked out on an availability basis. Institutional and campus organizations will receive priority use of the tables.
- 6. Tables must be checked out and returned to the Student Activities Office.
- 7. Tables must be staffed at all times and a placard identifying the organization must be displayed.
- 8. Distribution of all materials is to be coordinated with the Coordinator of Student Activities. An information copy of any material to be distributed must bear the name of the sponsor.
- 9. The collection of signatures for petitions is subject to the same regulations as those which govern the distribution of materials. Such matters as coordination with the

Coordinator of Student Activities, identification of the sponsor, and the restrictions as to the areas of circulation, govern the collection of signatures for petitions as well as distribution of materials.

#### F. Posting of materials:

1. All materials to be posted must be dated and stamped by a member of the Student Activities Office staff.
2. Approved materials may be posted in the Student Center and on open bulletin boards located throughout the campus. Classroom bulletin boards are intended for instructional usage but may be utilized on a space available basis, subject to Divisional needs and policies. Any materials posted in unauthorized locations, or without being stamped and dated by the Student Activities Office are subject to removal.
3. Materials may not be posted on doors, painted surfaces, or exterior building walls. All other surfaces (e.g., non-classroom bulletin boards, glass surfaces adjacent to doors, etc.) are available for the posting of material on a space available basis. Sponsors are responsible for the removal of their material after a reasonable period of time or once the material becomes obsolete. Any obsolete material may be removed by any member of the college staff.
4. Permission may be granted to post materials, on a space available basis, to educational institutions or public service agencies.
5. The number and size of posters any one organization may post is subject to limitation by the Coordinator of Student Activities and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.
6. Placement of materials on parked vehicles causes a severe litter problem and is expressly prohibited.
7. Exceptions to any of the preceding requirements must be approved in advance by the Coordinator of Student Activities.

## II. 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 which is compatible with the educational objectives of the college.
2. Operates under the advisorship of a member of the college staff.
3. Files a statement of purpose with the Student Activities Office 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 (see Section 1.B) and must follow the procedural requirements outlined above.

## III. Off-Campus Organizations

Public service agencies and charitable organizations may request approval from the President for a limited number of fund raising or educational programs to be conducted on the campus. Such requests are subject to District policies with respect to use of facilities.

## IV. Activities Not Sponsored by Recognized Student Organizations

### A. Presentation of Programs

1. Public Forums: Certain areas of the college have been designated as public forums and may be used by students, staff and members of the public in a manner consistent with these regulations.
  - a. Location of Public Forums: Student Center Plaza  
Student Center Hallway
  - b. Time: College Hour — request for other times must be approved in advance by the Coordinator of Student Activities
  - c. Civic Center use: College facilities may also be available for public use in accordance with District Regulations.

### 2. Procedure for Presentation of Programs:

- a. All programs presented under these guidelines must be open to the public and free of charge.
- b. Prior authorization is required. In order to obtain such authorization to present the program, the sponsoring individual or group is required to furnish the Coordinator of Student Activities with appropriate details regarding the planned program, including: 1) nature of the program, 2) date, 3) time, 4) anticipated attendance, 5) preferred location (taken from list of approved locations), and 6) services needed (e.g. sound amplification, custodial, ushering, security).

Upon review of the request, the Coordinator of Student Activities will approve or disapprove the activity, assign a time and location and calculate and collect charges, if any, for use of District equipment, security, custodial or other necessary expenses. In the event that the activity is not approved, the sponsor may appeal the denial to the Vice President, Student Services, whose decision shall be final.

- c. Program plans must demonstrate that the program will not present or create undue health or safety risks to students, staff, or the public.
- d. Authorization may be denied only in cases where it is reasonably believed that the proposed activity is likely to cause a substantial disruption to the orderly operation of the college, is obscene or pornographic, is pervasively vulgar or indecent, or advertises products or services not permitted for use under the law.
- e. Approved programs must be confined to the time and place designated by the Coordinator of Student Activities and limited to the times and places set forth in Section IV.A.1.

### B. Distribution of Materials

1. Pre-approval of materials. College of San Mateo has designated certain areas of the campus and certain

bulletin boards as limited public forums. Persons or organizations seeking to distribute materials on campus shall provide a copy of the material to the Coordinator of Student Activities, or his/her designee. The Coordinator of Student Activities will promptly review the proposed distribution and approve it unless the material is libelous, invades the privacy of others, is obscene or pornographic, is pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the college or college activities, or advertises a product or services not permitted for use under the law. In the event that materials are not approved for distribution, the decision may be appealed to Vice President, Student Services.

If the material is approved, the individual or organization will be allowed to distribute or post such material at approved locations and times as set forth in these regulations. The approved locations are available from the Coordinator of Student Activities.

2. Materials shall not be distributed in a manner which disrupts any college activity or blocks or impedes the safe flow of traffic within corridors and entrance ways at the college. Persons who distribute such materials shall be responsible for cleaning up such materials thrown on the floor, in college buildings, or on the grounds outside the college.
3. Available space for posting materials is limited at the college. In order to provide the maximum opportunity for a variety of individuals and organizations to post materials for review by students the college will remove outdated materials on a regular basis. Posted materials may be removed by college personnel at any time if posted in restricted locations and after 14 days of posting in approved locations. Any document which does not bear a date stamp indicating the first day of posting will be presumed to be more than 14 days old

and may be removed. Materials bearing a date stamp may remain on designated bulletin boards for up to 14 days.

4. Materials may not be posted on doors, painted surfaces, or on building walls. Sponsors are responsible for removing posted materials upon expiration of the approved time period.
5. The number and size of posters or leaflets that any one organization or person may post is subject to limitation by the Coordinator of Student Activities and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.
6. In the event that material is distributed from a table, the table may only be set up in approved locations. The table must be staffed at all times and the table must be removed at the end of each day of distribution of materials.
7. Placement of materials on parked vehicles causes a severe litter problem and is expressly prohibited.

## Bookstore

The CSM Bookstore is located on the lower level of the Student Center, Building 5, and is open Monday through Thursday from 8 a.m. to 7:15 p.m. and Friday from 8 a.m. to 3 p.m. when classes are in session. Summer hours vary. Books can also be purchased online at: [collegeofsanmateo.edu/bookstore](http://collegeofsanmateo.edu/bookstore).

The standard refund policy allows for the return of any items (except paperbacks, tradebooks, and study aids) with the original receipt within three days of purchase, except during the last five weeks of the semester. The merchandise must be new or in its original condition. Textbook and other merchandise purchased for a new semester may be returned with the receipt any time within the first two weeks of classes. Summer policy varies. Please verify your books with your instructor within the first two weeks of the semester.

During the semester, textbooks may be sold back to the Bookstore at wholesale prices if the student presents a college withdrawal slip before the last five weeks of the semester. Summer policy varies. During finals textbooks may be sold back to the Bookstore at up to 50% of the original purchase price. Discontinued titles are purchased by the Bookstore at wholesale prices. **Picture identification is required to sell books back to the Bookstore.**

Special orders for books and supplies may be placed with a required deposit. For additional information, please call 574-6366.



## Food Service

### Café International

Café International is located in the Student Center, Building 5, and is open Monday through Thursday from 7 a.m. to 8 p.m. and Friday from 7 a.m. to 2 p.m. when classes are in session. The Café is a coffee house originally created by the Associated Students in 1989. The Café offers a wide variety of espresso drinks, international coffees, herbal teas, soft drinks, breads, pastries and desserts. For additional information, please call 574-6187.

### Fresh and Natural Cafeteria

The Fresh and Natural Cafeteria is located in the Student Center, Building 5, and is open Monday through Thursday from 7:30 a.m. to 2 p.m. and Friday from 7:30 a.m. to 1 p.m. when classes are in session. The Cafeteria provides a selection of hot and cold foods including a fresh salad bar, homemade soups, made-to-order deli sandwiches, broiler and grill specialties, and a variety of beverages. Everything served is made fresh daily in the cafeteria's own kitchen. Catering is available for special occasions and meetings by contacting the manager (574-6582).

To serve students at the north end of campus, the "Kiosko" snack bar is located near Building 13 and is open Monday through Thursday from 7:30 a.m. to 2 p.m. and 5 to 9 p.m.; and Friday from 7:30 a.m. to 2 p.m. when classes are in session.

## Athletics

College of San Mateo participates as a member of the Coast Conference in the following intercollegiate sports: Baseball, Women's Basketball, Men's and Women's Cross-Country, Women's Tennis, Women's Softball, Men's and Women's Swimming, Men's and Women's Track and Field, and Women's Water Polo. CSM is a member of the Northern California Football Association.

In order to be eligible a student must adhere to the California State Athletic 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 in a minimum of 12 units during the season of sport and 9 of those units must be "academic". 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. These units must be completed prior to the beginning of the semester of the second season of competition. 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 five years.
6. In meeting the unit requirements, courses in which grades of D, F, or NC were received may be repeated. Under special circumstances, courses that have been completed with a grade of C or better may be repeated; however, the units will not be counted.

Student athletes who plan to transfer prior to receiving an AA degree should meet with their athletic academic advisor and verify eligibility status for transfer based on past work and test scores from high school.

Those students who wish to seek financial assistance (athletic scholarship) and be eligible for competition 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: 574-6461.

College of San Mateo observes all recruiting regulations of the Commission on Athletics, the governing body of California Community College intercollegiate athletics. In accordance with these regulations, athletic recruitment of any individual residing outside the College's recruiting boundaries is prohibited. Likewise, any student of another California community college, regardless of residence, shall not be athletically recruited. The College of San Mateo recruiting area is composed of the County of San Mateo and the neighboring community college districts that share a common boundary. Student athletes who reside outside the recruiting boundaries of College of San Mateo must make "first contact" with the College. Please call the CSM athletic department at 574-6461 for more information.



# Telephone Directory

Area Code for College of San Mateo is **650**

## A

Accounting	574-6494
Adapted P.E.	574-6469
Administration of Justice	574-6343
Admissions and Records	574-6165
Dean	574-6590
Assistant Registrar	574-6576
AA/AS/Certificate Information	358-6857
Admissions Information	574-6165
Grades/Attendance	358-6856
Registration Information	574-6165
Transcripts (Outgoing)	574-6593
Veterans Assistant	358-6852
Anthropology	574-6496
Apprenticeship Program	574-6441
Architecture	574-6268
Articulation and Research	574-6196
Associated Students	574-6185
Advisor	574-6141
 <u>Executive Officers:</u>	
President	574-6185 or 574-6141
Vice President	574-6185 or 574-6141
Senate Vice Chairperson	574-6185 or 574-6141
Secretary	574-6185 or 574-6141
Finance Director	574-6185 or 574-6141
 <u>Committees &amp; Programs:</u>	
Academic Affairs	574-6185 or 574-6141
Café International	574-6185 or 574-6141
Inter Club Council	574-6185 or 574-6141
Legislative & Governmental Relations	574-6185 or 574-6141
Monday Morning Blues	574-6185 or 574-6141
Program & Services	574-6185 or 574-6141
Public Relations	574-6185 or 574-6141

Volunteer Community Service	574-6185 or 574-6141
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Associated Student Bookkeeper/Cashier	574-6408
Astronomy	574-6268
Athletics	574-6461
Audio/Visual Services	574-6103

## B

Biology	574-6268
Building Technology	574-6482
Bookstore	574-6366
Broadcast and Electronic Media	574-6446
Business Division	574-6494

## C

Cafeteria	574-6582
Café International	574-6187
Career Services Center	574-6571
Cashier's Office	574-6412
Ceramics Lab	574-6290
Chemistry	574-6268
Child Development Center	574-6279
Clubs & Organizations	574-6141
Computer Information Science	574-6237
Computer Lab 1 (Business)	574-6489
Computer Lab 2 (Business)	574-6470
Computer Lab (Math/Science) Coordinator	574-6270 574-6326
Cooperative Education	574-6171
Community Education	574-6149
Cosmetology Information	574-6361
Hair Appointments	574-6361
Counseling Services	574-6400
Counseling Center	574-6400
Drop-In Counseling	574-6400
Creative Arts Division	574-6494

## D

Dance	574-6461
Dental Assisting	574-6212
Disabled Student Services	
Adapted P.E.	574-6469
Assistive Technology Center	574-6432
Disability Resource Center	574-6438
Learning Disabilities Assessment Center	574-6433
Transition to College	574-6487
Distance Learning	524-6933
Drafting	574-6482

## E

E.O.P.S.	574-6154
Economics	574-6496
Electronics	574-6135
Emeritus Information	574-6149
Engineering	574-6268
English/Speech	574-6314
Ethnic Studies	574-6145
Evening College	574-6165

## F

Facilities Scheduling/Rental	574-6220
Film	574-6314
Financial Aid	574-6146
Fire Technology	574-6347
Floristry Lab	574-6170
Foreign Language	574-6314

## G

Geography	574-6496
Geology	574-6268
Graphics	574-6278

## H

Health Center (Nurse)	574-6396
Health Science	574-6268
History	574-6496
Honors Program	574-6638
Horticulture Lab	574-6217
Housing Assistance	574-6141
Humanities	574-6496

## I

Information (Operator) On Campus	574-6161 DIAL "0"
Instruction Office	574-6404
Instructional Media Services	574-6103
International Student Center	574-6525

## J

Job Listing (Student)	574-6151
Job Information (District)	574-6111
Journalism	574-6330



**K**  
KCSM TV/KCSM FM 574-6586

**L**  
Language Arts Division 574-6314  
Library 574-6100  
    Loan Desk 574-6548  
    Reference Desk 574-6232

**M**  
Machine Tool Technology 574-6482  
Mail Room 574-6410  
Maintenance (Bldgs. & Grounds) 574-6113  
Manufacturing Technology 574-6482  
Masterworks Chorale 574-6210  
Math/Science Division 574-6268  
    Math Lab 574-6540  
Medical Assisting 574-6492  
Meteorology 574-6268  
Middle College High School 574-6101  
*Monday Morning Blues* 574-6589  
Multicultural Center 574-6154  
Music 574-6494

**N**  
Nursing (Academic) 574-6218

**O**  
Oceanography 574-6268  
Operations 574-6220  
Online Courses/  
    Distance Learning 524-6933

**P**  
Paleontology 574-6268  
Physical Education/  
Athletics Division 574-6461  
    Athletic Trainer 574-6451  
    Baseball 358-6875  
    Basketball (women's) 574-6830  
    Cross Country 574-6448  
    Football 358-6771  
    Softball 574-6455  
    Swimming Pool 574-6459  
    Team House 574-6467  
    Tennis (women's) 574-6449  
    Track & Field 574-6448  
Philosophy 574-6496

Photography Lab (Creative Arts) 574-6292  
Physical Science 574-6268  
Physics 574-6268  
Planetarium 574-6256  
Political Science 574-6496  
President's Office 574-6222  
Psychology 574-6496  
Psychological Services  
    Appointments 574-6396  
Public Relations/  
Marketing Communications 574-6231

**R**  
Receptionist/General Line 574-6161  
Re-Entry Program 574-6172  
Reading Center 574-6437  
Real Estate 574-6494  
Registrar's Office 574-6165

**S**  
*San Matean* Newspaper 574-6330  
Sculpture 574-6290  
Security Office 574-6415  
Social Science Division 574-6496  
Sociology 574-6496  
Student Activities 574-6141  
Study Abroad Program 574-6595

**T**  
Technology Division 574-6228  
Telecourses/Distance Learning 524-6933  
Testing 574-6175  
Theatre 574-6191  
Transfer Center 358-6839  
Transition to College 574-6193

**V**  
Vice President, Instruction 574-6404  
Vice President, Student Services 574-6118

**W**  
Welding Technology 574-6122  
Writing Center 574-6436

# 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 NC are recorded reaches or exceeds 50 percent. (See Calendar for deadline 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 no longer equals or 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 NC have been recorded reaches or exceeds 50 percent. (See "Withdrawal.")

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

A dismissed student may present a written appeal and appropriate documentation to the Office of Admissions and Records requesting immediate reinstatement if dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision is made. Petitions are available from and submitted to the Office of Admissions and Records.

## Academic Renewal Policy

Up to 36 units of substandard course work (i.e., D, F, and NC) within a maximum of two semesters and one summer session which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions:

1. A period of at least three years must have elapsed since the course work to be alleviated was completed; and
2. A student seeking alleviation must have met one of the benchmarks listed below:
  - Completed 9 units of course work with a 3.5 cumulative grade point average, or
  - Completed 15 units of course work with a 3.0 cumulative grade point average, or
  - Completed 21 units of course work with a 2.5 cumulative grade point average, or
  - Completed 24 units of course work with a 2.0 cumulative grade point average.
3. The substandard course work to be alleviated must have been taken at Cañada College, College of San Mateo, or Skyline College. However, the course work on which the application for alleviation is based may be completed at

any college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency.

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 with the Office of Admissions and Records. When academic course work is alleviated from the computation of the grade point average, the student's permanent 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.

## 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.

## 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.

## Credit by Examination

A currently enrolled student in good standing may be permitted to obtain credit for a limited number of specifically designated courses, if he/she is especially qualified through previous training or instruction and can demonstrate such qualifications, by successfully completing an examination approved by the appropriate division. Interested students should contact the appropriate Instructional Division Office to inquire whether a particular course has been designated for Credit by Examination.

Credit will not be allowed for a course for which credit has been previously granted or for which credit has been earned in a more advanced course in the same sequence. A student may earn up to 12 units through credit by examination, which will be applied toward the A.A./A.S. degree. Units earned by examination will NOT be counted for financial aid purposes and will not count toward the residence required for an associate degree.

A student may challenge a course for credit by examination only one time. A challenge examination may not be used in order to improve a grade already received for a course.

Credit may also be earned through certain Advanced Placement Examinations (see Advanced Placement Examination Credit on next page) and through completion of certain specialized certificate/license programs.

The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

## 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

### A. Repeated for Credit

The Board of Trustees of San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of 3 times (for a total of four class enrollments). These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses are designated as "may be repeated for credit" in the College catalog. Courses which are not so designated may not be repeated under this policy. Further information on this policy is available from counselors/advisors.

### B. Grade Alleviation

A student who has received a grade of D, F, or NC in a course taken at a college of the San Mateo County Community College District may repeat the course one time for the purpose of grade alleviation.

Under unusual circumstances, a student may petition the Office of Admissions and Records for permission to repeat a course more than once. Upon satisfactory completion of the repeated course (an A, B, C or CR grade), the student must petition the Office of Admissions and Records to have the grade of the repeated course used in computation of the grade-point average.

The original grade will remain on the transcript, but will no longer affect the grade point average. The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

Course repetition completed at any college of the San Mateo County Community College District will be honored; course repetition involving work completed at a non-district institution may be honored. Students may apply for such consideration to the Of-

Office of Admissions and Records. In no case will the unit value of a course be counted more than once. Courses in which the student has received grades other than those of D, F or NC are not subject to the provisions of this policy.

### C. Remedial Course Work Limit

No student shall receive more than 30 semester units of credit for remedial/basic skills course work. Any student who can show significant progress toward the development of skills appropriate to his/her college enrollment may obtain a waiver of this limitation. However, students enrolled in ESL courses or those with learning disabilities are exempt from this limitation.

### D. Mandated Training Requirement

Course repetition shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

### E. Special Circumstances

Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior written permission from the Office of Admissions and Records before such course repetition will be authorized. Normally, a student may repeat such a course only once. Under unusual circumstances, a student may petition the Office of Admissions and Records for permission to repeat a course more than once. When evaluating a student's transcript for graduation, grades awarded for courses repeated under this provision are not considered in calculating the student's grade point average, and in no case is the unit value of the repeated course counted more than once.

### Advanced Placement Examination Credit

College of San Mateo gives credit or placement to currently enrolled students who have completed the College Board Advanced Placement (AP) Exams listed below. AP units awarded are not calculated into a student's GPA. To order AP scores, students should write to: AP Exams, P.O. Box 6671, Princeton, NJ 08541-6671 or phone (888) 225-5427 or log on to: [www.collegeboard.com/ap/creditpolicy](http://www.collegeboard.com/ap/creditpolicy). With the exception of CIS 278, only one course per AP score may be used for IGETC or CSU General Education credit. The total number of AP units accepted by individual UC or CSU campuses may be limited. Please see a counselor for more information.

<b>CREATIVE ARTS</b>			
A.P. Test Score			
A.P. Test	3	4	5
Art: History	Credit for: ART 101 3 units	Credit for: ART 101 3 units	Credit for: ART 101 3 units
Art: Studio Drawing	ART 301 waived as a prerequisite	ART 301 waived as a prerequisite	ART 301 waived as a prerequisite
Art: Studio General	ART 351, ART 405 and ART 411 waived as prerequisites	ART 351, ART 405 and ART 411 waived as prerequisites	ART 351, ART 405 and ART 411 waived as prerequisites
Music Listening and Literature	Credit for: MUS. 202 3 units	Credit for: MUS. 202 3 units	Credit for: MUS. 202 3 units
Music Theory	MUS. 101 and MUS. 131 waived as prerequisites	MUS. 101 and MUS. 131 waived as prerequisites	MUS. 101 and MUS. 131 waived as prerequisites

<b>MATH/SCIENCE</b>			
A.P. Test Score			
A.P. Test	3	4	5
Biology	Credit for: BIOL 110 4 units	Credit for: BIOL 110 4 units	Credit for: BIOL 110 4 units
Chemistry	Credit for: CHEM 192 4 units	Credit for: CHEM 210 5 units	Credit for: CHEM 210 and CHEM 220 10 units
Computer Science A	Credit for: CIS 278 4 units	Credit for: CIS 278 4 units	Credit for: CIS 278 4 units
Computer Science AB	Credit for: CIS 279 4 units	Credit for: CIS 279 4 units	Credit for: CIS 279 4 units
Environmental Sciences	Credit for: BIOL 102 3 units	Credit for: BIOL 102 3 units	Credit for: BIOL 102 3 units
Mathematics/Calculus AB	No credit given	Credit for: MATH 251 5 units	Credit for: MATH 251 5 units
Mathematics/Calculus BC	Credit for: MATH 251 5 units	Credit for: MATH 251 and MATH 252 10 units	Credit for: MATH 251 and MATH 252 10 units
Physics B	Credit for: PHYS 100 3 units	Credit for: PHYS 100 3 units	Credit for: PHYS 210 and PHYS 220 8 units
Statistics	Credit for: ECON 123 or MATH 200 4 units or PSYC 121 3 units	Credit for: ECON 123 or MATH 200 4 units or PSYC 121 3 units	Credit for: ECON 123 or MATH 200 4 units or PSYC 121 3 units

<b>LANGUAGE ARTS</b>			
A.P. Test Score			
A.P. Test	3	4	5
English Language and Composition*	No Credit; May enroll in ENGL 100	Credit for: ENGL 100 3 units 6 units	Credit for: ENGL 100 and ENGL 110
English Literature and Composition*	No Credit; May enroll in ENGL 100	Credit for: ENGL 100 3 units	Credit for: ENGL 100 and ENGL 110 6 units
French Language	No Credit; May enroll in FREN 131	Credit for: FREN 131 3 units	Credit for: FREN 132 3 units
French Literature	No Credit; May enroll in FREN 161	Credit for: FREN 161 3 units	Credit for: FREN 162 3 units
German Language	No Credit; May enroll in GERM 131	Credit for: GERM 131 3 units	Credit for: GERM 132 3 units
Spanish Language	No Credit; May enroll in SPAN 131	Credit for: SPAN 131 3 units	Credit for: SPAN 132 3 units
Spanish Literature	No Credit; May enroll in SPAN 161	Credit for: SPAN 161 3 units	Credit for: SPAN 162 3 units

\* AP Scores cannot be used for IGETC Area 1, Critical Thinking

<b>SOCIAL SCIENCE</b>			
A.P. Test Score			
A.P. Test	3	4	5
U.S. History	Credit for: HIST 201 and HIST 202 6 units	Credit for: HIST 201 and HIST 202 6 units	Credit for: HIST 201 and HIST 202 6 units
Economics/Macro	No credit given	Credit for: ECON 100 3 units	Credit for: ECON 100 3 units
Economics/Micro	No credit given	Credit for: ECON 102 3 units	Credit for: ECON 102 3 units
European History	Credit for: HIST 110 3 units	Credit for: HIST 110 3 units	Credit for: HIST 110 3 units
Government and Politics/U.S.	Credit for: PLSC 210 3 units	Credit for: PLSC 210 3 units	Credit for: PLSC 210 3 units
Government and Politics/Comparative	Credit for: PLSC 110 3 units	Credit for: PLSC 110 3 units	Credit for: PLSC 110 3 units
Psychology	Credit for: PSYC 100 3 units	Credit for: PSYC 100 3 units	Credit for: PSYC 100 3 units

# Instructional Resources

## Library

With its classic exterior and panoramic view of the Bay Area, the College of San Mateo Library is an inviting space in which students, faculty, and community users gather for research, study, and lifelong learning.

The reading room on the main floor features spacious reading tables, individual study carrels and comfortable lounge seating. PC and Macintosh computer workstations provide access to the internet and a universe of online resources and databases. Word processing, database, spreadsheet, graphics, and web page authoring programs are also available for student use.

The Reference Desk, reference materials, the Circulation Desk and the Reserve Book Collection are also located on the main floor. The Reserve Book Collection primarily consists of materials that classroom instructors have selected to support courses.

The CSM Library owns 91,000 volumes of books and receives more than 275 journals, magazines and newspapers. Current issues of journals, newspapers and magazines are on display near the Circulation Desk. Past issues of periodicals can be checked out from the Circulation Desk.

As a CSM student you can request that library books, periodicals, videos, CDs and DVDs owned by the Skyline or Cañada College libraries (except Reserve and Reference Materials) be sent to the CSM Library for your use.

The College of San Mateo Library is a member of the Peninsula Library System (PLS). PLS is a consortia of thirty two public libraries in the city and county of San Mateo and the 3 college libraries of the San Mateo County Community College District. Through Interlibrary Loan (ILL) all PLS library card holders can borrow materials from the combined collection of over 2.5 million items owned by the thirty five PLS libraries. Patrons can request that library books, periodicals, videos, CDs, and DVDs be delivered to and returned to the CSM Library or any other PLS member library.

Through nationwide and international Interlibrary Loan agreements, CSM library patrons can also request to borrow items from many other public libraries as well as private and public college and university libraries around the country and around the world.

A CCTV and computer workstations installed with assistive technology are available to facilitate access to instructional materials for students who are challenged by visual or auditory impairments and learning disabilities. The Library also provides additional support via a TTY device and email reference service.

Information and materials of significant historical value and interest to the College of San Mateo and the San Mateo County Community College District are housed in the Library's Archives.

Since 1987 the CSM Library has been a Federal Depository Library. We receive a well-rounded collection of important government resources and documents that have been published by the United States Government Printing Office.

Basic information about Library services, policies, resources, classes, programs and current hours is available at the Library's website ([collegeofsanmateo.edu/library](http://collegeofsanmateo.edu/library))

## KCSM TV and FM

KCSM TV and FM are Bay Area public broadcasting stations licensed to the college district and operated by College of San Mateo. CSM has the only professional TV and FM stations with educational licenses in Northern California. KCSM TV broadcasts on PBS Channel 43 and cable Channel 17 and KCSM radio broadcasts on 91.1 on the FM band.

Studios for both KCSM TV and FM are located on the lower floor of the Library building. The station's transmitter is located on Mount Sutro. In addition to its regular broadcast schedule, KCSM-TV broadcasts a wide range of credit courses. These distance learning courses allow students to view the lecture portion of the classes at home on television. Usually three on-campus sessions are included as part of a telecourse. Telecourses carry full college credit and are transferable to many four-year colleges. For more information visit the website at [collegeofsanmateo.edu/DL](http://collegeofsanmateo.edu/DL).



## Student Services

### Administration

#### Vice President, Student Services

Patricia L. Griffin

#### Dean, Enrollment Services

Henry B. Villareal

#### Dean, Articulation and Research

John J. Sewart

#### Dean, Counseling/Advising and Matriculation

Marsha K. Ramezane

#### Director, Student Support

Danita Scott

### Programs and Services

#### Assessment

Chris Rico

#### Assistant Registrar

Arlene Fajardo

#### Assistive Technology Specialist

Carolyn Fiori

#### Career Services Center

Elaine Burns

#### Child Development Center, Coordinator

Louise Piper

#### Cooperative Education

Eileen O'Brien

#### Disabled Students Programs and Services

Danita Scott

#### Financial Aid Director

Steve Myrow

#### Health Services

Sharon Bartels

#### High School Relations

Steve Morehouse

#### International Student Advisor

Gerald J. Frassetto

#### Learning Disabilities Specialist

Marie Paparelli

#### Multicultural Center

Danita Scott

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

Danita Scott

#### Psychological Services

Tim Stringari

Arlene Wiltberger

#### Re-Entry Program

Elaine Burns

#### Scholarships

Nancy Pendergast

#### Student Activities Coordinator

Stephen Robison

#### Student Employment

Eileen O'Brien

#### Transfer Center

Mike Mitchell

### Academic Advisors/ Counselors

#### Apprenticeship Programs

Roy Brixen

#### Art

Janet Black

#### Broadcasting Arts

Janet Black

#### Business

Rick Ambrose

Patricia Brannock

Jacqueline Gamelin

#### CARE Program

Ruth Turner

#### Computer and Information Science

Laura Demsetz

Jacqueline Gamelin

Martha Tilmann

#### Concurrent Enrollment Program (High School Students)

Steve Morehouse

#### Cosmetology

Elaine Burns

#### Dental Assisting

Patricia Brannock

#### Electronics Technology

Roy Brixen

#### Engineering

Laura Demsetz

Barbara Uchida

#### EOPS

Arnett Caviel

Ruth Turner

#### ESL (Non-native English Speakers)

Sylvia Aguirre-Alberto

#### Film

Janet Black

#### General Education

(Liberal Arts, General Education, Social Science, No Major Program, Special Program, Undecided Major Program, Career Specialists)

Sylvia Aguirre-Alberto

Kathryn Brown

Elaine Burns

Arnett Caviel

Dean Chowenhill

Jacqueline Gamelin

Modesta Garcia

Martha Gutierrez

Carolyn Ramsey

Mary Valenti

#### Horticulture

Janet Black

#### International Students

Gerald Frassetto

#### Language Arts

(English, Foreign Languages, Journalism, Speech)

Linda Scholer

#### Life Science

Michael DeGregorio

Linda Hand

#### Mathematics

Laura Demsetz

Barbara Uchida

#### Medical Assisting

Kathryn Brown

#### Multicultural Center

Sylvia Aguirre-Alberto

#### Music

Janet Black

#### Nursing

Linda Hand

Jane McAteer

#### Physical Education

Janice Willis

#### Physical Science

Linda Hand

#### Social Science

David Danielson

Modesta Garcia

Kathryn O'Connell

#### Transfer Center

Mike Mitchell

#### Transition to College

Tim Stringari

## CARE Program

The CARE Program (Cooperative Agencies Resources for Education) is the combined effort of the College of San Mateo and the Human Services Agency.

The goals of the CARE program are to assist single parents receiving CalWORKS (formerly known as AFDC) to increase their educational skills, become more confident and self-sufficient, and move from welfare to independence. Support services include: child care, transportation, tutoring, peer advising, parenting workshops, books and supplies.

For more information, contact Ruth Turner in the EOPS Office, Building 20, Room 107 (574-6154).

## Career Services

Located within the Career and Transfer Services Center, Building 5, Room 128, career services is a college resource designed to assist students in making decisions about their college major and/or career. Current information about career opportunities and college transfer programs, as well as a library of college catalogs, audiovisual materials and the EUREKA computerized career information system are available in the Center. The Center is equipped with 10 computer stations for student use. It is important for students who are undecided about their majors and/or career goals to use not only the services available in the Counseling Center and the Career and Transfer Services Center, but to also enroll in one or more of the many career and life planning courses (CRER) available each semester.

Through electronic media such as the Internet, students are able to access current bulletins and career descriptions, as well as salary levels and the employment outlook for specific job types. The Center maintains an up-to-date listing of recommended websites for job search and job/college related information. Reference books such as the Occupational Outlook Handbook which gives detailed descriptions of over 12,000 occupations, are available.

The catalog section of the Center includes catalogs from most colleges and universities in California, popular out-of-state colleges and universities, and foreign study catalogs and programs, and a listing of Internet college web-based sites.

In addition, a variety of short courses, open forums, individual and group career exploration activities, and career counseling appointments are offered to help students with academic, personal and career planning. A brochure of scheduled events is available at the beginning of each semester as well as online at [collegeofsanmateo.edu/career](http://collegeofsanmateo.edu/career). These events and classes are designed to provide information to assist students in their academic preparation, career selection, job-hunting, or to enhance current job skills. Any member of the student body, staff or community is invited to attend. Résumé writing assistance and instruction in job interviewing techniques are also available. Descriptions of individualized and group Career and Life Planning class offerings are found in the Description of Courses section of this catalog under the heading *Career and Life Planning*.

Students and members of the community are encouraged to visit the Career and Transfer Services Center (Building 5, Room 128). Appointments are available during the semester. For information call 574-6571.

## Child Development Center

The Mary Meta Lazarus Child Development Center, located at the east end of the science building overlooking the Bay, provides a comprehensive child development program as a service to assist students who have young children ages 2½ through 5. The Center is open from 7:30 a.m. to 5 p.m. daily. Currently, tuition fees for children 2½ years to 3 years old are: part-time (less than 5 hrs. per day) \$40 per day; full-time (5 hrs. or more) \$50 per day. Tuition fees for children 3 to 5 years old are: part-time \$33 per day; full-time \$38 per day. In addition, there is a \$50 registration fee each semester. All fees are subject to change. Some families may be eligible for financial assistance for child care. Eligibility is determined by family's gross monthly income and number in the family. Priority is given to low-income students. For information, contact Louise Piper in the Child Development Center, Building 33, 574-6279.

## Counseling/Advising and Educational Services

The College of San Mateo offers integrated services in the areas of academic and career counseling/advising. Available to all students, counseling/advising services are designed to: 1) help students make decisions and set educational and career goals; 2) provide academic program planning to complete vocational certificate, associate degree, and/or university transfer requirements; 3) assist students to evaluate current academic readiness and plan course work to build skills; 4) acquaint students with campus services and resources; and 5) teach students about important skills, strategies, and techniques to enhance classroom, academic, and personal success.

Typically, students enrolled in 9 or more units are assigned a counselor/advisor with whom to work. Students who are not assigned a counselor may still access counseling/advising services through the Counseling Center, Bldg. 1, Room 130, 574-6400. The Counseling Center staff make appointments for students and facilitate drop-in counseling services.

Personal counseling is available to all registered students through the Office of Psychological Services. Staff trained in personal counseling help students develop their full potential and obtain maximum benefit from their college experience. When appropriate, students may be referred to other offices for specialized assistance. Appointments for special services may be made in person, by telephone, through a counselor/advisor, or through the Student Health Center, Building 1, Room 226 (574-6396).



## Disabled Student Services

Students entering college with disabilities who need assistance should contact staff for a pre-enrollment interview to determine support services needed. The **Disability Resource Center** provides counseling, note taking, reader services, special parking permits, assistance with classroom access, orientation to the campus, text accommodations, and referral to campus resources. For more information contact the Disability Resource Center, Building 16, Room 150, 574-6438 (voice); 358-6803 (TTY).

The **Learning Disabilities Assessment Center** offers students with possible learning disabilities individual educational assessment, support services, and assistance with educational planning. Students who suspect or know they have a learning disability can contact the staff to schedule an appointment. Diagnostic testing may be administered to develop an educational plan for academic success. Support services may include tutoring, study skills, test-taking assistance, books on tape, and liaison with instructors and counselors. For more information contact Marie Paparelli in Building 16, Room 150 (574-6433).

The **Assistive Technology Center** offers assistance with computer access on campus and specialized training in the use of hardware and software appropriate to a particular student's disability. For more information contact Carolyn Fiori in Building 16, Room 151 (574-6432).

**Adapted Physical Education** classes are designed to help improve a student's level of physical fitness. Based on an individual assessment, a program is developed to fit the student's special needs. Further information is available from John Hogan (574-6469), or Mikel Schmidt (574-6447), Adapted Physical Education, Gymnasium, Building 8, Room 109A.

The **Transition to College Program** provides educational support for students with psychological disabilities. The program offers disability-related counseling, academic advising, special emphasis classes, peer support groups, and liaison with community providers. Contact Tim Stringari in Building 15, Room 127 (574-6487).

## Extended Opportunity Programs and Services (EOPS)

Funded by the State of California and the San Mateo County Community College District, EOPS is an exclusive support service available for full-time students who are determined by EOPS staff to be in need of additional services in order to successfully pursue their educational and vocational goals. Among the more notable benefits offered are 1) transfer application fee waivers, 2) book service, and 3) additional counseling and tutoring time and informational opportunities in the form of workshops, correspondence and college field trips.

In order for a student to be considered for the EOPS program, the following criteria must apply: 1) full-time (12 units) enrollment, 2) qualification to receive the Board of Governors Enrollment Fee Waiver (BOGW), 3) completion of fewer than 70 college-level units, and 4) meet the educational and low income definition as determined by the EOPS guidelines.

Interested students should visit the EOPS office located in Building 20, Room 107, or call 574-6154. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. and evenings by appointment.

## Health Services

In the CSM Health Center, the college nurse provides: emergency care and first aid; consultation on health problems; referrals to psychologists, physicians, and health or social agencies; drug and alcohol counseling and referral; arrangements for emergency transportation; health screenings for blood pressure, hearing, vision, TB, pregnancy, strep, and smoking cessation programs; anonymous HIV counseling and testing; nutrition and stress counseling; and Tetanus and Measles-Mumps-Rubella immunizations. Emergency accident insurance coverage is in effect when students are on campus or attending college-sponsored events. Low-cost medical and dental insurance is available for purchase.

In addition to the above mentioned services, physician services are available by appointment for family planning, STD treatment, physicals, and treatment of minor illnesses (some fees may apply). Appointments are made through the Health Center.

The Health Center is located in Bldg. 1, Room 226. Office hours are 8:30 a.m. to 7 p.m., Monday through Thursday and 8:30 a.m. to 12 noon on Friday. For more information, visit the Health Center or call 574-6396.

## Insurance

The College provides limited accident and emergency illness insurance coverage to its students while they are on campus or at a College-sponsored event.

Voluntary medical & dental insurance may be purchased by students who are not covered by their own or parents' policies. Application and claim forms are available in the Health Center.

## Language Arts Centers

Located on the second floor of Building 18, the Language Arts centers provide learning assistance for CSM students.

The English 800 Lab serves students enrolled in ENGL 828, 838 and 848. (Building 14, Room 104; 547-6539)

The **Reading Center** offers individualized diagnosis of reading skills; instruction in improving comprehension, vocabulary, and reading speed; and reinforcement of phonics and spelling skills. (Building 19, Room 10; 574-6437)

The **Speech Lab** offers one-on-one, individualized attention for students enrolled in Speech Communication courses. Students receive assistance in topic selection and development, outlining, delivery, and critiquing of presentations. Video taping and playback of speeches are available for students requesting instructor feedback. Speech books, journals, videos, CDs, and computers are available as resources. (Location TBA; 574-6257)

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 class. (Building 14, Room 105; 574-6436)

## Multicultural Center

The Multicultural Center is part of the general campus counseling program which is open to serve all students, regardless of background. The program's emphasis is the recruitment and sustained enrollment of students who seek to continue their educational opportunities while improving lan-

guage skills and overcoming social and/or economic disadvantages. The staff is made up of full-time bicultural and/or bilingual certificated counselors and support personnel. To facilitate students' successful participation, the center offers academic advising and personal counseling and other student services in a supportive and culturally enriching environment. The Center is located in Building 20, Rooms 112 and 113 (574-6154).

## Psychological Services

Psychological Services offers free confidential individual counseling to students at College of San Mateo. Counseling regarding crisis, stresses, personal issues and decisions enables students to continue successfully in college. Referrals to other on- and off-campus resources are also available. Appointments may be made through the Health Center, Building 1, Room 226, or by calling 574-6396.

Additionally, Psychological Services provides special supports to students with psychological disabilities through the Transition to College program. (Building 15, Room 127, 574-6487).

## Scholarships

The San Mateo County Community Colleges Foundation is a nonprofit tax-exempt corporation which exists to broaden the educational opportunities of students. Established in 1967, The Foundation provides scholarships and short term loans to help students achieve their goals.

The Foundation awards many thousands of dollars in scholarships each year which assist hundreds of students at the District's three Colleges. In addition, a number of outside organizations award scholarships directly to College of San Mateo students, bringing the annual total of awards at this College to more than \$200,000.

Contributions to The Foundation are received from many sources: individuals, businesses, civic groups, community organizations and other foundations. Some are memorials while others are endowments or given to establish specific scholarship funds.

Many gifts are intended for direct transmittal to student recipients. Some contributions specify who is to receive the assistance (field of study, based on merit or financial need, type of student — two-year transferring, re-entry, etc.); others specify the College at which the award is to be made. Some

leave both the recipient and the College to the discretion of The Foundation, in which case funds are allocated to the Colleges in proportion to the number of full-time students. Awards are made at each College by a scholarship committee.

CSM students who have completed at least 12 graded college units and who have maintained a cumulative G.P.A. of 2.75 or above are encouraged to apply. Both students returning to and transferring from CSM are eligible. These scholarships are awarded to students in a wide variety of majors. Scholarships are awarded on the basis of academic achievement and are, for the most part, not need-based. In addition, a number of local and national organizations offer scholarships to CSM students. Eligibility requirements vary widely and require applications. CSM Scholarship applications are available the beginning of November and due by the end of January. For specific dates and additional information contact the Office of Special Programs and Services, Building 1, Room 271 (574-6434).

## Student Employment Services

The Student Employment Office assists students and alumni in obtaining internship and job information. Current internship, part-time work, and professional job listings are available for review and follow up. Students may also schedule an individual appointment to develop a personal plan and strategies for finding work.

Students can now expand their job search by going to the Student Employment website at <http://gocsm.net/studentjobs>. There students will find information about job listings, CSM job fairs, the job search course, and other work-related workshops. Furthermore, students can complete the Student Employment Application Form and receive (via e-mail) regular summaries of job listings that come into our office. Other online job listings and career-related information can be accessed through MONSTERTRAK ([www.MONSTERTRAK.com](http://www.MONSTERTRAK.com)); enter the password: CSMJOBS. Further information about these and other employment services is available in the Student Employment Office located in Bldg. 5, Room 108. The office is open from 8:30-4:00 Monday-Thursday and on Fridays until 2:00. Some evening hours are available for drop-in. Call (650) 574-6151 for more information.

## Testing and Assessment Services

The Testing Center, located in Building 1, Room 207, conducts the college placement testing program and provides other self-assessment instruments in the center and in cooperation with the Career Services Center.

**Career assessment**, including occupational interest, personality, values, and skill assessment, are available to assist students with decisions concerning career choices. Combinations of test scores and interest patterns create profiles unique to each person. Students who are undecided about their major, as well as those who would like to verify established goals, may find these services valuable as a source of motivation and in the identification of educational objectives and occupational choices. These career assessment tools are available through many Career and Life Planning classes such as CRER 123: Career Exploration, and CRER 133: Career Choices.

### Self Assessment Instruments

- Interests Inventories  
(a fee is assessed for these inventories)
- Personality Surveys  
(a fee is assessed for these surveys)
- Values Classification
- Skills Assessment
- Learning Styles

**Assessment for learning disability eligibility** is available through the Learning Disability Assessment Center in Building 16, Room 150, or call 574-6433 for additional information.

**Placement testing** is designed to measure knowledge of English, reading and mathematics. It is highly recommended that all students take the placement tests prior to enrolling at College of San Mateo. This is especially important for students who will be enrolled in English, reading or mathematics courses, as well as those preparing to earn an Associate in Arts or Science degree or to transfer to a four-year college or university. Students are advised to discuss their placement test results with a counselor/advisor so that, in combination with other relevant information (e.g., previous academic record), they can assist students in determining their academic program and in the development of an educational plan. Students with questions about placement testing are encouraged to contact the Office of Testing Services, Bldg. 1, Room 207, 574-6175.

**Accommodations for the CSM placement test** for students with physical, psychological,

visual, communication or learning disabilities are available through the Disability Resource Center, Building 16, Room 150, or by calling 574-6438.

**ESL placement testing** for students who speak English as a second language is given at selected placement testing sessions. Placement recommendations for Non-Native Speakers of English are based on the results of special English and reading tests for non-native speakers of English. Other students who have questions about ESL tests are encouraged to contact the Multicultural Center, Building 20, Room 107 (574-6154).

Students may take the English and reading test once. They may repeat the same level math test one time only. No fee is charged for testing and pre-registration is not required. Students must bring their correct **Social Security Number and photo identification (e.g., driver's license)** to the testing. For information regarding special exceptions to the policies explained above, please contact the Office of Testing Services at 574-6175. Any student wishing to request exemption from the placement test requirement should contact the Dean of Counseling/Advising and Matriculation, Building 1, Room 209.

Students enrolling in an English composition class must fulfill the skill level prerequisite for that class if the prerequisite course requirement has not been met. Skill level prerequisites may be satisfied by an appropriate score on the English/Reading placement test. See English and Reading course listings for more information regarding skill level prerequisites. Under specific guidelines from the Language Arts Division, English, Reading and ESL tests may be repeated only after two years.

Students enrolling in any mathematics courses are required to take the appropriate SMCCCD placement test or present proof to their mathematics instructor that they have successfully completed (grade of C or higher) courses at an accredited college or university which are equivalent to the SMCCCD prerequisites as listed in the catalog and class schedule. Taking the mathematics placement test is appropriate when a student has not taken a math course for several years. Students may repeat the same level mathematics test one time only. CSM does not accept alternate placement test scores for mathematics placement.

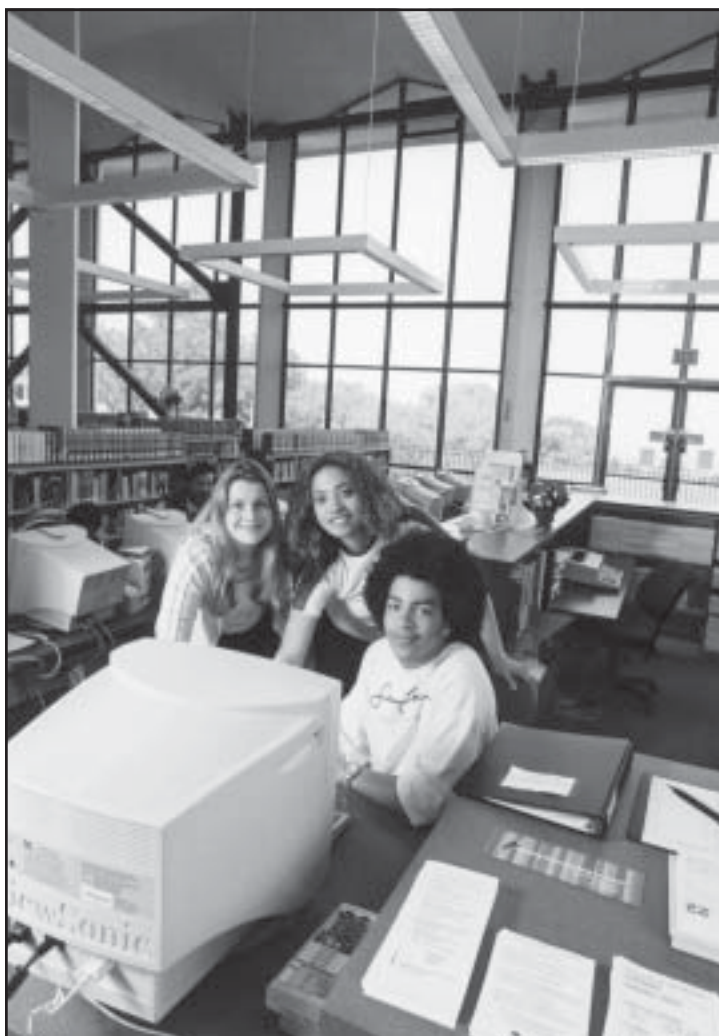
Refer to the Schedule of Classes for placement testing dates and locations.

## Transfer Services

Located within the Career and Transfer Services Center in Bldg. 5, Room 128, 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 call 358-6839.

## Transition to College

The Transition to College program offers students with psychological disabilities the following services: academic advising, disability-related counseling, peer counseling, assistance with registration and financial aid applications, liaison with instructors and community providers, and specialized instruction. Specialized instruction consists of classes designed to provide college and career orientation, academic and social skills development, disabilities management, and student success strategies. For more information, contact Tim Stringari, Building 15, Room 127 (574-6487).



### College of San Mateo Placement Tests

- MDTP (Mathematics Diagnostic Testing Project) for mathematics course placement
- CPTS (Companion to the Computerized Placement Tests) (The College Board)
- ESL Writing Test - for non-native speakers of English (ESL)
- SLEP (Secondary Level English Proficiency Test) - for reading and conversation speech course placement for non-native speakers of English (ETS – Educational Testing Service)

**Interpreting placement test results.**

Placement tests are intended to measure skills which research have shown to be closely related to academic success. In combination with other measures, test results represent student strengths and capabilities as measured by these tests. While no placement test score by itself can exclude a student from enrolling in any particular course, these tests provide one of the most effective means for measuring a student’s knowledge of English, reading, and mathematics. Students are advised to discuss their placement results with a counselor/advisor so that, in combination with other relevant information (e.g., previous academic record), 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.

**Alternate tests used for test waiver and/or credit:**

The English test requirement will be waived, and eligibility for English 100 received, for students with a minimum score on one of the following tests:

Test	Minimum Score
SAT-I Verbal	580
SAT-II Writing Subject Test	660
ACT English Usage Test	23
CSU English Placement Test	150
AP English Language and Composition Test	3, 4, or 5
AP English Literature and Composition Test	3, 4, or 5

### College of San Mateo Course Placement Guides

#### English Course Placement Guide

English course placements are based on a combination of two test scores: Reading Comprehension and Sentence Skills. Placements are listed below.

If you have a Reading score of:	and a Sentence Skills score of:	Take the following English and Reading course(s):
0 to 8	All scores	Take READ 812 first
9 to 14	All scores	Take READ 825 first; the following semester take ENGL 828
15 to 20	0 to 14	Take ENGL 828
15 to 20	15 to 21	Take ENGL 838
15 to 20	22 to 35	Take ENGL 848
21 to 26	0 to 10	Take ENGL 828
21 to 26	11 to 18	Take ENGL 838
21 to 26	19 to 35	Take ENGL 848
27 to 35	0 to 11	Take ENGL 828
27 to 35	12 to 13	Take ENGL 838
27 to 35	14 to 21	Take ENGL 848
27 to 35	22 to 25	Take ENGL 100 + 101 (100 + 101 paired sections must be taken together)
27 to 35	26 to 35	Take ENGL 100

More detailed information on the determination of English course placements is available in the Office of Testing Services (Building 1, Room 207) during day hours, and in the Counseling Center (Building 1, Room 130) on Monday - Thursday evenings.

## English as a Second Language (ESL) Course Placement Guide

### Placement Results for Writing Courses

Evaluation of the ESL essay determines the following placement:

ESL Writing Courses (Effective Fall 2003 Semester)	Supplemental Course
See Placement Guide*	
Level 1: ESL 825 (formerly ENGL 841)	None
Level 2: ESL 826 (formerly ENGL 842)	None
Level 3: ESL 827 (formerly ENGL 843)	ESL 880 (Grammar Review)
Level 4: ESL 828 (formerly ENGL 844)	ESL 880 (Grammar Review)
Level 5: ESL 400 (formerly ENGL 400)	ESL 880 (Grammar Review)

\*An ESL writing placement of "See Placement Guide" means that your writing skills are below the recommended level for placement in ESL writing classes offered at College of San Mateo. You are encouraged to enroll in and complete the conversation and/or reading courses in which you placed prior to enrolling in ESL 825.

### Placement Results for Conversation and Reading Courses

SLEP Placement Score	Recommended Conversation and Reading Courses (Effective Fall 2003 Semester)		Supplemental Course
0 to 19	ESL 845 (formerly SPCH 841)	ESL 895 (formerly READ 812)	READ 807 (Basic Phonic Skills)
Level 1: 20 to 30	ESL 845 (formerly SPCH 841)	ESL 855 (formerly READ 841)	ESL 896 (Essential Vocabulary), READ 807 (Basic Phonic Skills)
Level 2: 31 to 41	ESL 846 (formerly SPCH 842)	ESL 856 (formerly READ 842)	ESL 897 (Vocabulary), READ 807 (Basic Phonic Skills)
Level 3: 42 to 52	ESL 847 (formerly SPCH 843)	ESL 857 (formerly READ 843)	ESL 891 (Accent Reduction), ESL 897 or READ 852-855 (Vocabulary), READ 809 (Spelling Improvement)
Level 4: 53 to 63	ESL 885 (formerly SPCH 885) or SPCH 855	Take native speakers' reading test	ESL 891 (Accent Reduction), ESL 897 or READ 852-855 (Vocabulary), READ 809 (Spelling Improvement)
Level 5: 64 to 75	None	Take native speakers' reading test	ESL 891 (Accent Reduction), ESL 897 or READ 852-855 (Vocabulary), READ 809 (Spelling Improvement)

Note: Students who score between 53-75 may take the native speakers' reading test. It is highly recommended that students enroll in Conversation and Reading course(s). Note that it is not uncommon for students to place at different writing, conversation, and reading levels.

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**Reading Course Placement Guide**

<b>If you have a Reading Comprehension Score of:</b>	<b>It is recommended that you take the following Reading course(s):</b>
0 to 8 .....	READ 812 Non-native speakers: Take the ESL Reading Test
9 to 15 .....	READ 825 (READ 814 or 815 optional)* Non-native speakers: READ 825 (READ 809 optional)*
16 to 22 .....	READ 830 Non-native speakers: READ 830 (READ 809 optional)*
23 to 28 .....	READ 400 or READ 405 (recommended)
29 to 35 .....	READ 400, READ 405, or READ 415 optional*

\*It is highly recommended that students enroll in Reading course(s) marked as optional.

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**Mathematics Course Placement Guide**

<b>If you took SMCCCD Assessment:</b>	<b>and Scored:</b>	<b>You can take the following Math course(s):</b>
Test 1 (Pre-Algebra) .....	0 to 20 .....	BUS. 810, MATH 811
Test 1 (Pre-Algebra) .....	21 to 25 .....	BUS. 810, MATH 111
Test 1 (Pre-Algebra) .....	26 to 50 .....	BUS. 115, MATH 110 or 111
Test 2 (Elementary Algebra) .....	0 to 20 .....	Return and take Test 1
Test 2 (Elementary Algebra) .....	21 to 50 .....	MATH 115, 120 or 122
Test 3 (Intermediate Algebra) .....	0 to 20 .....	Return and take Test 2
Test 3 (Intermediate Algebra) .....	21 to 45 .....	MATH 125, 130, 200, 222, 231 or 241
Test 4 (Pre-Calculus) .....	0 to 19 .....	Return and take Test 3
Test 4 (Pre-Calculus) .....	20 to 40 .....	MATH 251

Refer to the Description of Courses section of this catalog for titles, descriptions, and prerequisites for the courses listed in the Placement Guide above. Students are encouraged to consult with a counselor/advisor regarding course selection and planning.

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**Alternate tests used for test waiver and/or credit:**

The Mathematics test requirement will be waived for students with a minimum score on one of the following tests:

<b>Test</b>	<b>Minimum Score</b>
AP Calculus AB	4 or 5
AP Calculus BC	3, 4, or 5

See page 34 for more information regarding AP credit.



## Transfer Planning

This section is designed to 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/advisor (phone 650-378-7229 for a counseling appointment) and use the resources of the CSM Career and Transfer Services Center to plan an academic program which will assure a smooth transition to the transfer institution of their choice. In addition to completing transfer requirements, students may also 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.

### CSM Transfer Services

The CSM Career and Transfer Services Center provides information and offers workshops on choosing a college, transfer admission requirements, completing admission applications, writing the application essay, and financial aid. Transfer Center staff can provide details about special Transfer Admission Agreements that CSM has developed with a number of four-year institutions which can guarantee students transfer admission. CSM currently has transfer admission agreements with UC Davis, UC San Diego, UC Santa Cruz, Menlo College, Notre Dame de Namur, Santa Clara, University of San Francisco and San Jose State University.

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 Service resources in making transfer plans.

Once they have chosen a major and the university to which they plan to transfer, students should meet with a counselor/advisor and also use transfer services to identify specific major preparation. Transfer information is also available on the Internet by accessing the Transfer Center web page ([www.smccd.net/accounts/csmtransfer](http://www.smccd.net/accounts/csmtransfer)), or Project Assist ([www.assist.org](http://www.assist.org)). Direct ac-

cess to the web page of the United States universities and their catalogs is also provided through the Transfer Center web page. Many college catalogs are also available for reference in the Center. Students may write directly to the admissions office of the institution to obtain an information bulletin that outlines requirements for admission as a transfer student.

Transfer Services is located within the Career and Transfer Services Center in Bldg. 5, Room 128. Telephone: 358-6839.

### Transfer of Credit

Students planning to transfer can complete their freshman and sophomore level classes at College of San Mateo. Students must normally complete a minimum of 60 transferable semester units in order to transfer as juniors. High school subject deficiencies can be made up at College of San Mateo in order to meet university admission requirements.

### 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, which should be completed before transferring, provide the necessary background and preparation in order for the student to transfer into their major as a junior.
- 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.** When courses for the major and general education requirements have been completed, enough elective courses must be taken in order to bring the total of all course work to the minimum number of units required to transfer.

### Transfer Admission Procedures

Students should take the following steps in applying for admission as a transfer student to a four-year college or university:

1. The application for the California State University System is available online at [www.csumentor.edu](http://www.csumentor.edu). The application for the University of California system is available online at [www.universityofcalifornia.edu/admissions/undergradapp/welcome.html](http://www.universityofcalifornia.edu/admissions/undergradapp/welcome.html). For more information about the application process and time line, go to the Career and Transfer Services Center.
2. Submit completed application forms 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 as soon as possible, at least six months in advance of transfer. Registration forms are available from the CSM Testing Office, located in the Counseling Center (Bldg. 1, Room 207).
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. If you have been following the CSU GE pattern or the IGETC pattern, it is recommended that you request either a CSU GE CERTIFICATION or an 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 twenty-three campuses: Bakersfield, California Maritime Academy, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, 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 the same requirements for undergraduate admission, they differ in size, enrollment, and in academic programs offered. In addition, the nine 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 eight general campuses: Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, Santa Barbara, and Santa Cruz. A ninth campus in San Francisco offers graduate and professional programs in the health sciences.

UC Merced is expected to open in 2004 as the tenth campus in the UC system.

### 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) 445-7933.

### Certification of General Education

College of San Mateo will verify the completion of lower division general education requirements for transfer to the University of California or the California State University system. Certification of partial completion of general education requirements is available for students transferring to a UC or CSU campus who are unable to complete all requirements before transferring.

Students who transfer without certification will be required to meet the general education requirements of the specific UC or CSU campus to which they transfer. Meeting these local requirements necessitates taking additional courses following transfer. The Intersegmental General Education Transfer Curriculum (IGETC) meets the requirements of both the UC and CSU systems. See pages 51 and 52 for details.





## CSM Courses Transferable to CSU

The following courses are designated by CSM as appropriate for baccalaureate credit and are accepted by all California State Universities as applicable toward a baccalaureate degree:

**Accounting** 100, 103, 121, 131, 144, 145, 171, 172, 641, 680-689, 690

**Administration of Justice** 100, 102, 104, 105, 106, 108, 120, 125, 145, 153, 165, 641, 680-689, 690

**American Sign Language** 111, 112, 121, 122, 680-689, 690

**Anthropology** 105, 110, 120, 180, 350, 360, 370, 680-689, 690

**Architecture** 100, 112, 120, 130, 140, 145, 210, 220, 230, 240, 641, 666, 680-689, 690

**Art** 100, 101, 102, 103, 104, 105, 201, 202, 206, 207, 214, 223, 224, 231, 232, 236, 241, 242, 301, 305, 328, 349, 350, 351, 352, 353, 354, 355, 360, 365, 366, 367, 405, 406, 411, 412, 641, 680-689, 690

**Astronomy** 100, 101, 103, 115, 680-689, 690

**Biology** 100, 102, 110, 111, 123, 125, 130, 140, 145, 160, 180, 184, 195, 200, 210, 220, 230, 240, 250, 260, 641, 666, 675, 680-689, 690

**Broadcast and Electronic Media** 110, 120, 131, 132, 194, 231, 233, 237, 241, 244, 246, 680-689, 690

**Business** 100, 101, 115, 125, 131, 140, 150, 170, 180, 201, 295, 315, 316, 317, 326, 401, 641, 680-689, 690

**Business DOS Applications** 114, 115, 502, 504, 680-689

**Business Windows Applications** 105, 114, 115, 204, 205, 214, 215, 313, 323, 383, 384, 415, 416, 464, 475, 477, 530, 534, 535, 591, 680-689

**Career and Life Planning** 112, 120, 121, 122, 123, 133, 138, 140, 141, 142, 150, 402, 404, 406, 680-689

**Chemistry** 100, 101, 192, 210, 220, 231, 232, 410, 420, 680-689, 690

**Chinese** 111, 112, 121, 122, 131, 132, 134, 140, 201, 211, 212, 680-689, 690

**Computer and Information Science** 110, 125, 126, 150, 152, 254, 255, 256, 278, 279, 290/291, 292, 312, 313, 360/361, 372/373, 376, 378, 379, 380, 381, 382, 383-8, 391, 392, 393-398, 486, 487, 488, 489, 490, 491, 641, 680-689, 690

**Consumer Arts and Science** 310, 641, 680-689, 690

**Cooperative Education** 640, 641, 645, 647, 650

**Dance** 121, 131, 132, 141, 143

**Drafting Technology** 100, 120, 121, 122, 123, 124, 130, 140, 641, 680-689, 690

**Earth Systems** 100, 415, 680-689

**Economics** 100, 102, 123, 680-689, 690

**Electronics** 100, 110, 131, 133, 201, 202, 215, 216, 217, 218, 220, 230, 231, 232, 262, 275, 282, 290, 302, 310, 320, 332, 346, 360, 362, 370, 421, 422, 424, 441, 442, 444, 641, 680-689, 690

**Engineering** 140, 205, 210, 215, 230, 240, 260, 270, 641, 680-689, 690

**English** 100, 101, 110, 120, 130, 140, 161, 162, 163, 164, 165, 680-689, 690

**English as a Second Language** 400

**Ethnic Studies** 101, 102, 150, 151, 152, 160, 161, 261, 262, 265, 288, 290, 300, 350, 351, 360, 425, 430, 440, 585, 680-689, 690

**Film** 100, 101, 102, 103, 104, 105, 106, 110, 120, 121, 150, 153, 155, 200, 250, 251, 252, 260, 277, 680-689, 690

**Fire Technology** 641, 680-689, 690, 705, 714, 715, 720, 725, 730, 740, 745

**French** 110, 111, 112, 115, 116, 117, 118, 120, 121, 122, 130, 131, 132, 140, 161, 162, 203, 680-689, 690

**Geography** 100, 110, 680-689, 690

**Geology** 100, 101, 118, 125, 210, 680-689, 690

**German** 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 680-689, 690

**Graphics** 100, 101, 102, 103, 105, 106, 107, 108, 110, 111, 120, 121, 122, 130, 131, 230, 231, 241, 250, 260, 680-689, 690

**Health Science** 100, 101, 102, 103, 105, 106, 109, 111, 112, 113, 114, 119, 125, 641, 680-689, 690

**History** 100, 101, 102, 103, 110, 201, 202, 242, 260, 270, 310, 315, 350, 680-689, 690

**Horticulture** 311, 312, 315, 325, 326, 327, 330, 340, 342, 400, 401, 404, 405, 415, 417, 419, 421, 422, 425, 426, 427, 428, 429, 641, 680-689, 690, 701, 702, 705, 706, 709, 711, 712, 721, 722, 742, 777, 778

**Human Services** 100, 110, 115, 130, 131, 150, 151, 262, 264, 680-689, 690

**Humanities** 101, 102, 111, 112, 114, 125, 127, 128, 131, 133, 136, 140, 680-689, 690

**Italian** 110, 111, 112, 115, 116, 117, 118, 120, 121, 122, 680-689, 690

**Japanese** 110, 111, 112, 120, 121, 122, 680-689, 690

**Journalism** 110, 120, 300, 680-689, 690

**Library Studies** 100, 105, 680-689

**Literature** 101, 105, 111, 113, 115, 143, 151, 201, 202, 231, 232, 240, 256-9, 260, 261-263, 265, 271, 272, 273, 276, 277, 278, 430, 680-689, 690

**Machine Tool Technology** 200, 641, 680-689, 690, 701, 702, 750, 755, 760

**Management** 100, 105, 110, 120, 215, 220, 235, 265, 641, 680-689, 690

**Manufacturing and Industrial Technology** 100, 120, 641, 680-689, 690

**Mathematics** 125, 130, 200, 222, 231, 241, 242, 251, 252, 253, 268, 270, 275, 680-689, 690

**Medical Assisting** 110, 115, 140, 190, 641, 680-689, 690

**Meteorology** 100, 101, 680-689, 690

**Military Science** 1-2, 1a-b, 12a-b

**Multimedia** 105, 107, 111, 115, 170, 171, 175, 176, 180, 181, 182, 183, 242, 243, 251, 252, 270, 271, 272, 273, 280, 281, 290, 291, 302, 385, 386, 390, 391, 395, 680-689, 690

**Music** 100, 101, 102, 103, 104, 131, 132, 133, 134, 170, 202, 240, 250, 275, 290, 291, 292, 293, 301, 302, 303, 304, 320, 371, 372, 373, 374, 401, 402, 403, 404, 451, 452, 453, 470, 490, 641, 680-689, 690

**Nursing** 211, 212, 221, 222, 231, 232, 241, 242, 261, 262, 610, 641, 666, 680-689, 690

**Oceanography** 100, 101, 680-689, 690

**Paleontology** 110, 680-689, 690

**Philosophy** 100, 103, 160, 175, 200, 244, 246, 300, 320, 680-689, 690

**Physical Education** All classes in the following series: 100-199, 200-299, 300-399, 400-499, 600-699

**Physical Science** 100, 675, 676, 680-689, 690

**Physics** 100, 210, 211, 220, 221, 250, 260, 270, 680-689, 690

**Political Science** 100, 110, 120, 130, 150, 170, 200, 210, 212, 215, 220, 250, 255, 260, 310, 520, 680-689, 690

**Psychology** 100, 105, 108, 110, 121, 200, 201, 220, 225, 300, 330, 410, 675, 680-689, 690

**Reading** 400, 405, 415, 680-689

**Real Estate** 100, 105, 110, 121, 131, 141, 142, 143, 145, 200, 210, 215, 220, 641, 680-689

**Social Science** 111, 220, 221, 301, 302, 303, 304, 307, 308, 309, 310, 313, 314, 315, 316, 319, 321, 680-689, 690

**Sociology** 100, 105, 110, 141, 200, 300, 340, 391, 680-689, 690

**Spanish** 110, 111, 112, 115, 116, 117, 118, 120, 121, 122, 130, 131, 132, 140, 161, 162, 251, 680-689, 690

**Speech Communication** 100, 111, 112, 120, 140, 150, 170, 180, 680-689, 690

**Welding Technology** 110, 111, 120, 121, 210, 211, 220, 221, 250, 300, 641, 680-689, 690

## California State University General Education Transfer Requirements

The CSU General Education (GE-Breadth) Program allows California Community College transfer students to fulfill lower-division general education requirements prior to transfer. It is important to note that completion of CSU GE-Breadth requirements does not guarantee admission to the CSU campus or major of choice. A course may not be used in more than one CSU GE-Breadth Area.

Transfer requirements vary by individual CSU campuses and majors. However, all students must meet the following transfer requirements:

1. Minimum of 56 CSU transferable units -- including a minimum of 30 CSU GE-Breadth units
2. Completion of Areas A1, A2, A3 and Area B4 with a grade "C" or higher
3. 2.0 GPA for all transferable course work completed

Because of the periodic revision of the transfer requirements, students should consult with a counselor for updates or visit the Counseling/Advising folder on the **CSM Forms** webpage at [collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms). For complete CSU transfer information, please visit: <http://www.csumentor.edu>.

### AREA A: COMMUNICATIONS IN THE ENGLISH LANGUAGE AND CRITICAL THINKING

**9 units required.** Select at least one course from each area.

#### A1: Oral Communication

SPCH 100 (3), 120 (3),  
140 (3), 150 (3)

#### A2: Written Communication

ENGL 100 (3), 120 (3), 130 (3),  
140 (3), 165 (3)  
ESL 400 (5)

#### A3: Critical Thinking

ENGL 110 (3)\*, 165 (3)\*  
PHIL 103 (3), 200 (3)  
SOSC 111 (3)

\*Note: The following CSU campuses have a second semester of English graduation requirement that may be met prior to transfer: Dominguez Hills, Hayward, Los Angeles, Maritime Academy, Monterey Bay, Sacramento, San Diego, San Francisco, San Jose, and San Luis Obispo. With the exception of CSU Monterey Bay, students can take either: ENGL 110 or 165 to satisfy this graduation requirement. Other CSU campuses may require completion of a second semester of English for specific majors. See individual online CSU campus catalogs for specific requirements or visit [www.csumentor.edu](http://www.csumentor.edu).

SFSU Transfers will need to complete the Junior English Proficiency Essay Test (JEPET) upon transfer.

### AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS

**Ten units required.** One course required from each group: B1, B2, and B4. Must include one lab course (B3) marked with \* below.

#### B1—Physical Science

ASTR 100 (3), 101 (1)\*, 103(1)\*††, 115(3)  
CHEM 100 (3), 101 (1)\*, 210 (5)\*,  
410 (4)\*  
GEOG 100 (3)  
GEOL 100 (3), 101 (1)\*, 118 (3),  
125 (4)\*, 210 (4)\*  
HUM 127 & 128 (3)†  
METE 100 (3), 101 (1)\*  
OCEN 100 (3), 101 (1)\*  
PALN 110 (3)  
PSCI 100 (3), 675 (1)  
PHYS 100 (3), 210 (4)\*, 250 (4)\*

#### B2—Life Science

BIOL 100 (3), 102 (3), 110 (4)\*,  
111 (4)\*, 125 (3), 130 (3), 140 (3),  
145 (3), 160 (3), 184 (3), 195 (1)\*,  
200 (4)\*, 210 (5)\*, 220 (5)\*, 230 (4)\*,  
240 (4), 250 (4)\*, 675 (1)  
OCEN 100 (3), 101 (1)\*  
PALN 110 (3)  
PSYC 105 (3), 220 (3)

#### B4—Math Concepts, Quantitative Reasoning and Application

CIS 278 (4)  
ECON 123 (4)  
MATH 125 (3), 130 (3), 200 (4), 222 (5),  
241 (5), 242 (3), 251 (5), 252 (5), 253 (5),  
268 (4), 270 (3), 275 (3)  
PSYC 121 (3)

† If both HUM 127 and 128 are completed, credit is limited to 3 units in Area B1. The additional 3 units will be counted in Area C.

†† Credit only with completion of ASTR 100.

California State University General Education Transfer Requirements continues on next page

*continued from previous page*

**AREA C: ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE**

Nine units required with at least one course in the Arts and one course in the Humanities.

**ARTS:**

**ARCH** 100 (3)

**ART** 100 (3), 101 (3), 102 (3), 103 (3), 104 (3), 105 (3), 207 (3), 349 (3), 350 (3), 351 (3)

**ETHN** 288 (3), 585 (3)

**FILM** 100 (3), 110 (3), 120 (3), 121(3), 150 (3), 200 (3), 250 (3), 251 (3), 252 (3), 260 (3), 277 (3)

**HUM** 112 (3), 114 (3), 127 (3), 128 (3)

**LIT** 277 (3)

**MUS** 100 (3), 202 (3), 240 (3), 250 (3), 275 (3)

**HUMANITIES:**

**ASL** 121 (3), 122 (3)

**ANTH** 180 (3)

**CHIN** 111 (3), 112 (3), 121 (3), 122 (3), 131 (3), 132 (3)

**ENGL** 120 (3), 130 (3), 140 (3), 161 (3), 162 (3), 163 (3), 164 (3)

**ETHN** 265 (3), 350 (3), 351 (3), 440 (3)

**FILM** 153 (3)

**FREN** 110 (5), 111 (3), 112 (3), 115 (3), 116 (3), 117 (3), 120 (5), 121 (3), 122 (3), 130 (5), 131 (3), 132 (3), 140 (3), 161 (3), 162 (3), 203 (3)

**GERM** 110 (5), 111 (3), 112 (3), 120 (5), 121 (3), 122 (3), 130 (5), 131 (3), 132 (3), 140 (3)

**HUM** 101 (3), 102 (3), 111 (3), 114 (3), 125 (3), 127 (3), 128 (3), 131 (3), 133 (3), 136, (3), 140 (3), 675 (1), 676 (1)

**ITAL** 110 (5), 111 (3), 112 (3), 121(3), 122 (3)

**JAPN** 110 (5), 111 (3), 112 (3), 121 (3), 122 (3)

**LIT** 101 (3), 105 (3), 111 (2), 113 (3), 115 (3), 143 (3), 151 (3), 201 (3), 202 (3), 231 (3), 232 (3), 240 (3), 260 (3), 265 (3), 271 (1), 272 (1), 273 (1), 278 (3), 430 (3)

**PHIL** 100 (3), 160 (3), 175 (3), 244 (3), 300 (3), 320 (3)

**SPAN** 110 (5), 111 (3), 112 (3), 120 (5), 121 (3), 122 (3), 130 (5), 131 (3), 132 (3), 140 (3), 161 (3), 162 (3), 251 (3)

**SPCH** 111 (3), 112 (3)

**AREA D: SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS**

Nine units required with courses taken in at least two disciplines.

**ANTH** 105 (3), 110 (3), 120 (3), 180 (3), 350 (3), 360 (3), 370 (3)

**BCST** 110 (3)

**BUS** 125 (3)

**ESYS** 100 (3)

**ECON** 100 (3), 102 (3)

**ETHN** 101 (3), 102 (3), 150 (3), 151 (3), 152 (3), 160 (3), 261 (3), 262 (3), 290 (3), 300 (3), 360 (3), 425 (3), 430 (3), 440 (3)

**GEOG** 110 (3)

**HIST** 100 (3), 101 (3), 102 (3), 103 (2), 110 (3), 201 (3), 202 (3), 242 (3), 260 (3), 270 (3), 310 (3), 315 (3), 350 (3)

**HUM** 125 (3)

**JOUR** 110 (3)

**PLSC** 100 (3), 110 (3), 130 (3), 150 (3), 170 (3), 200 (5), 210 (3), 212 (3), 215 (3), 220 (3), 250 (3), 255 (3), 260 (3), 310 (2), 520 (3)

**PSYC** 100 (3), 105 (3), 108 (3), 110 (3), 200 (3), 201 (3), 220 (3), 225(3), 300 (3), 330 (3), 410 (3), 675 (1)

**SOCI** 100 (3), 105 (3), 110 (3), 141 (3), 200 (3), 300 (3), 340 (3), 391 (3)

**SPCH** 170 (3)

**AREA E: LIFELONG UNDERSTANDING AND SELF DEVELOPMENT**

Three units required.

**BUS** 101 (3)

**CRER** 120 (3), 121 (1), 123 (1), 138 (3), 140 (3), 141 (1), 402 (1), 404 (1)

**CA&S** 310 (3)

**ETHN** 151 (3), 152 (3), 160 (3)

**HSCI** 100 (2), 101 (1), 102 (1), 103 (1), 105 (1), 106 (1), 109 (1), 111 (1), 112 (1), 113 (1), 114 (1)

**PSYC** 100 (3), 108 (3), 110 (3), 300 (3), 330 (3)

**SOCI** 110 (3), 300 (3), 340 (3), 391 (3)

**SPCH** 120 (3)

**ADDITIONAL CSU GRADUATION REQUIREMENT - U.S. HISTORY AND AMERICAN IDEALS, U.S. CONSTITUTION, CALIFORNIA STATE AND LOCAL GOVERNMENT**

In addition to the G.E. requirements listed above, the California State University system requires all graduates to satisfy a requirement in U.S. History and American Ideals, U.S. Constitution, and California State and Local Government. These courses may also be used to satisfy Area D requirements at all CSU campuses except Chico. CSU Chico does not normally allow double counting of these courses:

Choose one course per area\*:

**U.S. History & American Ideals**

**HIST** 102 (3), 201 (3), 202 (3), 242 (3), 260 (3), 350 (3)

**U.S. Constitution**

**PLSC** 200 (5)\*, 210 (3), 212 (3), 215 (3), 220 (3), 250 (3), 255 (3), 260 (3)

**California State and Local Government**

**ETHN** 101 (3), 102 (3)  
**HIST** 310 (3), 315 (3)  
**PLSC** 200 (5), 310 (2)  
**SOCI** 200 (3)

\*Note: PLSC 200 (5) satisfies both the US Constitution and CA State & Local Government requirement

## Intersegmental General Education Transfer Curriculum (IGETC)

The Academic Senates of the University of California, the California State University, and the California Community Colleges approved the implementation in Fall 1991 of an Intersegmental General Education Transfer Curriculum (IGETC), a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus.

Completion of the IGETC does not guarantee admission to CSU or UC. The IGETC permits a student to transfer from a community college to a campus in either the CSU or UC system without the need, after transfer, to take additional lower-division general education courses to satisfy campus G.E. requirements.

Completion of the IGETC is not a requirement for admission to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be their best choice. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

In preparing for transfer to a CSU or UC campus in a specific major, students should consult their counselor/advisor concerning recommended *major preparation* courses which parallel those taken by freshmen and sophomores at the CSU/UC campus.

## IGETC Advisement

### Students Who Have Attended UC or CSU Prior to Enrolling at CSM

The following limitations on the use of IGETC are applicable:

As a general rule, IGETC can be certified for CSM transfers who have also completed transfer units at a CSU or UC provided that the student has completed most (50%) of the transfer units at one or more California Community College(s).

**For UC:** Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the *same* UC campus are considered "re-admits" by the UC. Such students **CANNOT** use the IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a *different* UC campus *may* be able to use IGETC. Because students leave the UC system under a variety of circumstances, each case will be evaluated on an individual basis by the UC campus applied to.

In all cases where there may be a question about using IGETC after having been enrolled at a campus of the UC or CSU, please contact the university campus you wish to attend.

### Course Work Taken at Institutions Outside the United States

Because of the degree of training and expertise required to evaluate course work taken at foreign educational institutions, foreign course work is *not* allowed as part of a student's IGETC certification. Students with a substantial amount of foreign course work are encouraged to follow the CSU General Education program or UC campus general education program.

### Course Work at Independent or Out-Of-State Institutions

Courses completed at a California independent or out-of-state post-secondary institution may be included in a student's certification if the Instructional Division determines that the course work completed at another

institution is equivalent to course work on CSM's approved IGETC list. Given that institutions other than California Community Colleges will not have a combined course in critical thinking-English composition, certification of course work from other institutions to satisfy this requirement is *not* encouraged by UC and CSU.

## Other UC Requirements

Because all courses used for the IGETC must be completed before entering the University of California, it is sometimes mistakenly considered an admission requirement. The IGETC does not change existing University and campus-specific transfer admission or prerequisite requirements. However, it is important to understand the relationship of UC admission, general education breadth (IGETC or campus-specific), major preparation and graduation requirements.

## UC Transfer Admission Requirements

The University has a common set of requirements which specify minimum eligibility, in terms of subject and scholarship level, for admission as a transfer student. Students must earn at least a 2.40 overall GPA to be **minimally eligible** to transfer. However, several campuses and majors have additional requirements (i.e., "selection criteria") that may go well beyond minimum eligibility, and usually include a higher GPA and/or completion of lower division major preparation courses. This is particularly true for programs where the number of applications greatly exceeds the number of spaces available. It is imperative that transfers applying to such campuses and majors meet these additional requirements so they are competitive for admission.

## UC General Education/Breadth Requirements

These requirements are designed to give University undergraduates a broad background in a variety of major academic disciplines. Each school and college at every UC campus has its own set of requirements, accounting for more than 40 general education patterns systemwide. This presents a confusing array of choices for transfer students, especially those applying to more than one UC campus.

## Major Preparation Requirements

These requirements stipulate the courses students need in order to have the appropriate academic background for a particular major. Transfer students who have selected a major should work toward completing all lower division requirements for that major. In fact, in many cases, completing a portion of the major requirements is essential to gain admission to the major at the junior level (See pages 68-99.)

The IGETC is most advantageous for transfers who have not yet decided on a major or a campus. Once a student has identified a major, it is important for him or her to work toward fulfilling any required preparatory courses - particularly in those professional or "high unit" majors that select applicants on the basis of satisfaction of lower division major requirements. It is important to note that this does not preclude a student from following the IGETC; however, the IGETC should not be done to the exclusion of completing any preparatory courses needed for admission.

In general, it is not advisable for transfers to Engineering majors at any UC campus to use the IGETC. Students entering "high unit" majors, such as those in the sciences, can follow the IGETC but must be careful to complete any needed lower division major preparation.

## UC Graduation Requirements

These requirements are campus-specific and include courses that all students, regardless of major, must complete in order to graduate.

## IGETC Limitations:

### UC Campus-Specific Information

The listing below specifies the various majors, by campus, that have substantial lower division prerequisites that may make the IGETC option inappropriate for transfers to follow:

#### Berkeley

The Colleges of Engineering, Environmental Design, Chemistry and Natural Resources, and the Haas School of Business all have extensive and very prescribed major requirements. Consequently, the IGETC is not appropriate for majors in these colleges.

Applicants to the College of Letters and Science can follow the IGETC, keeping in mind that preparation for the major is very important. Berkeley requires completion of IGETC by the end of the spring term before entering Berkeley in the fall.

#### Davis

The IGETC is not appropriate for students transferring to majors in the College of Engineering and the College of Agriculture and Environmental Sciences. In addition, majors in Biological Sciences, Psychology, and Environmental Policy Analysis and Planning are "high unit" majors with substantial lower division preparation needed for admission. The IGETC can be done, but students must take care to meet the lower division requirements for these majors.

#### Irvine

The IGETC is not optimal for transfers to the Schools of Engineering, Biological Sciences or Physical Sciences. Students entering any major can use the IGETC, but should consider lower division degree requirements and major preparation when planning their programs.

#### Los Angeles

The IGETC is not appropriate for students transferring to the School of Engineering and Applied Science, and the School of Nursing. All majors in the School of Theater, Film and Television, the School of the Arts, and the College of Letters and Science will honor the IGETC. Students entering majors that require specific or substantial preparation, such as science majors, may use the IGETC but need to carefully plan their programs.

#### Riverside

The IGETC is not appropriate for students transferring to the College of Engineering. Students entering the Biological or Physical Sciences should be aware that the IGETC requirements exceed the breadth requirements for the College of Natural and Agricultural Sciences, and that these majors require substantial lower division preparation. The IGETC works well for all majors in the College of Humanities and Social Sciences. Students preparing to study Business Administration are encouraged to complete the IGETC, as well as lower division major preparation, to promote admission to this program.

#### San Diego

The IGETC is not appropriate for students transferring to majors in the Division of Engineering. Students entering any other major, however, can successfully use the IGETC. Two of the five colleges at San Diego, Eleanor Roosevelt and Revelle, will not accept the IGETC; students must take their own GE pattern.

#### Santa Barbara

The IGETC is not appropriate for students transferring to the College of Engineering. Students planning to major in Biological Sciences, Biopsychology, Chemistry, Environmental Science, Geology, or Geophysics can use the IGETC, but must be careful to complete lower division major prerequisites if they are to make normal, timely progress through the major.

#### Santa Cruz

Although all majors at UCSC will honor the IGETC, students planning to major in Biological Sciences, Chemistry, Computer and Information Sciences, Computer Engineering, or Earth Sciences must pay special attention to completing lower division major prerequisites if they are to make normal, timely progress through the major.

## CSM Courses Transferable to All University of California Campuses

A student planning to transfer to one of the campuses of the University of California can usually complete the first two years of his or her work at College of San Mateo. In some cases, students may wish to make up high school course deficiencies or grade point average deficiencies. Using the general catalog of the University campus to which you plan to transfer, you should work with your counselor/advisor in planning your program. The current issues of the University publications “*Prerequisites and Recommended Subjects*” and “*Answers for Transfers*” are helpful planning guides. They list the requirements for admission, breadth requirements and requirements for the major, all of which should be carefully considered in planning your program at College of San Mateo.

**NOTE:** Courses marked with a (\*), (+), (#), (@), or (^) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

### Accounting 121\*, 131\*

\* Note: Credit limited to 4 units

### Administration of Justice 100, 102, 104, 108

### American Sign Language 111\*, 112\*, 121, 122

\* Note: Credit limited to 5 units; both 111 and 112 must be taken to transfer.

### Anthropology 105, 110, 120, 180, 360, 370

### Architecture 100, 112\*, 120, 130, 140, 145, 210@, 220

\* Note: Credit limited to either ARCH 112 or ENGR 111 (within the 16 unit credit limit for Engineering courses).

+ Note: Credit limited to 16 units for ARCH 112 and Engineering courses.

Note: Special agreement in effect with UC Berkeley’s College of Environmental Design. Any or all of these courses combined (except 112): maximum credit, 17 units.

@ Note: No credit if taken after Summer 2002.

### Art 101, 102, 103, 104, 105, 201, 202, 206, 207, 214, 223, 224, 231, 232, 241, 242, 301, 305, 349, 351, 352, 353, 365, 405, 406, 411, 412

### Astronomy 100, 101

### Biology 100#, 102, 110, 111, 125, 130\*, 140, 145+, 160, 180, 184, 195, 200, 210, 220, 230, 240, 250\*, 260\*, 675@

# Note: No credit for BIOL 100 if taken after BIOL 110.

\* Note: Credit limited to either BIOL 130 or 250/260.

+ Note: No credit for BIOL 145 if taken after BIOL 220.

@ Note: Credit for Honors colloquia limited to 3 units per term, 6 units total, in any or all subject areas combined.

### Business 100, 201

### Chemistry 100\*, 101\*, 192\*, 210+, 220+, 231, 232

\* Note: Credit limited to either CHEM 100/101 or CHEM 192. No credit if taken after CHEM 210.

+ Note: Credit limited to either CHEM 210/220.

### Chinese 111\* and 112\*, 121+, 122+, 131#, 132#, 140

\* Note: Credit limited to 5 units; both 111 and 112 must be taken to transfer.

+ Note: Credit limited to 5 units.

# Note: Credit limited to 5 units.

### Computer and Information Science 110, 125, 126, 255, 256, 278, 279, 290/291, 308/309, 372/373, 381/382

### Consumer Arts and Science 310

### Dance 121, 131, 132, 141, 143

### Drafting 100\*, 121\*

\* Note: Credit limited to either 100 or 121.

### Economics 100, 102, 123\*

\* Note: Credit limited to only one of the following courses: ECON 123, MATH 200, or PSYC 121.

### Engineering 205, 210, 215, 230, 240, 260, 270

\* Note: Credit limited to either ENGR 111 or ARCH 112.

### English 100, 110, 120, 130, 140, 161, 162, 163, 164, 165

### English as a Second Language 400

### Ethnic Studies 101, 102, 150, 151\*, 152, 160, 261, 262, 288, 290, 300, 350, 351, 360, 425, 430, 440, 585

\* Note: Credit limited to either ETHN 151 or SOCI 141.

### Film 100, 120, 121, 150, 153\*, 200, 250, 277

\* Note: Credit limited to either FILM 150 or FILM 250.

### French 110, 111\* and 112\*, 120, 121+@, 122+, 130, 131#, 132#, 140, 161, 162, 203

\* Note: Credit limited to 5 units; both 111 and 112 must be taken to transfer.

+ Note: Credit limited to 5 units.

# Note: Credit limited to 5 units.

### Geography 100, 110

### Geology 100\*, 101, 118, 125, 210\*

\* Note: Credit limited to either GEOL 100 or GEOL 210.

### German 110, 111\* and 112\*, 120, 121+, 122+, 130, 131#, 132#, 140

\* Note: Credit limited to 5 units; both 111 and 112 must be taken to transfer.

+ Note: Credit limited to 5 units.

# Note: Credit limited to 5 units.

### Health Science 100

### History 100, 101, 102\*, 110, 201\*, 202\*, 242, 260, 270, 310, 350

\* Note: No credit for HIST 102 if HIST 201/202 taken.

### Horticulture 311, 312, 320

### Humanities 101, 102, 111, 112, 114, 125, 127, 128, 131, 133, 136, 675\*, 676\*

\* Note: Credit for Honors colloquia limited to 3 units per term, 6 units total, in any or all subject areas combined.

### Italian 110, 111\* and 112\*, 120, 121+, 122+

\* Note: Credit limited to 5 units; both 111 and 112 must be taken to transfer.

+ Note: Credit limited to 5 units.

### Japanese 110, 111\* and 112\* and 120, 121+, 122+

\* Note: Credit limited to 5 units; both 111 and 112 must be taken to transfer.

+ Note: Credit limited to 5 units.

### Journalism 110

### Library Studies 100

### Literature 101, 105, 111, 113, 115, 143, 151, 201, 202, 231, 232, 240, 265, 277, 430

**Mathematics** 125, 200\*, 222#, 241+, 242+, 251+, 252+, 253+, 268, 270, 275

\* Note: Credit limited to only one of the following courses: ECON 123, MATH 200, or PSYC 121.

+ Note: Credit limited to MATH 241/242 or 251/252/253

# Note: Maximum credit 4 units.

**Meteorology** 100, 101

**Music** 100\*, 101, 102, 103, 104, 131, 132, 133, 134, 170, 202, 240, 250, 275, 301, 302, 303, 304, 320, 371, 372, 373, 374, 401, 402, 403, 404, 451, 452, 453, 470, 490

\* Note: No credit for MUS. 100 if taken after MUS. 101 or 131.

**Oceanography** 100, 101

**Paleontology** 110

**Philosophy** 100, 103, 160, 175, 200, 244, 300, 320

**Physical Education** All classes in the following series: 100–199\*, 200–299\*, 300–399\*

\* Note: Credit limited to 4 units.

**Physical Science** 100\*, 675+

\* Note: No credit if a transferable course in Astronomy, Chemistry, or Physics taken.

+ Note: Credit for Honors colloquia limited to 3 units per term, 6 units total, in any or all subject areas combined.

**Physics** 100\*, 210+, 211+, 220+, 221+, 250+, 260+, 270+

\* Note: No credit if taken after PHYS 210 or 250.

+ Note: Credit limited to PHYS 210/211/220/221 or 250/260/270.

**Political Science** 100, 110, 130, 150, 170, 200\*, 210\*, 212, 215, 220, 250, 255, 260, 520

\* Note: Credit limited to either PLSC 200 or 210.

**Psychology** 100, 105, 110@, 121\*, 200+, 201+, 220, 225, 300^, 410, 675#

\* Note: Credit limited to only one of the following courses: ECON 123, MATH 200, or PSYC 121.

@ Note: Credit limited to either PSYC 110 or SOCI 110.

+ Note: Credit limited to either PSYC 200 or 201.

# Note: Credit for Honors colloquia limited to 3 units per term, 6 units total, in any or all subject areas combined.

^ Note: Credit limited to PSYC 300 or SOCI 300.

**Social Science** 111

**Sociology** 100, 105, 110+, 141\*, 200, 300@, 340

\* Note: Credit limited to either ETHN 151 or SOCI 141.

+ Note: Credit limited to either SOCI 110 or PSYC 110.

@Note: Credit limited to PSYC 300 or SOCI 300.

**Spanish** 110, 111\* and 112\* and 120, 121+, 122+, 130, 131#, 132#, 140, 161, 162, 251

\* Note: Credit limited to 5 units; both 111 and 112 must be taken to transfer.

+ Note: Credit limited to 5 units.

# Note: Credit limited to 5 units.

**Speech Communication** 100, 111, 112, 120, 140, 150

**SPECIAL NOTE:**

The following courses are also transferable, contingent upon a review of the course outline by a UC campus:

680 – 689 — Selected Topics

690 — Special Projects

**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 completed application for admission during the appropriate filing period. UC’s “Application for Undergraduate Admission and Scholarships” booklet contains the forms and information you need to file an application for transfer admission and scholarships at the University’s nine undergraduate campuses. You may apply to any number of the nine undergraduate campuses using a single application form. UC’s application booklet is available at the CSM Transfer Center (Building 5; 358-6839). For further transfer information, visit CSM’s Transfer Website at: [collegeofsanmateo.edu/transfer](http://collegeofsanmateo.edu/transfer). All UC application material and information regarding transfer is also available online at: [www.ucop.edu/pathways](http://www.ucop.edu/pathways).



## Intersegmental General Education Transfer Curriculum (IGETC)

*The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses transfer students attending California Community Colleges may complete to satisfy the lower division breadth/general education requirements at both the University of California and the California State University. Completing IGETC requirements may improve a transfer applicant's chances for admission to a competitive campus and/or program. However, it does not guarantee admission to the campus or program of choice. A course cannot be used in more than one IGETC Area.*

**IGETC Exceptions:** Students with a substantial amount of coursework from 4-year colleges/universities or from institutions outside the U.S. should consult with a counselor. The IGETC is not appropriate for transfers to some majors at individual UC campuses. Please consult with a counselor about these exceptions. For complete information on IGETC Exceptions, please visit: <http://www.ucop.edu/pathways>.

**CERTIFICATION:** Certification of IGETC completion is the responsibility of the last California Community College a student attends prior to transfer. Only California Community Colleges may certify completion of IGETC. Each course must be completed with a grade of "C" or better.

**Use of AP EXAMS:** Only one course per AP qualifying score may be used for IGETC credit. AP scores cannot be used for IGETC Area 1B, Critical Thinking.

### AREA 1 - ENGLISH COMMUNICATION

CSU - **3 courses required**, one from each of the three groups below

UC - **2 courses required**, one each from Group A and Group B

**A: English Composition**

ENGL 100 (3)

**B: Critical Thinking\***

ENGL 110 (3), 165 (3)

SOSC 111 (3)

**C: Oral Communication**

SPCH 100 (3), 140 (3), 150 (3)

\*NOTE: Also satisfies UC's requirement for a second composition course.

### AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

CSU and UC—One of the following courses: **ECON** 123 (4), **MATH** 125 (3), 200 (4), 222 (5), 241 (5), 242 (3), 251 (5), 252 (5), 253 (5), 268 (4); **PSYC** 121 (3)

### AREA 3 - ARTS AND HUMANITIES

CSU and UC—At least 3 courses which total 9 or more semester units, with at least one course from the Arts and one from the Humanities.

**Arts**

**ART** 101 (3), 102 (3),  
103 (3), 104 (3), 105 (3),  
349 (3)

**ETHN** 288 (3), 585 (3)

**FILM** 100 (3), 120 (3),  
121 (3), 200 (3), 277 (3)

**MUS** 100 (3), 202 (3),  
240 (3), 250 (3), 275 (3)

**Humanities**

**ETHN** 350 (3), 351 (3), 440 (3)

**FREN** 130 (5), 131 (3)/132 (3)\*,  
140 (3), 161 (3), 162 (3), 203 (3)

**GERM** 130 (5),  
131 (3)/132 (3)\*, 140 (3)

**HIST** 100 (3), 101 (3), 102 (3)

**HUM.** 101 (3), 102 (3), 111 (3),  
112 (3), 114 (3), 125 (3), 127 (3),  
128 (3), 131 (3), 133 (3), 136 (3)

**LIT.** 101 (3), 105 (3), 113 (3),  
115 (3), 143 (3), 151 (3), 201 (3),  
202 (3), 231 (3), 232 (3), 240 (3),  
265 (3), 277 (3), 430 (3)

**PHIL** 100 (3), 160 (3), 244 (3),  
300 (3), 320 (3)

**NOTES:**

- (1) Credit for course pairings marked with \* above totals a maximum of 5 units.
- (2) Foreign language courses taken to meet this requirement must not overlap in content.
- (3) Students who take **HIST** 201 or 202 may not use **HIST** 102 to meet this requirement for UC.

### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

CSU and UC—At least 3 courses which total 9 or more semester units, with courses from at least two disciplines.

**ANTH** 105 (3), 110 (3),  
120 (3), 180 (3), 360 (3),  
370 (3)

**ECON** 100 (3), 102 (3)  
**ETHN** 101 (3), 102 (3),  
150 (3), 151 (3)\*, 152 (3),  
160 (3), 261 (3), 262 (3),  
290 (3), 300 (3), 351 (3),

360 (3), 425 (3), 430 (3),  
440 (3)

**GEOG** 110 (3)  
**HIST** 110 (3), 201 (3),  
202 (3), 242 (3), 260 (3),  
270 (3), 310 (3), 350 (3)

**JOUR** 110 (3)

**PLSC** 100 (3), 110 (3),  
130 (3), 150 (3), 170 (3),  
200 (5)\*\*, 210 (3)\*\*,

212 (3), 215 (3), 220 (3),  
250 (3), 255 (3), 260 (3),  
520 (3)

**PSYC** 100 (3), 105 (3),  
110 (3), 200 (3), 201 (3),  
220 (3), 300 (3), 410 (3)

**SOCI** 100 (3), 105 (3),  
110 (3), 141 (3)\*, 200 (3),  
300 (3), 340 (3)

**NOTE:**

- (1) Students who take both **ETHN** 151 and **SOCI** 141 (marked with \* above) will receive credit at UC for only one of the two courses.
- (2) Students who take both **PLSC** 200 and 210 (marked with \*\* above) will receive credit at UC for only one of those courses.

*IGETC Information continues on next page*



*continued from previous page*

**AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES**

CSU and UC—At least two courses required, with a total of at least 7 semester units, including at least one Physical Science course and at least one Biological Science course. At least one course must include a laboratory component.

Physical Science

**ASTR** 100 (3), 101 (1)\*  
**BIOL** 111 (4)\*  
**CHEM** 100 (3), 101 (1)\*,  
 210 (5)\*, 220 (5)\*  
**GEOG** 100 (3)  
**GEOL** 100 (3), 101 (1)\*,  
 118 (3), 125 (4)\*, 210 (4)\*

**METE** 100 (3), 101 (1)\*  
**OCEN** 100 (3), 101 (1)\*  
**PALN** 110 (3)  
**PSCI** 100 (3)  
**PHYS** 100 (3), 210 (4)\*,  
 220 (4)\*, 250 (4)\*, 260 (4)\*,  
 270 (4)\*

Biological Science

**BIOL** 100 (3), 102 (3),  
 110 (4)\*, 125 (3), 140 (3),  
 145 (3), 160 (3), 184 (3),  
 195 (1)\*, 200 (4)\*, 210 (5)\*,  
 220 (5)\*, 230 (4)\*, 240 (4)\*,  
 250 (4)\*  
**OCEN** 100 (3), 101 (1)  
**PALN** 110 (3)  
**PSYC** 220 (3)

**NOTES:**

- (1) The units associated with each course are shown in parentheses and courses with a lab component are listed with an asterisk (\*).
- (2) UC will not give credit for **PSCI** 100 if it is taken after a college course in Astronomy, Chemistry, or Physics.

**LANGUAGE OTHER THAN ENGLISH**

UC requirement only—not required of students transferring to CSU.

This requirement may be fulfilled through the following:

1. Completion of two years of a foreign language in high school with a grade of C or higher
2. Satisfactory completion of college coursework in a foreign language equivalent to two years of high school instruction
3. Satisfactory score in SAT II—Foreign Language Subject Test
4. Satisfactory score in the AP examinations in Foreign Language
5. Satisfactory score in the International Baccalaureate Higher Level examinations
6. Satisfactory completion of two years of formal schooling at 6th grade level or higher where language of instruction is not English, or
7. Completion of any of the following CSM courses:

**ASL** 112 (3)                      **ITAL** 120 (5), 122 (3)  
**CHIN** 122 (3)                  **JAPN** 120 (5), 122 (3)  
**FREN** 120 (5), 122 (3)      **SPAN** 120 (5), 122 (3)  
**GERM** 120 (5), 122 (3)

**NOTE:** A course taken to fulfill this UC requirement *may not be used* toward meeting the AREA 3 (Arts and Humanities) requirement.

**B.A./B.S. GRADUATION REQUIRMENTS - UC AND CSU  
 U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS**

In addition to the GE/Breadth requirements listed above, both the UC<sup>@</sup> and CSU systems require all graduates to satisfy a requirement in U.S. History and American Ideals, U.S. Constitution, and California State and Local Government. These courses may also be used to satisfy Area D requirements at all CSU campuses except Chico. CSU Chico does not normally allow double counting of these courses:

Choose one course per area\*:

U.S. History & American Ideals  
**HIST** 102 (3), 201 (3), 202 (3),  
 242 (3), 260 (3), 350 (3), 360 (3)

U.S. Constitution  
**PLSC** 200 (5)\*, 210 (3), 212 (3),  
 215 (3), 220 (3), 250 (3), 255 (3),  
 260 (3)

CA State & Local Government  
**ETHN** 101 (3), 102 (3)  
**HIST** 310 (3), 315 (3)  
**PLSC** 200 (5), 310 (2)  
**SOCI** 200 (3)

\*NOTE: PLSC 200 (5) satisfies both the U.S. Constitution and CA State & Local Government requirement.

@ UC transfers can satisfy this requirement by satisfactory completion of a one-year course in U.S. history, or a half-year course in U.S. history and a half-year course in American government in high school. (At UCLA, students must have also earned a B average in these courses.) UCSB requires students to complete a college-level course.

## California Articulation Number System (CAN)

The California Articulation Number System (CAN) identifies CSM coursework which is equivalent to and can be used in “in lieu” of lower division coursework at participating California State University [CSU], University of California [UC], and Private/Independent colleges and universities. Each college uses its own course numbers; but when a course meets the CAN criteria, it is given a CAN number. CSM students can then use the CAN numbers to identify courses that meet the same lower division requirements at the various colleges.

Information about participating CAN Colleges and Universities is available on the Internet at [www.can.csus.edu](http://www.can.csus.edu).

### College of San Mateo

CAN number	College of San Mateo course
CAN AJ 2	ADMJ 100: Introduction to Administration of Justice
CAN AJ 8	ADMJ 120: Criminal Investigation
CAN ANTH 2	BIOL 125: Physical Anthropology
CAN ANTH 4	ANTH 110: Cultural Anthropology
CAN ART 2	ART 101: History of Art I
CAN ART 6	ART 411: Ceramics I
CAN ART 8	ART 201: Form and Composition I
CAN ART 10	ART 223: Oil Painting I
CAN ART 12	ART 405
CAN ART 16	ART 305: Three-Dimensional Design
CAN ART 18	ART 351: Beginning Black and White Photography
CAN ART SEQ A	ART 101+102+103: History of Art I + II + III
CAN BIOL 2	BIOL 110: General Principles of Biology
CAN BIOL 4	BIOL 210: General Zoology
CAN BIOL 6	BIOL 220: General Botany
CAN BIOL 10	BIOL 250: Anatomy
CAN BIOL 12	BIOL 260: Introductory Physiology
CAN BIOL 14	BIOL 240: General Microbiology
CAN BIOL SEQ A	BIOL 110+210+220
CAN BIOL SEQ B	BIOL 250+260: Anatomy + Introductory Physiology
CAN BUS 2	ACTG 121: Financial Accounting
CAN BUS 4	ACTG 131: Managerial Accounting
CAN BUS 6	BUS 295
CAN BUS 8	BUS 201: Business Law I
CAN CHEM 2	CHEM 210: General Chemistry I
CAN CHEM 4	CHEM 220: General Chemistry II
CAN CHEM 6	CHEM 410: Health Science Chemistry I
CAN CHEM 8	CHEM 420: Health Science Chemistry II
CAN CHEM 12	CHEM 250: Quantitative Analysis
CAN CHEM SEQ A	CHEM 210+220: General Chemistry I + II

### College of San Mateo

CAN number	College of San Mateo course
CAN CHEM SEQ B	CHEM 410+420: Health Science Chemistry I + Health Science Chemistry II
CAN CHIN 2	CHIN 111+112
CAN CHIN 4	CHIN 121+122
CAN CHIN 8	CHIN 131+132
CAN CHIN SEQ A	CHIN 111+112+121+122
CAN CSCI 2	CIS 110
CAN CSCI 4	CIS 240+241
CAN CSCI 10	CIS 290+291: Computer Architecture & Lab
CAN CSCI 22	CIS 278: Programming Methods I: C ++ & Lab
CAN CSCI 24	CIS 279: Programming Methods II: C ++ & Lab
CAN ECON 2	ECON 100: Principles of Macro Economics
CAN ECON 4	ECON 102: Principles of Micro Economics
CAN ENGL 2	ENGL 100: Composition and Reading
CAN ENGL 4	ENGL 110; or ENGL 165: Composition, Literature and Critical Thinking + Advanced Composition
CAN ENGL 6	ENGL 161: Creative Writing
CAN ENGL 8	LIT 231: Survey of English Literature I
CAN ENGL 10	LIT 232: Survey of English Literature II
CAN ENGL 14	LIT 201: American Literature I
CAN ENGL 16	LIT 202: American Literature II
CAN ENGL SEQ A	ENGL 100+110; or ENGL 100+165: Composition and Reading + Composition and literature
CAN ENGL SEQ B	LIT 231+232: Survey of English Literature I + II
CAN ENGL SEQ C	LIT 201+202: American Literature I + II

CAN List continues on next page

## CAN List continued from previous page

## College of San Mateo

CAN number	College of San Mateo course
CAN ENGR 2 .....	ENGR 210: Engineering Graphics
CAN ENGR 4 .....	ENGR 270: Materials Science
CAN ENGR 6 .....	ENGR 260: Circuits and Devices
CAN ENGR 8 .....	ENGR 230: Engineering Statics
CAN ENGR 10 .....	ENGR 111
CAN FCS 2 .....	CA&S 310: Nutrition
CAN FREN 10 .....	FREN 140: Advanced Intermediate French
CAN GEOG 2 .....	GEOG 100: Physical Geography
CAN GEOG 4 .....	GEOG 110: Cultural Geography
CAN GEOL 2 .....	GEOL 210: General Geology
CAN GOVT 2 .....	PLSC 210: American Politics
CAN HIST 2 .....	HIST 100: History of Western Civilization I
CAN HIST 4 .....	HIST 101: History of Western Civilization II
CAN HIST 8 .....	HIST 201: United States History I
CAN HIST 10 .....	HIST 202: United States History II
CAN HIST SEQ A .....	HIST 100+101: History of Western Civilization I + II
CAN HIST SEQ B .....	HIST 201+202: United States History I + II
CAN ITAL 2 .....	ITAL 110 OR ITAL 111+112
CAN JAPN 2 .....	JAPN 110 OR JAPN 111+112: Elementary Japanese or Elementary Japanese I + II
CAN JAPN 4 .....	JAPN 120 OR JAPN 121+122: Advanced Intermediate Japanese or Advanced Elementary Jap I+II
CAN JAPN SEQ A .....	JAPN 110+120 OR JAPN 111+112+121+122: Elementary Japanese + Advanced Elementary Japanese I
CAN JOUR 2 .....	JOUR 120: Newswriting
CAN JOUR 4 .....	JOUR 110: Introduction to Journalism
CAN MATH 8 .....	MATH 130: Analytic Trigonometry
CAN MATH 12 .....	MATH 125: Elementary Finite Mathematics

## College of San Mateo

CAN number	College of San Mateo course
CAN MATH 16 .....	MATH 222: Precalculus
CAN MATH 18 .....	MATH 251: Calculus with Analytic Geometry I
CAN MATH 20 .....	MATH 252: Calculus with Analytic Geometry II
CAN MATH 22 .....	MATH 253: Calculus with Analytic Geometry III
CAN MATH 24 .....	MATH 275: Ordinary Differential Equations
CAN MATH 26 .....	MATH 270: Linear Algebra
CAN MATH 30 .....	MATH 241: Applied Calculus I
CAN MATH 32 .....	MATH 242
CAN MATH SEQ C .....	MATH 251+252+253: Calculus with Analytic Geometry I + II + III
CAN MATH SEQ D .....	MATH 241+242: Applied Calculus I + II
CAN MUS 8 .....	MUS 202
CAN PHIL 2 .....	PHIL 100: Introduction to Philosophy
CAN PHIL 4 .....	PHIL 246: Ethics in America
CAN PHIL 6 .....	SOSC 111: Critical Thinking and Writing
CAN PHYS 2 .....	PHYS 210: General Physics I
CAN PHYS 4 .....	PHYS 220: General Physics II
CAN PHYS 8 .....	PHYS 250: Physics with Calculus I
CAN PHYS 12 .....	PHYS 260: Physics with Calculus II
CAN PHYS 14 .....	PHYS 270: Physics with Calculus III
CAN PHYS SEQ A .....	PHYS 210+220: General Physics I + II
CAN PHYS SEQ B .....	PHYS 250+260+270: Physics with Calculus I + II + III
CAN PSY 2 .....	PSYC 100: General Psychology
CAN PSY 6 .....	PSYC 121
CAN SOC 2 .....	SOCI 100: Introduction to Sociology
CAN SOC 4 .....	SOCI 105: Social Problems
CAN SPAN 10 .....	SPAN 140
CAN SPCH 4 .....	SPCH 100: Fundamentals of Speech and Persuasion
CAN SPCH 8 .....	SPCH 120: Interpersonal Communication
CAN STAT 2 .....	MATH 200: Elementary Probability and Statistics

## Recommended General Education Courses for Transfer to Selected Independent Colleges and Universities

Students planning to transfer to one of the following colleges and universities:

Academy of Art College  
California College of The Arts  
California Lutheran University  
Chapman University  
Cogswell Polytechnical College  
Dominican College of San Rafael  
Golden Gate University  
Hawaii Pacific University  
Holy Names College  
John F. Kennedy University  
Menlo College  
Mills College  
Notre Dame de Namur University  
Presidio World College  
Santa Clara University  
St. Mary's College  
Stanford University  
United States International University  
University of La Verne  
University of Phoenix  
University of San Diego  
University of San Francisco  
University of Southern California  
University of the Pacific  
Westmont College  
Woodbury University

are advised to take lower division general education courses at College of San Mateo as listed below. Those planning to transfer to other California or out-of-State public or private colleges and universities are advised to follow the IGETC-UC pattern until they contact the institution to which they plan to transfer for more precise recommendations.

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### ACADEMY OF ART COLLEGE

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Academy of Art College.

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### CALIFORNIA COLLEGE OF THE ARTS

- A. English:** ENGL 100 or ENGL 110  
**B. Art History:** ART 101, 102, or ART 100, 103; (BFA 2 of the following), (Barch 1 of the following): ARCH 100; ART 100, 105 (ART 101 and ART 102 may be used as an Art History elective.)  
**C. History of World Cultures:** ANTH 110, HIST 100, 101.  
**D. Social Science and Philosophy:** One course from Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology, Social Science, or Sociology.  
**E. Physics for Architecture** One course from any of the following subjects: Astronomy, Biology, Chemistry, Geology, Meteorology, Oceanography, Physical Anthropology, Physical Geography, Physical Science, or Physics; PHYS 210 or PHYSICS 220-270: (Any one class)  
**F. Quantitative Thinking** One course from: MATH 125 - MATH 275  
**G. Mathematics for Architecture** MATH 130, or 222, or 241, or 242, or 251, or 252, or 253, or 270  
**H. Humanities and Sciences Electives:** Humanities & Sciences Electives (BFA): Any 2 college-level academic courses  
**Humanities & Science Electives (Barch):** Any 1 college-level academic course  
**Humanities & Sciences Electives (General):** 3 units from the 2 courses (6 units) taken to satisfy the History of World Cultures I and/or History of World Cultures II requirement may be used

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### CALIFORNIA LUTHERAN UNIVERSITY

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at California Lutheran University.

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### CHAPMAN UNIVERSITY

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Chapman University.

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### COGSWELL POLYTECHNICAL COLLEGE

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Cogswell Polytechnical College.

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### DOMINICAN COLLEGE OF SAN RAFAEL

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Dominican College.

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### GOLDEN GATE UNIVERSITY

Golden Gate does not require completion or certification of the IGETC or CSU General Education pattern. GGU admits transfer students with as few as 24 semester units.

All Golden Gate degrees require a speech course. Prospective students should follow the CSU General Education or IGETC pattern for maximum credit.

Golden Gate degrees require only one science course. Golden Gate does not require a foreign language.

Most Golden Gate degrees require a math course equivalent to College Algebra or Pre-Calculus.

Courses Satisfying IGETC Area 1 Group B will not satisfy ENGL 1B but will satisfy their Philosophy area requirement.

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### HAWAII PACIFIC UNIVERSITY

Students interested in transfer to Hawaii Pacific University should follow the CSU General Education pattern.

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### HOLY NAMES COLLEGE

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Holy Names College.

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### JOHN F. KENNEDY UNIVERSITY

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at John F. Kennedy University.

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### MENLO COLLEGE

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Menlo College.

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### MILLS COLLEGE

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Mills College.

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### NOTRE DAME DE NAMUR UNIVERSITY

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Notre Dame de Namur University.

**PRESIDIO WORLD COLLEGE****General Education requirements for a B.A. in Globally Sustainable Development.**

**Minimum of 32 semester units distributed across the following areas, with at least four units in each:** Two CSU or UC transferable courses in English and Literature; one CSU and UC transferable course in Speech

**A. Written and Spoken Communication:**

Two courses at the level of MATH 120 or higher

**B. Mathematics:** One CSU or UC transferable course in Chemistry, one in Biology

**C. Natural and Physical Science:** Two CSU or UC transferable courses in Ethnic Studies, Film, History, Humanities, Literature, Philosophy

**D. Humanities:** Two CSU or UC transferable courses in Anthropology, Economics, Geography, Psychology, Sociology

**E. Social Science** Any course in Social Science

**SANTA CLARA UNIVERSITY****General Education requirements for all majors within the College of Arts & Science.** G.E.

requirements for Leavey School of Business and School of Engineering are found in the major preparation of this catalog.

ENGL 100, 110; One College-level mathematics course such as MATH 125, 130, or 200

One course in a Biological or Physical science such as ASTR 100, BIOL 100, 102, 110, 125, 130, 140, 150, 160, 200, 210, 220, 230; CHEM 100, 192, 210, 220, 224, 225, 231, 232, 250; GEOG 100; GEOL 100, 210; METE 100; OCEN 100; PSCI 100; PHYS 100, 210, 220, 250, 260, 270

Recommended courses for students wishing to complete more of the University Core Curriculum prior to transferring are:

- 1) Two courses from one of the following sequences of Western Culture: ART 101, 102, 103; HIST 100, 101, or HUM 101, 102
- 2) One additional course in mathematics or science (UC transferable).
- 3) One additional course in writing: ENGL 120, 130, 140, 161, 162, 163, or 165
- 4) Students having fewer than four years of a foreign language in high school should complete the second course in an elementary language sequence or demonstrate an equivalent level of proficiency by passing a foreign language examination.
- 5) One social science course of an introductory nature such as ANTH 110; ECON 100, 102; PLSC 100, 110, 130, 150; PSYC 100, 201, 300; SOCI 100, 105, 300
- 6) One course in ethics: PHIL 244
- 7) Three units of studio/performing art or music such as ART 201, 202, 223, 224, 301, 305; MUS 101, 102, 131, 132; SPCH 100
- 8) One course in ethnic or women's studies such as ETHN 101, 102, 150, 151, 152, 160, 261, 262, 288, 290, 350, 351, 425, 430; HIST 260; HUM 131, 132, 136

**ST. MARY'S COLLEGE**

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at St. Mary's College. There are some specific limitations using IGETC; please see a counselor for more information.

**STANFORD UNIVERSITY**

Students are encouraged to select as rigorous an academic program as possible, and achieve distinction and excellence in a range of academic courses.

In evaluating a student's academic record, Stanford must see that the candidate can sustain an excellent record of achievement; it is strongly recommended that prospective applicants take a full-time load for at least one year before applying for transfer. In addition to completion of selected major requirements, students are encouraged to have a broad, balanced and rigorous liberal arts education that includes course work in the humanities, social sciences, natural sciences, and mathematics.

Students may wish to consider the IGETC-UC program of requirements when looking for a model of a rigorous and balanced program. Yet even when selecting courses on the IGETC list, students should choose the more rigorous courses.

**UNITED STATES****INTERNATIONAL UNIVERSITY**

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at United States International University.

**UNIVERSITY OF LA VERNE**

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at University of La Verne.

**UNIVERSITY OF PHOENIX**

(Northern California Campus)  
CSM's Intersegmental General Education Transfer Curriculum (IGETC) will allow a student to transfer to UOP without having to take any additional lower division education. Students need to fulfill CSU IGETC areas 1-5 only.

**UNIVERSITY OF SAN DIEGO**

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at University of San Diego.

**UNIVERSITY OF SAN FRANCISCO**

**A. Foundational Skills (9 units)** Writing ENGL 100, 165; Public Speaking SPCH 100; Statistical Reasoning ECON 123 or MATH 200 or PSYC 121

**B. Natural Science (6 - 10 units):** One Life Science plus Lab from: BIOL 110, 210, 220; One Physical Science plus Lab from: CHEM 210, 220, 225; GEOL 100, 101, 210; OCEN 100, 101; PHYS 210, 220, 250, 260, 270

**C. History and The Social Science (9 units):** HIST 100, 101, 102, 201, 202; HUM 101, 102; SOCI 105, 110; PSYC 110

**D. Cultural Perspectives (6 units):** HIST 425; LIT 240, 251

**E. Literature and The Arts (6 units):** ART 100, 101, 102, 103, 105; MUS 202, 240, 250

**F. Philosophy and Theology (15 units):** PHIL 100, 244, 246, 300

**Note:** Transfer students need not fulfill all these classes before transferring (need 24 semester units), however, these courses must be completed to graduate from the University of San Francisco. Consult your Counselor/Advisor

**UNIVERSITY OF SOUTHERN CALIFORNIA**

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at University of Southern California.

**UNIVERSITY OF THE PACIFIC**

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at University of the Pacific.

**WESTMONT COLLEGE**

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Westmont College.

**WOODBURY UNIVERSITY**

Students should complete UC IGETC requirements—thus allowing transfer without the need to take additional lower-division, general education courses at Woodbury University.

## Transfer Information: [www.assist.org](http://www.assist.org)

### UNIVERSITY OF CALIFORNIA

Apply online:  
[www.ucop.edu/pathways](http://www.ucop.edu/pathways)

General Information for Transfers: [www.ucop.edu/pathways/infoctr/at](http://www.ucop.edu/pathways/infoctr/at)

#### University of California, Berkeley

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.berkeley.edu](http://www.berkeley.edu)  
Admission/Information:  
[www.uga.berkeley.edu/ouars](http://www.uga.berkeley.edu/ouars)  
General Catalog:  
[www.berkeley.edu/catalog](http://www.berkeley.edu/catalog)  
College of Engineering:  
[www.coe.berkeley.edu](http://www.coe.berkeley.edu)  
College of Environment Design:  
[www.ced.berkeley.edu](http://www.ced.berkeley.edu)  
College of Letters and Science:  
[www.ls-advise.berkeley.edu](http://www.ls-advise.berkeley.edu)  
College of Natural Resources:  
[www.cnr.berkeley.edu/aso](http://www.cnr.berkeley.edu/aso)  
School of Optometry:  
[www.spectacle.berkeley.edu](http://www.spectacle.berkeley.edu)  
School of Business:  
[www.haas.berkeley.edu/Undergrad](http://www.haas.berkeley.edu/Undergrad)  
Financial Aid:  
[www.uga.berkeley.edu/fao](http://www.uga.berkeley.edu/fao)  
Housing:  
[www.housing.berkeley.edu](http://www.housing.berkeley.edu)

#### University of California, Davis

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.ucdavis.edu](http://www.ucdavis.edu)  
Admission/Information:  
[www.ugaos.ucdavis.edu](http://www.ugaos.ucdavis.edu)  
General Catalog:  
[www.registrar.ucdavis.edu/UCDWebCatalog/](http://www.registrar.ucdavis.edu/UCDWebCatalog/)  
Financial Aid:  
[www.faoman.ucdavis.edu](http://www.faoman.ucdavis.edu)  
Housing:  
[www.housing.ucdavis.edu](http://www.housing.ucdavis.edu)

#### University of California, Irvine

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.uci.edu/](http://www.uci.edu/)  
Admission/Information:  
[www.admissions.uci.edu](http://www.admissions.uci.edu)  
General Catalog:  
[www.editor.uci.edu/catalogue](http://www.editor.uci.edu/catalogue)  
Financial Aid: [www.fao.uci.edu](http://www.fao.uci.edu)  
Housing: [www.housing.uci.edu](http://www.housing.uci.edu)

#### University of California, Los Angeles

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.ucla.edu](http://www.ucla.edu)  
Admission/Information:  
[www.admissions.ucla.edu](http://www.admissions.ucla.edu)  
School of Engineering & Applied Science: [www.seas.ucla.edu](http://www.seas.ucla.edu)  
School of Nursing:  
[www.nursing.ucla.edu/son](http://www.nursing.ucla.edu/son)  
Department of Theater  
Undergraduate Brochure:  
[www.tft.ucla.edu](http://www.tft.ucla.edu)  
Division of Honors:  
[www.college.ucla.edu/up/whoware/honors](http://www.college.ucla.edu/up/whoware/honors)  
School of The Arts & Architecture: [www.arts.ucla.edu](http://www.arts.ucla.edu)  
Financial Aid:  
[www.saonet.ucla.edu/fa](http://www.saonet.ucla.edu/fa)  
Housing: [www.housing.ucla.edu](http://www.housing.ucla.edu)

#### University of California, Riverside

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.ucr.edu](http://www.ucr.edu)  
Admission/Information:  
[www.admissions.ucr.edu/Transfer/Transfer.html](http://www.admissions.ucr.edu/Transfer/Transfer.html)  
College of Humanities, Arts and Social Sciences:  
[www.chass.ucr.edu](http://www.chass.ucr.edu)  
College of Natural Art and Agricultural Science:  
[www.cnas.ucr.edu](http://www.cnas.ucr.edu)  
College of Engineering:  
[www.engr.ucr.edu](http://www.engr.ucr.edu)  
Financial Aid:  
[www.students.ucr.edu/finaid](http://www.students.ucr.edu/finaid)  
Transfer Admission Guarantee:  
[www.admissions.ucr.edu/tag](http://www.admissions.ucr.edu/tag)  
Guarantee Admission Program:  
[www.admission.ucr.edu/gap](http://www.admission.ucr.edu/gap)

#### University of California, San Diego

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.ucsd.edu](http://www.ucsd.edu)  
Admission/Information:  
[www.admissions.ucsd.edu](http://www.admissions.ucsd.edu)  
General Catalog: [www.ucsd.edu/catalog](http://www.ucsd.edu/catalog)  
College Selection:  
[www.admissions.ucsd.edu/colleges](http://www.admissions.ucsd.edu/colleges)  
Housing and Dining:  
[www.hdsu.ucsd.edu](http://www.hdsu.ucsd.edu)  
Financial Aid: [www.ucsd.edu/finaid](http://www.ucsd.edu/finaid)

#### University of California, Santa Barbara

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.ucsb.edu](http://www.ucsb.edu)  
Admission/Information:  
[www.admit.ucsb.edu](http://www.admit.ucsb.edu)  
General Catalog:  
[www.catalog.ucsb.edu](http://www.catalog.ucsb.edu)  
College of Creative Studies:  
[www.ccs.ucsb.edu](http://www.ccs.ucsb.edu)  
College of Engineering:  
[www.engineering.ucsb.edu](http://www.engineering.ucsb.edu)  
College of Letters and Science:  
[www.ltsc.ucsb.edu](http://www.ltsc.ucsb.edu)  
Financial Aid:  
[www.finaid.ucsb.edu](http://www.finaid.ucsb.edu)  
Housing: [www.housing.ucsb.edu](http://www.housing.ucsb.edu)

#### University of California, Santa Cruz

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.ucsc.edu](http://www.ucsc.edu)  
Admission/Information:  
[www.admissions.ucsc.edu](http://www.admissions.ucsc.edu)  
Financial Aid: [www.ucsc.edu/finaid](http://www.ucsc.edu/finaid)  
Housing: [www.ucsc.housing.edu](http://www.ucsc.housing.edu)  
Services for Transfer and Re-Entry Students:  
[www.ucsc.edu/stars](http://www.ucsc.edu/stars)

#### University of California, San Francisco

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.ucsf.edu](http://www.ucsf.edu)  
Admission/Information:  
[www.saawww.ucsf.edu/registra/gencat/ucsfcat.html](http://www.saawww.ucsf.edu/registra/gencat/ucsfcat.html)  
School of Dentistry Bulletin:  
[www.ucsf.edu/dent/index.htm](http://www.ucsf.edu/dent/index.htm)  
School of Medicine Bulletin:  
[www.som.ucsf.edu/](http://www.som.ucsf.edu/)  
School of Nursing Bulletin:  
[www.nurseweb.ucsf.edu/www/ucsfon.html](http://www.nurseweb.ucsf.edu/www/ucsfon.html)  
Physical Therapy Bulletin:  
[www.itsa.ucsf.edu/~ptprog/](http://www.itsa.ucsf.edu/~ptprog/)

### CALIFORNIA STATE UNIVERSITY

Apply online:  
[www.csumentor.edu](http://www.csumentor.edu)

#### California State University, Bakersfield

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.csbak.edu](http://www.csbak.edu)

#### California State University, Chico

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.cschico.edu](http://www.cschico.edu)

#### California State University, Dominguez Hills

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.csudh.edu](http://www.csudh.edu)

#### California State University, Fresno

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.csufresno.edu](http://www.csufresno.edu)

#### California State University, Fullerton

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.fullerton.edu](http://www.fullerton.edu)

#### California State University, Hayward

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.csuhayward.edu](http://www.csuhayward.edu)

#### Humboldt State University

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.humboldt.edu](http://www.humboldt.edu)

#### California State University, Long Beach

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.csulb.edu](http://www.csulb.edu)

**California State University,  
Los Angeles**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.calstatela.edu](http://www.calstatela.edu)

**California State University,  
California Maritime Academy**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.csum.edu](http://www.csum.edu)

**California State University,  
Monterey Bay**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.monterey.edu](http://www.monterey.edu)

**California State University,  
Northridge**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.csun.edu](http://www.csun.edu)

**California State Polytechnic  
University, Pomona**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.csupomona.edu](http://www.csupomona.edu)

**California State University,  
Sacramento**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.csus.edu](http://www.csus.edu)

**California State University,  
San Bernardino**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.csusb.edu](http://www.csusb.edu)

**San Diego State University**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.sdsu.edu](http://www.sdsu.edu)

**San Francisco State University**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.sfsu.edu](http://www.sfsu.edu)

**San Jose State University**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.sjsu.edu](http://www.sjsu.edu)

**California Polytechnic State  
University, San Luis Obispo**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.calpoly.edu](http://www.calpoly.edu)

**California State University,  
San Marcos**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website: [www.csusm.edu](http://www.csusm.edu)

**Sonoma State University**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.sonoma.edu](http://www.sonoma.edu)

**California State University,  
Stanislaus**

Transfer information:  
[www.assist.org](http://www.assist.org)  
School Website:  
[www.csustan.edu](http://www.csustan.edu)

**INDEPENDENT  
CALIFORNIA COLLEGES  
AND UNIVERSITIES**  
General Information about  
California Private Colleges:  
[www.aiccu.edu](http://www.aiccu.edu)

**Academy of Art College**

School Website:  
[www.academyart.edu](http://www.academyart.edu)

**American Academy of  
Dramatic Arts West**

School Website: [www.aada.org](http://www.aada.org)

**Art Center College of Design**

School Website:  
[www.artcenter.edu](http://www.artcenter.edu)

**Azusa Pacific University**

School Website: [www.apu.edu](http://www.apu.edu)

**Biola University**

School Website: [www.biola.edu](http://www.biola.edu)

**California Baptist University**

School Website:  
[www.calbaptist.edu](http://www.calbaptist.edu)

**California College Of The Arts**

School Website:  
[www.ccac-art.edu](http://www.ccac-art.edu)

**California Institute of The Arts**

School Website:  
[www.calarts.edu](http://www.calarts.edu)

**California Institute of  
Technology**

School Website:  
[www.admissions.caltech.edu](http://www.admissions.caltech.edu)

**California Lutheran University**

School Website: [www.clunet.edu](http://www.clunet.edu)

**Chapman University**

School Website:  
[www.chapman.edu](http://www.chapman.edu)

**Charles R. Drew University of  
Medicine & Science**

School Website:  
[www.cdrewu.edu](http://www.cdrewu.edu)

**Claremont McKenna College**

School Website:  
[www.mckenna.edu](http://www.mckenna.edu)

**Cleveland Chiropractic College  
of Los Angeles**

School Website:  
[www.clevelandchiropractic.edu](http://www.clevelandchiropractic.edu)

**Cogswell Polytechnical College**

School Website:  
[www.cogswell.edu](http://www.cogswell.edu)

**Concordia University**

School Website: [www.cui.edu](http://www.cui.edu)

**Dominican College of San  
Rafael**

School Website:  
[www.dominican.edu](http://www.dominican.edu)

**Embry-Riddle Aeronautical  
University**

School Website:  
[www.ec.erau.edu](http://www.ec.erau.edu)

**Fresno Pacific University**

School Website: [www.fresno.edu](http://www.fresno.edu)

**Golden Gate University**

School Website: [www.ggu.edu](http://www.ggu.edu)

**Harvey Mudd College**

School Website: [www.hmc.edu](http://www.hmc.edu)

**Hawaii Pacific University**

School Website: [www.hpu.edu](http://www.hpu.edu)

**Holy Names College**

School Website: [www.hnc.edu](http://www.hnc.edu)

**Hope International University**

School Website: [www.hiu.edu](http://www.hiu.edu)

**Humphreys College**

Email:  
[Admission@Humphreys.edu](mailto:Admission@Humphreys.edu)

**John F. Kennedy University**

School Website: [www.jfku.edu](http://www.jfku.edu)

**La Sierra University**

School Website:  
[www.lasierra.edu](http://www.lasierra.edu)

**Loma Linda University**

School Website: [www.llu.edu](http://www.llu.edu)

**Loyola Marymount University**

School Website: [www.lmu.edu](http://www.lmu.edu)

**Marymount College**

School Website:  
[www.marymountpv.edu/](http://www.marymountpv.edu/)

**The Master's College**

School Website:  
[www.masters.edu](http://www.masters.edu)

**Menlo College**

School Website: [www.menlo.edu](http://www.menlo.edu)

**Mills College**

School Website: [www.mills.edu](http://www.mills.edu)

**Mount St. Mary's College**

School Website:  
[www.msmc.la.edu](http://www.msmc.la.edu)

**National University**

School Website: [www.nu.edu](http://www.nu.edu)

**New College of California**

School Website:  
[www.newcollege.edu](http://www.newcollege.edu)

**New Mexico Institute Mining  
and Technology**

School Website: [www.nmt.edu](http://www.nmt.edu)

**Notre Dame de Namur**

School Website: [www.ndnu.edu](http://www.ndnu.edu)

**Occidental College**

School Website: [www.oxy.edu](http://www.oxy.edu)

**Otis College of Art and Design**

School Website: [www.otisart.edu](http://www.otisart.edu)

**Pacific Oaks College**

School Website:  
[www.pacificoaks.edu](http://www.pacificoaks.edu)

**Pacific Union College**

School Website: [www.puc.edu](http://www.puc.edu)

**Patten College**

Admission E-mail:  
[admissions@patten.edu](mailto:admissions@patten.edu)

**Pepperdine University**

School Website:  
[www.pepperdine.edu](http://www.pepperdine.edu)

**Pitzer College**

School Website: [www.pitzer.edu](http://www.pitzer.edu)

**Point Loma Nazarene University**

School Website: [www.ptloma.edu](http://www.ptloma.edu)

**Pomona College**

School Website: [www.pomona.edu](http://www.pomona.edu)

**Presidio World College**

School Website: [www.igc.org](http://www.igc.org)

**Saint Mary's College of California**

School Website: [www.stmarys-ca.edu](http://www.stmarys-ca.edu)

**Samuel Merritt College**

School Website: [www.samuelmerritt.edu](http://www.samuelmerritt.edu)

**San Francisco Art Institute**

School Website: [www.sfai.edu](http://www.sfai.edu)

**San Francisco Conservatory of Music**

School Website: [www.sfc.edu](http://www.sfc.edu)

**Santa Clara University**

School Website: [www.scu.edu](http://www.scu.edu)

**Scripps College**

School Website: [www.scrippscol.edu](http://www.scrippscol.edu)

**Simpson College**

School Website: [www.simpsonca.edu](http://www.simpsonca.edu)

**Stanford University**

School Website: [www.stanford.edu](http://www.stanford.edu)

**Thomas Aquinas College**

School Website: [www.thomasquinas.edu](http://www.thomasquinas.edu)

**United States International University**

School Website: [www.usiu.edu](http://www.usiu.edu)

**University of Judaism**

School Website: [www.uj.edu](http://www.uj.edu)

**University of La Verne**

School Website: [www.ulv.edu](http://www.ulv.edu)

**University of Phoenix-Northern California**

School Website: [www.phoenix.edu/northcal/](http://www.phoenix.edu/northcal/)

**University of Redlands**

School Website: [www.redlands.edu](http://www.redlands.edu)

**University of San Diego**

Admission Email: [admissions@is.acusd.edu](mailto:admissions@is.acusd.edu)

**University of San Francisco**

School Website: [www.usfca.edu](http://www.usfca.edu)

**University of Southern California**

School Website: [www.usc.edu/admission](http://www.usc.edu/admission)

**University of the Pacific**

School Website: [www.uop.edu](http://www.uop.edu)

**Vanguard University of Southern California**

School Website: [www.vanguard.edu](http://www.vanguard.edu)

**Westmont College**

School Website: [www.westmont.edu](http://www.westmont.edu)

**Whittier College**

School Website: [www.whittier.edu](http://www.whittier.edu)

**Woodbury University**

School Website: [www.woodburyu.edu](http://www.woodburyu.edu)





## A.A./A.S. 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, including the requirements A through E listed below.

A maximum of 12 units from courses in which the student has elected a Credit/No Credit 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).

### 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

A student remaining in continuous attendance at Cañada College, College of San Mateo and/or Skyline College may, for purposes of graduation, elect to meet the requirements in effect at the college from which the student will graduate either at the time the student began such attendance or any subsequent year of continuous enrollment.

For the purpose of this policy, "continuous enrollment" means attendance through at least the fourth week of instruction in either a fall or spring semester in each calendar year. Absence to attend another accredited college or university shall not be considered an interruption in attendance if the absence does not exceed one year. Catalog rights cannot supersede any State or Federal regulation or requirement in effect at the time of graduation.

## Occupational Programs

Specialized occupational programs are offered in more than fifty occupational fields (see tabular listing on page 66) for students planning to prepare for gainful employment. All occupational programs are carefully developed by advisory committees composed of college staff and selected representatives from the business and industrial community.

These programs are designed to develop personal and technical competencies necessary for successful employment and job advancement.

## Two-Year Occupational 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 occupational programs are accepted by four-year colleges as meeting certain requirements.

## Certificate Programs

Certificates are awarded upon successful completion of selected occupational 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 Credit/No Credit 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 certifi-

cate 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 Completion

Certificates of Completion are awarded upon successful completion of designated courses (usually between 8-13 units) in a specific occupational field. Some Certificates of Completion can be earned in eight- or sixteen-week accelerated programs that prepare students for entry-level positions.

## Program Planning

Students enrolling at College of San Mateo should plan a program of studies which will meet their education goals. Their objective may be to transfer to a four-year college or university.

Depending on the program they follow, they may also receive an Associate in Arts or Associate in Science degree from College of San Mateo. On the other hand, their objective may be to enter an occupational field after becoming qualified through one of numerous Associate in Arts/Science degree programs or through one of several certificate programs.

If in the course of their enrollment at College of San Mateo students find it advisable to change their program of studies, they may do so, in conference with a counselor/advisor. However, students should be aware that any changes may result in extending the time necessary to fulfill all requirements.

Students have the responsibility for planning their programs.

## Associate in Arts/Science Degree Requirements

### A—RESIDENCE

Either 48 units of the 60 units required or the last 12 units must be completed at College of San Mateo.

### B—SCHOLARSHIP

A minimum grade point average of 2.0 in the last 60 units, and a minimum grade point average of 2.0 in courses taken at College of San Mateo and submitted as part of the 60 units.

### C—COMPETENCY REQUIREMENTS

#### 1: Math/Quantitative Reasoning

This competency requirement may be satisfied with any of the following:

- a. Appropriate scores on ACT Math, SAT Math, or CSM Math Placement Test as follows:

- *ACT* — standard score of 15 or above on math test
- *SAT I* — quantitative score of 400 or above (test taken prior to May 1995); score of 440 or above (test taken during or after May 1995)
- *CSM Math Test 2* — 21 or above
- *CSM Math Test 3* — 21 or above
- *CSM Math Test 4* — 20 or above

- b. Completion with a grade of C or higher of an elementary algebra (**MATH 110** or both **MATH 111** and **112**) or higher math course at CSM or other college or university
- c. Completion with a grade of C or higher of an intermediate algebra or higher math course in high school within four years prior to receiving the AA/AS degree

- d. Completion of any one of the following courses with a grade of C or higher:

- Any course with **MATH 110** or higher math prerequisite or
- **ACTG 121**; **BUS 115**; **CIS 126, 255, 278, 279, 290, 381/382, 383, 384, 385, 386, 387, 388, 391, 392**; **CHEM 192**; **ECON 123**; **ELEC 230** or both **ELEC 231 & 232**; **PLUM 702, 742**; **PSYC 121**; **R.E. 131**

#### 2: English

This competency requirement may be satisfied with the following:

a. Completion of **ENGL 100** with a grade of C or higher, or by satisfying both **b** and **c** below:

- b. Completion of one of the following courses with a grade of C or higher:

**ENGL 838, or 848**  
(**ESL 400** in the case of non-native speakers), **and**

- c. Placement in **READ 405** based upon the Reading Placement Test or completion of **READ 400** or **405** with a grade of C or higher

### D—MAJOR

A minimum of 18 units, 15 of which must be taken at College of San Mateo, from a list of courses specified for the major by the division involved. A grade point average of 2.0 in the major is required. These 18 units are exclusive of any units offered in satisfaction of any other AA or AS degree requirement. A division may require more than 18 units for a given major. The additional units may, if appropriate, be used to satisfy other AA or AS degree requirements. See pages 68-98 of the CSM Catalog.

### E—GENERAL EDUCATION

#### 1: American History and Institutions, CA State and Local Government

This requirement may be satisfied in two different ways:

- a. by completing **PLSC 200 (5)** or  
b. by completing **one** of the options in **each** of the groups listed below:

#### GROUP 1: *American History and Institutions*

**PLSC 210, 212, 215, 220, 250, 255, or 260** or  
**HIST 100 and 102; or HIST 101 and 102; or HIST 201 and 202; or either HIST 201 or 202 plus any one of the following**

3-unit history courses:

**HIST 242, 260, 270 or 350**

**NOTE:** Courses used to satisfy the American and CA History and Government requirements (GROUP 1 and GROUP 2) **may not be used** to satisfy the E5b Social Science G.E. requirements.

#### GROUP 2: *CA State and Local Government*

**PLSC 310 (2)** or  
**HIST 315 or 310** or  
**SOCI 200** or  
**ETHN 101 or 102**

#### 2: Language and Rationality

- a. English, Literature, Speech Communication

Two courses (3 units each) are required. One of these must be a composition course selected from **ENGL 100, 836, 838, or 848; ENGL 400** or **ESL 400**; the other must be selected from the following list. (Courses marked below with an asterisk [\*] also satisfy Communication and Analytical Thinking (2b))

**ENGL 100\*, 110\*, 120\*, 130\*, 140\*, 161, 162, 163, 164, 165\***; **ESL 400\*** (for non-native speakers); **LIT 101\*, 105\*, 111\*, 113\*, 115\*, 143\*, 151\*, 201\*, 202\*, 231\*, 232\*, 240\*, 251\*, 256\*, 257\*, 258\*, 259\*, 260\*, 261\*, 262\*, 263\*, 265\*, 271\*, 272\*, 273\*, 275\*, 276\*, 277\*, 278\*, 430\***; **SPCH 100\*, 111, 112, 120\*, 140\*, 150, 170, 180, 855** (for non-native speakers).

*A.A./A.S. Degree Requirements continue on next page*

*Continued from previous page*

## **E—GENERAL EDUCATION (CONTINUED)**

### b. Communication and Analytical Thinking

This requirement may be satisfied by either completing one of the English, Literature, or Speech Communication courses indicated by \* in the above listing or by completing one of the following courses: **BUS.** 295, 401; **CIS.** 110, 125, 254, 255, 278, 290/291; **ECON** 123; **MATH** 125, 130, 200, 222, 241, 251; **PHIL** 103, 200; **SOSC** 111

### 3: Health Science

Two units of Health Science are required (**HSCI** 100 [2 units]); or two units from **HSCI** 119 or 125; or two classes selected from **HSCI** 101–125). One unit of **CA&S** 310 may be used in lieu of **HSCI** 113. The requirements may be waived for veterans of the U.S. Armed Forces with one or more years of active service and for nursing students who complete **NURS** 211, 212, 221, and 222, or equivalent, with a grade of C or higher.

### 4: Physical Education

Students must complete two activity courses in Physical Education or Dance, unless excused, to complete the requirements for the Associate in Arts or Associate in Science degree. In accordance with policy adopted by the Board of Trustees, this requirement may be waived for students in any of the following categories:

**a.** Graduates of accredited community colleges or other accredited colleges and universities; **b.** Veterans of the U.S. Armed Forces with one or more years of active service; **c.** Persons excused for medical reasons. Approved medical waiver must be filed in the Office of Admissions & Records.

Students wishing to request a waiver of this requirement for any reason not specifically provided for above, may petition for consideration through regularly established college procedures. Inquiries should be directed to the Office of Admissions and Records.

### 5: Additional General Education Requirements

Of the following four areas, a, b, c, d, 12 units are required. The major may satisfy one area. If so, the 12 units would be selected from the remaining three areas with at least 3 units from each. (Students majoring in Liberal Studies may elect to have area a, b, or c satisfied provided they complete at least 6 units in the area fulfilling their major.)

#### a. Natural Science (at least 3 units)

**ASTR** 100, 101, 103, 115; **BIOL** 100, 102, 110, 111, 125, 130, 140, 145, 160, 180, 184, 195, 200, 210, 220, 230, 240, 250, 260, 666, 675; **CA&S** 310; **CHEM** 100, 101, 192, 210, 220, 231, 232, 410, 420; **ELEC** 100, 110; **ESYS** 100; **GEOG** 100; **GEOL** 100, 101, 118, 125, 210; **HORT** 311, 312, 340; **HUM** 127–128 (When both **HUM** 127 and 128 are taken, 3 units will fulfill the Natural Science requirement and 3 units are allowed toward the Humanities requirement.); **MANU** 100; **METE** 100, 101; **OCEN** 100, 101; **PALN** 110; **PHYS** 100, 210, 220, 250, 260, 270; **PSCI** 100, 675, 676.

*Majors fulfilling Area A: Chemistry, Dental Assisting, Geological Sciences, Horticulture, Life Sciences, Physical Science, Physics*

#### b. Social Science (at least 3 units)

**ANTH** 105, 110, 120, 180, 350, 360, 370; **BCST** 110, 112; **BUS** 100, 101, 102, 125; **ECON** 100, 102; **ETHN** 101, 102, 150, 151, 152, 160, 161, 261, 262, 265, 290, 300, 360, 425, 430, 440; **GEOG** 110; **HIST** 100, 101, 102, 103, 110, 201, 202, 242, 260, 270, 310, 315, 350; **HMSV** 100, 115, 120, 130, 131, 150, 151; **PLSC** 100, 110, 120, 130, 150, 170, 200, 210, 212, 215, 220, 250, 255, 260, 310, 520; **PSYC** 100, 105, 108, 110, 200, 201, 220, 225, 300, 330, 410, 675; **SOSC** 220, 221, 310, 313; **SOCI** 100, 105, 110, 141, 200, 300, 340, 391

*Majors fulfilling Area B: Ethnic Studies, Social Science*

#### c. Humanities (at least 3 units)

**ARCH** 100; **ART** 100, 101, 102, 103, 104, 105, 141, 349, 350; **ASL** 111, 112, 121, 122; **CHIN** 111, 112, 121, 122, 131, 132, 134; 140, 211, 212; **ENGL** 110, 120, 130, 140; **ETHN** 288, 350, 351, 585; **FILM** 100, 101, 102, 103, 104, 105, 106, 110, 120, 121, 200; **FREN** 110, 111, 112, 115, 116, 117, 118, 120, 121, 122, 130, 131, 132, 140, 161, 162, 203; **GERM** 110, 111, 112, 120, 121, 122, 130, 131, 132, 140; **HUM** 101, 102, 111, 112, 114, 125, 127, 128, 131, 133, 136, 140, 675, 676; **ITAL** 110, 111, 112, 115, 116, 117, 118, 120; **JAPN** 110, 111, 112, 120, 121, 122; **LIT** 101, 105, 111, 113, 115, 143, 151, 153, 201, 202, 231, 232, 240, 256, 257, 258, 259, 260, 261, 262, 263, 265, 271, 272, 273, 276, 277, 278, 430; **MUS** 100, 170, 202, 240, 250, 275; **PHIL** 100, 160, 175, 244, 300, 320; **SPAN** 110, 111, 112, 115, 116, 117, 118, 120, 121, 122, 130, 131, 132, 140, 161, 162, 251; **SPCH** 111, 112

*Majors fulfilling Area C: Art, English, Film History, French, German, Humanities, Music, Spanish, Speech Communication*

#### d. Career Exploration and Self-Development (at least 3 units)

**ADAP** 150; **ADMJ** 100; **ARCH** 666; **BIOL** 666; **BCST** 110; **BLDG** 700; **BUS** 201, 315, 316, 317; any **BUSD** or **BUSW** series; **CRER** 112, 120, 121, 122, 123, 133, 138, 140, 141, 142, 402, 404, 406; **CIS** 110; **COOP** 640, 641, 645, 650; **DRAF** 120; **ELEL** 701; **ENGR** 140; **ESYS** 100; **FILM** 150; **FIRE** 715; **GRA** 100, 101, 120, 121; **HORT** 400; **HMSV** 100; **JOUR** 110; **MGMT** 100; **MTT** 750; **MEDA** 100; **MULT** 105, 107; **NURS** 666; **PLUM** 701 or 741; **R.E.** 100; **SOSC** 301; **SPFI** 701; **SPCH** 100, 120, 140, 150; **WELD** 300

*Majors fulfilling Area D: Accounting, Admin. of Justice, Alcohol/Other Drug Studies, Architecture, Broadcast & Electronic Media, Building Inspection, Business, Bus. Inform. Processing, Computer Info Science, Cosmetology, Drafting Tech., Electrical Tech., Electronics Tech., Engineering, Filmmaking, Fire Sprinkler Tech., Fire Tech., Graphics, Human Services, Journalism, Life Sciences: Biotechnology, Management, Mathematics, Medical Assisting, Multimedia, Nursing, Plumbing/Pipe Fitting, Real Estate, Refrig./Air Cond. Mech., Welding Tech.*

#### e. Electives—All courses not included in the major requirements or specified above in the G.E. requirements are considered electives, with the exception of those courses listed in the CSM Catalog with the notation “units do not apply toward AA/AS degree.”

## A.A./A.S. Degree & Certificate Programs Offered at CSM

College of San Mateo offers a wide range of Associate Degree and Certificate programs. An Associate of Arts (A.A.) or an Associate of Science (A.S.) degree is based upon completion of 60 units of coursework. Certificate programs entail 1 year of full-time study or less and are based upon completion of specified coursework requirements ranging from 6 – 30 units. Please consult with a counselor or see the CSM Catalog for detailed A.A./A.S. and Certificate requirements and contact information.

### A.A. Degrees

Accounting  
 Alcohol & Other Drug Studies  
 Art: Commercial  
 Art: Fine Arts  
 -Drawing  
 -General Studio Art  
 -Painting  
 -Printmaking  
 Art: Photography  
 \*Broadcast & Electronic Media  
 Business Information Processing  
 -Microcomputer/Dbase & Spreadsheet  
 -Microcomputer/Word Processing  
 Business: Merchandising (Management)  
 Business Administration  
 Cosmetology  
 English  
 Ethnic Studies  
 Film History  
 \*Filmmaking  
 Foreign Languages  
 -French  
 -German  
 -Spanish  
 Graphics  
 Horticulture  
 -Floristry  
 -Landscape Construction/Design  
 -Landscape Management  
 -Nursery Management  
 Humanities  
 Human Services  
 Journalism  
 Liberal Studies  
 Life Sciences: General  
 Management  
 -Business Management  
 -Marketing Management  
 Medical Assisting  
 -Medical Billing Specialist  
 -Medical Transcription  
 Multimedia  
 -Digital Video  
 -Web Design  
 Music  
 -Electronic Music  
 Real Estate  
 Social Science  
 Speech Communication

### A.S. Degrees

Administration of Justice  
 \*Architecture  
 Building Inspection Technology  
 Chemistry

Computer & Information Science  
 -Computer Science Applications  
 -Computer Support Specialist  
 -End-user Support  
 -Network Support  
 -PC Hardware & System Support  
 Dental Assisting  
 CAD/Drafting  
 Electronics Technology  
 -Avionics Systems Maintenance  
 -General Electronics  
 -Industrial Electronics  
 -Microcomputer Systems  
 -PC Technical Support  
 -Wireless Commun. Systems Engineering  
 Engineering Technology  
 -Electronics  
 -General  
 Fire Technology  
 Geological Sciences  
 Horticulture  
 -Landscape Construction/Design  
 -Landscape Management  
 -Nursery Management  
 Life Sciences  
 -Biological  
 -Biotechnology  
 -Medical  
 -Pre-Nursing  
 Mathematics  
 Nursing  
 Physical Science  
 Physics  
 Welding Technology

### Certificate Programs

Accounting  
 -Accounting Assistant I  
 -Accounting Assistant II  
 -Tax Preparer I  
 -Tax Preparer II  
 Administration of Justice  
 -Basic Police Academy  
 -POST Certification  
 Alcohol & Other Drug Studies  
 Broadcast & Electronic Media  
 Building Inspection Technology  
 Business  
 -Merchandising (General)  
 -Merchandising (Mgt.)  
 -Microcomputer/Database  
 & Spreadsheet Functions  
 -Microcomputer/Word Processing  
 -Office Assistant I  
 -Office Assistant II

Computer & Information Science  
 -C++ Programming  
 -Computer Forensics  
 -Java Programming  
 -Network + Basics  
 -Object-Oriented Design  
 -Visual Basic Programming  
 Cosmetology  
 Dental Assisting  
 CAD/Drafting  
 Electronics Technology  
 -Avionics Systems Maintenance  
 -Electronics Assembly  
 -General Electronics  
 -Industrial Electronics  
 -Microcomputer Systems  
 -Network Cabling Specialist  
 -Network Connectivity Tech.  
 -PC Technical Support  
 -Wireless Commun. Systems  
 Fire Technology  
 Foreign Languages  
 -American Sign Language  
 -Chinese (Mandarin)  
 -French  
 -German  
 -Italian  
 -Japanese  
 -Spanish  
 Global Studies  
 Graphics  
 Horticulture  
 -Floristry  
 -Landscape Construction/Design  
 -Landscape Management  
 -Nursery Management  
 Human Services  
 -Community Health Worker  
 -Family Development  
 -Peer Support Services  
 Management  
 -Business Management  
 -Marketing Management  
 Medical Assisting  
 -Administrative Medical Assisting  
 -Clinical Medical Assisting  
 -Medical Billing Specialist  
 -Medical Transcription  
 Multimedia  
 -Digital Video  
 -Web Design  
 Music: Electronic Music  
 Nursing  
 -Perioperative Nursing  
 Real Estate  
 Speech Communication  
 Welding Technology  
 -General Welder  
 -Welding Technician

*\*On program hiatus, 2004/05*

## CSM 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 [collegeofsanmateo.edu/transfer](http://collegeofsanmateo.edu/transfer) or [cpec.ca.gov/CollegeGuide/CollegeGuide.asp](http://cpec.ca.gov/CollegeGuide/CollegeGuide.asp).

### **Biological & Life Sciences**

Aquatic Biology  
Biotechnology  
Cell Biology  
Developmental Biology  
Ecology  
Ecosystems  
Entomology  
Genetics & Plant Biology  
Horticulture  
Integrative Biology  
Kinesiology  
Marine Biology  
Microbiology  
Molecular & Cell Biology  
Neurobiology & Physiology  
Neuroscience  
Plant Sciences  
Zoology

### **Business & Public Administration**

Accountancy  
Agricultural Business  
Business Administration  
Business Economics  
Healthcare Management  
Hotel & Restaurant Management  
Information Systems  
Managerial Economics  
Public Administration  
Recreation Administration  
Taxation

### **Communication**

Communication Studies  
Film  
Interpersonal Communication  
Literary Journalism  
Mass Communication  
Public Relations  
Radio-Television  
Technical & Professional Writing  
TV, Film & Media Production

### **Computer Science, Engineering & Technology**

Aeronautical Science & Engineering  
Aerospace Engineering  
Artificial Intelligence  
Biomedical Engineering  
Chemical Engineering  
Civil Engineering  
Computer Science  
Computer Engineering  
Construction Management  
Electrical Engineering  
Fire Protection Administration  
Industrial Design  
Manufacturing Technology  
Marine Transportation  
Materials Science & Engineering  
Mechanical Engineering  
Software Systems

### **Environmental Studies & Agriculture**

Animal Science  
Botany & Plant Sciences  
Earth & Environmental Sciences  
Environmental Sciences  
Fisheries  
Forestry  
Resource Management  
Soil & Water Science  
Wildlife & Conservation Biology

### **Ethnic & Area Studies**

African American Studies  
American Studies  
Asian American Studies  
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

### **Health Professions, Education & Counseling**

Alcohol & Drug Studies  
Child Development  
Counseling  
Dental Hygiene  
Education  
Gerontology  
Nursing  
Nutritional Sciences  
Rehabilitation Counseling  
Special Education  
Speech Pathology  
Teaching ESL

### **Humanities, Art & Foreign Languages**

Art History  
Arts Management  
Classical Civilizations  
Comparative Literature  
Dance  
Design/Media Arts  
Dramatic Art  
English  
Ethnomusicology  
Film & Digital Media  
Humanities  
Linguistics  
Medieval Studies  
Music & Culture  
Music History  
Philosophy  
Religious Studies  
Renaissance Studies  
Rhetoric

Sculpture  
Studio Art  
  
Chinese  
French  
German  
Italian  
Japanese  
Spanish

### **Mathematics & Physical Sciences**

Astrophysics  
Chemistry  
Earth & Planetary Science  
Earth Systems Science  
Fiber & Polymer Science  
Financial Mathematics & Statistics  
Geology  
Geophysics  
Mathematics  
Paleobiology  
Pharmacological Chemistry  
Physics  
Statistics

### **Pre-Professional**

Pre-Chiropractic  
Pre-Dentistry  
Pre-Law  
Pre-Medicine  
Pre-Optometry  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Veterinary

### **Social Sciences**

Anthropology  
Archeology  
Cognitive Science  
Criminology  
Economics  
Geography  
History  
Human Development  
Law & Society  
Liberal Studies  
Multicultural Studies  
Peace & Conflict Studies  
Political Science  
Psychology  
Public Policy  
Social Welfare  
Sociology  
Women's Studies

## Major and Certificate Requirements

*Students are encouraged to meet with a counselor/advisor for assistance in selecting courses.*

### Transfer Program Requirements

Students who intend to major in transfer programs listed on the previous page should plan a course at College of San Mateo to meet the general requirements for junior standing, as well as the lower division requirements, of the specific college or university to which they plan to transfer.

See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Accounting

*Associate in Arts Degree with a major in Accounting; Transfer Program; Certificate Program; Certificates of Completion*

**Recommended high school preparation:** use of microcomputers, including spreadsheet and word processing applications; basic math and English skills.

**Career Opportunities:** Accounting offers an interesting and rewarding career to people who can work with numbers, focus on details, use a computer, and work as part of a team. Many high paying entry-level accounting jobs are available, and you can advance in your career by demonstrating your skills on the job.

CSM offers four Accounting Certificates of Completion, an Accounting Certificate Program, and an Accounting A.A. degree. The Accounting Assistant I Certificate of Completion covers the skills needed to succeed as an entry-level accounting assistant. The Accounting Assistant II Certificate of Completion includes additional course work to strengthen a student's skills. The Tax Preparer I Certificate of Completion teaches the skills needed to succeed as an entry-level tax preparer. The Tax Preparer II Certificate of Completion includes additional course work that will strengthen a student's skills.

The Accounting Certificate provides our most complete training. The Certificates are designed as a sequence. A student may

earn the Accounting Assistant I or Tax Preparer I Certificate of Completion, then complete several additional courses and earn the Accounting Assistant II or Tax Preparer II Certificate of Completion, then complete several additional courses and earn the Accounting Certificate. We encourage students to make the Accounting Certificate their goal and to complete as many Certificates of Completion in the sequence as possible. After completing the Accounting Certificate, a student may earn the Accounting A.A. degree by completing the General Education requirements.

Additional information about the accounting program is available at [www.smccd.net/accounts/maule](http://www.smccd.net/accounts/maule).

Many graduates continue their education and receive a Bachelor's degree in accounting or business administration. Students who earn a Bachelor's degree can have a career as a certified public accountant (CPA), internal auditor, cost accountant, financial analyst, personal financial planner, or tax accountant.

### A.A. Degree

**Major requirements:** ACTG 100, 103, 121, 131; ACTG 144 and 145 or ACTG 171; BUSW 415 plus three of the following courses: BUSW 114, 214, 383, 416, 464, 530. Total: 20.5-24.0 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Many of the higher paying career opportunities in accounting require a B.A. or advanced degree. Students can fulfill lower division requirements at College of San Mateo. See the Transfer Planning and Major Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificate Program

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course.

### Certificates of Completion

**Accounting Assistant I:** ACTG 100, 103, 144; CRER 133; BUSW 415 plus one of the following courses: BUSW 105, 114, 214, or 416. Total: 8.5 semester units.

**Accounting Assistant II:** ACTG 100, 103, 144, 145; CRER 133; BUSW 415 plus two of the following courses: BUSW 114, 214, or 416. Total: 11.5 semester units.

**Tax Preparer I:** ACTG 100, 103, 171; BUSW 415; CRER 133. Total: 8.5 semester units.

**Tax Preparer II:** ACTG 100, 103, 121, 144 or 145, 171, 172; CRER 133. Total: 15.5-16.5 semester units.

## Administration of Justice

*Associate in Science Degree with a major in Administration of Justice; Transfer Program; Certificate Program*

**Career Opportunities:** The criminal justice field offers employment in over 581 municipal, county, and state law enforcement agencies in California alone 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 Administration of Justice program at CSM is designed to give students the finest training and experience available. Through the expertise of the faculty and the exposure to professional law enforcement and corrections personnel, students can expect to be trained in traditional police science, crisis intervention, reserve officer training, special weapons, and probations/corrections.

Administration of Justice majors choose from a wide arena of career options which include accident investigator, adjudicator/judge, animal control officer, arson investigator, bar examiner, border patrol agent/INS officer, correctional counselor, criminal investigator, customs agent, dispatcher, drug enforcement agent, evidence technologist, forensic scientist, FBI agent, fingerprint classifier, park or forest ranger, police or highway patrol officer, insurance investigator, jailer, matron, operations supervisor, police clerk, polygraph operator, postal inspector, prison warden, private detective, probation or parole officer, public or industrial security officer, security specialist, sheriff, state trooper, and traffic officer. Some graduates use Administration of Justice as a base for careers in the legal field as legal secretaries, paralegals, attorneys, district attorneys, prosecutors, and public defenders. While some of these careers require B.A. or advanced degrees, law enforcement is considered essential and is likely to continue to receive high priority in city, state, and federal budget planning; therefore the employment outlook for careers in this field is very good. As the need for qualified professionals continues to increase, so do salaries and career opportunities.

**A.S. Degree**

**Option 1**

**Major requirements:** ADMJ 100, 102, 104, 106, 108, 710 plus 9 units selected from one of the elective groups listed below. Students must complete all 9 units within the same group. Total: 27 semester units.

**Group 1:** ADMJ 120, 125, 153

**Group 2:** ACTG 100, 121; ECON 100, 102; ECON 123 or MATH 200

**Group 3:** PSYC 225; SOCI 105, 141, 200; PSYC 300 or SOCI 300

**Group 4:** ETHN 150, 151, 160; ANTH 105, 110, 120; GEOG 110

**Group 5:** SPCH 120, 140, 150, 170

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

**Option 2 (For Peace Officers Only)**

**Major Requirements:** ADMJ 100, 102, 108; 9 substitution units for ADMJ 104, 106, 710 given for a current, valid POST Basic Academy Certificate with transcripts signifying completion through any accredited California college (Certificate/transcripts must be approved by the Administration of Justice Department Coordinator); plus 9 units selected from one of the elective groups listed below. Students must complete all 9 units within the same group. Total: 27 semester units.

**Group 1:** ADMJ 120, 125, 153

**Group 2:** ACTG 100, 121; ECON 100, 102; ECON 123 or MATH 200

**Group 3:** PSYC 225; SOCI 105, 141, 200; PSYC 300 or SOCI 300

**Group 4:** ETHN 150, 151, 160; ANTH 105, 110, 120; GEOG 110

**Group 5:** SPCH 120, 140, 150, 170

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

**Transfer Program**

Many career opportunities in Administration of Justice require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Certificate Program**

**Options 1 and 2:**

**Certificate requirements:** Completion of A.A. degree major requirements listed above with a grade of C or higher in each course. Total: 27 semester units.

**Basic Police Academy**

This 800 hour course of training is certified by the California Commission on Peace Officers Standards and Training to meet the statutory basic training requirements.

**Certificate requirements:** ADMJ 145 with a grade of C or higher. Total: 20 units.

**POST (California Commission on Peace Officers Standards and Training) Certification**

Peace Officers Standards and Training (POST) certification is a significant aspect of the Administration of Justice program. Job opportunities within the law enforcement field require certification by POST of a candidate's work preparation. Reserve officers are hired by local law enforcement agencies only after completing a POST-certified program such as that offered by College of San Mateo.

For regular police officer positions, in the event that a job applicant has not completed POST-mandated and certificated training, the hiring agency might choose to hire the individual and then pay for his/her training. It is more often the case that the agency will seek out candidates who have completed training in a POST-certified program. College of San Mateo's Administration of Justice program is oriented to comply directly with POST certification standards, placing our program graduates in an advantageous position when applying for jobs in the law enforcement field.

Upon completion with a grade of C or higher of each of the following special courses, students will receive a certification of completion. Elective credit may be applied to the A.S. degree.

*POST Regular Basic Course Modular Format*

ADMJ 771 P.C. 832: Arrest and Control Training

ADMJ 775 P.C. 832: Firearms Training

ADMJ 776: Regular Basic Course Level III

ADMJ 777: Regular Basic Course Level II

**Avionics**

(See Electronics Technology: Avionics)

**Alcohol and Other Drug Studies**

*Associate in Arts Degree with a major in Alcohol and Other Drug Studies; Transfer Program; Certificate Program*

**Career opportunities:** The Alcohol and Other Drug 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 facilities, and education/prevention programs in the schools and community.

**Major requirements:** SOSC 301, 302, 304, 307, 308, 314, 315, 316, 319; 6 units selected from PSYC 100, 410 or SOCI 100; 3 units selected from SOSC 303, 310 or 313 with a grade of C or higher in each course. Total: 36 semester units.

**Transfer Program**

See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificate Program

This 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).

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course. Total: 30 semester units.

### American Sign Language

*Certificates of Completion*

#### Certificates of Completion

(See Foreign Languages)

### Anthropology

*Transfer Program*

(Also see Social Sciences)

**Career opportunities:** In addition to careers in cultural, physical and medical anthropology, 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.

#### Transfer Program

Most career opportunities in anthropology require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Apprenticeship Training

Classes of related training are offered for apprentices in certain trades as indicated in the section on curriculum for Apprenticeship Training. These classes follow the course outlined by the appropriate Joint Apprenticeship Committee and the Division of Apprenticeship Standards of the State of California.

### Arabic

The Arabic program has been transferred to Skyline College. Please consult Skyline College's *Schedule of Classes*.

### Archaeology

(See Anthropology courses.)

### Architecture

*Associate in Science Degree with a major in Architecture; Transfer Program*

**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.

**Recommended high school preparation:** academic program including mathematics (4 years), science (4 years), English (4 years), art (2 years), mechanical drawing (1 semester). Students should check course descriptions and prerequisites, and discuss recommended sequence with an architectural counselor/advisor.

#### A.S. Degree

**Major requirements:** ARCH 100, 120, 130, 140, 145, 210, 220, 230, 240. Total: 26 semester units.

**Suggested Electives:** ARCH 112; MATH 241, 242 and PHYS 210, 220 or MATH 251, 252, 253 and PHYS 250, 260, 270.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

#### Transfer Program

Most career opportunities in architecture require a B.A. or advanced degree and professional licensing. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Architecture: Architectural Engineering, Landscape, City and Regional Planning

#### Transfer Program

See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Art

*Transfer Program*

**Career opportunities:** 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.



### Transfer Program

Many career opportunities in art require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Art: Art History

#### Transfer Program

**Career opportunities:** Individuals interested in careers in the art history field may obtain an A.A. in Liberal Arts, which trains them in observation, analysis and communication, the basis for many careers in both the business and government sectors.

Many graduates continue their education at a university, majoring in Art History. Career opportunities for those with a B.A. or advanced degree include work with museums as curators or archivists; with galleries; in publishing as art editors or critics; art appraisal; art consulting; historical preservation; conservation; and education, teaching at the college or high school levels.

#### Transfer Program

Most career opportunities in Art History require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Recommended courses:** ART 101, 102, 103, 104, 105, 201, 301; HIST 100, 101; French, German, or Italian language courses.

**Suggested electives:** ANTH 110; ART 214, 349, 350; ENGL 110; HIST 102; HUM. 101, 102, 111, 112, 127, 128; LIT. 101, 105, 113, 430.

### Art: Commercial

*Associate in Arts Degree with a major in Commercial Art*

**Career opportunities:** Commercial artists are trained in design, materials, advertising production, commercial drawing, computer art, lettering, cartooning, figure and composition, fashion illustration, and photography. Commercial artists are employed in advertising agencies, art studios, corporate com-

munications departments, textile manufacturers, fashion designers, architects, publishing companies, printing firms, large retail stores, supermarkets, mail order houses, promotion departments for motion picture and television studios, and with the military. In addition, many commercial artists are self-employed.

**Recommended high school preparation:** design, drawing, painting.

### A.A. Degree

**Major requirements:** ART 201, 202, 206, 207, 214, 301, 328; GRA 105, 106. Total: 23 semester units.

**Suggested electives:** ART 101, 102, 103, 104, 223, 231, 241, 305; BUS. 175; CRER 410; SPCH 100.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Art: Commercial, Illustration

#### Transfer Program

**Career opportunities:** The Commercial Illustration field offers career opportunities in advertising, manufacturing, industrial design, public relations, and communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, computer art, or story illustration.

#### Transfer Program

Many higher paying career opportunities in Commercial and Illustration Art require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Art: Fine Arts

*Associate in Arts Degree with a major in Fine Arts: Drawing or General Studio Art or Painting or Printmaking; Transfer Program*

**Career opportunities:** The A.A. degree in Fine Arts provides the student with both a historical and contemporary perspective on the creation of art, the ability to analyze and understand compositional structure and historical significance, and hands-on skills working in a variety of media.

### A.A. Degree

**Major Requirements (for all options):** ART 101 or 102, 103 or 104, 201, 202, 206, 207, 214, 301.

#### Option 1: Drawing

**Career opportunities:** An emphasis in Drawing prepares the student to express emotions, ideas and visions through representation of lines on a surface utilizing media such as ink, pencil, charcoal, pastel, and brush.

**Major requirements:** as listed above plus a repeat of ART 206 and 207; ART 223. Total: 33 semester units.

**Suggested electives:** ART 224, 241, 328, 351, 405.

#### Option 2: General Studio Art

**Career opportunities:** An emphasis in General Studio Art prepares the student to function as a creative artist utilizing traditional fine arts (drawing, painting, sculpture) and modern media (ceramics, textiles, digital media, photography). The General Studio Art major leads individuals to careers as artists, elementary school through graduate level educators, commercial artists, art critics, museum curators, restorers/conservators, graphic designers, art editors, art agents, and art administrators.

**Major requirements:** as listed above plus ART 223, 241, 405. Total: 33 semester units.

**Suggested electives:** ART 231, 351.

#### Option 3: Painting

**Career opportunities:** An emphasis in Painting prepares the student to express emotions, ideas, and visions through application of paints and related chemical color substances to canvas and other surfaces. This field offers career opportunities in painting, muraling, jewelry design, color consulting, art education and art therapy. Some of these careers require a B.A. or advanced degree.

**Major requirements:** as listed above plus ART 223 (3 units), 224 (6 units). Total: 33 semester units.

**Suggested electives:** ART 231, 232, 241, 351, 405. Repeat of ART 206 or 207.

**Option 4: Printmaking**

**Career opportunities:** An emphasis in Printmaking prepares the student to render art concepts on surfaces and transfer images, via ink or dyes, to paper or fabric. Career opportunities exist in specialties such as intaglio, relief, lithography, serigraphy, and photo-mechanical printmaking. Some printmakers work in book arts and paper-making.

**Major requirements:** as listed above plus ART 241, 242. Total: 30 semester units.

**Suggested electives:** ART 223, 351, 405. Repeat of ART 206 or 207.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

**Transfer Program**

Many career opportunities in Fine Arts require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Art: Photography**

*Associate in Arts Degree with a major in Photography*

**Career opportunities:** The field of photography offers a variety of commercial, educational, informational, scientific, technical, and fine art opportunities to the skilled individual who is interested in communicating ideas and concepts visually. Photographers find careers with newspapers, magazines, photo agencies, industrial companies, and medical facilities. Most commercial and portrait photographers are independent entrepreneurs. Many graduates find employment as sales representatives for photo-related corporations, while others work as sales representatives for other photographers. The rapid development and assimilation of electronic media has opened the door to a variety of additional career opportunities, such as creating or preparing an image for reproduction through computer technology.

**Major requirements:** ART 350, 351, 352, 354, 360, 365, 353 or 355. Total: 22 semester units.

**Suggested electives:** ART 102, 201, 214, 237, 301, 349; FILM 150; GRA 105.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

**Biological Sciences**

(See Life Sciences: Biological)

**Biotechnology**

(See Life Sciences: Biotechnology)

**Broadcast and Electronic Media**

*Associate in Arts Degree with a major in Broadcast and Electronic Media; Transfer Program; Certificate Program*

**Career opportunities:** The Broadcast and Electronic Media field offers a variety of career opportunities in electronic communications for creative individuals with solid communications skills. CSM's program provides a comprehensive view of the communications disciplines, is tailored to meet current needs in the broadcasting media, and is well respected in the industry.

Through actual on-air broadcasts from the campus stations, KCSM-FM and KCSM-TV, students receive both theoretical and practical, hands-on experience that provides excellent preparation for immediate employment or for transfer to a four-year program.

The broadcasting field offers students an exciting environment in television and radio with career opportunities in broadcast operations, engineering, writing and performance; media analysis; and instructional media. Additional opportunities include non-broadcast production areas such as music media production, music videos, corporate videos, video news features, and cablecasting. Other positions this training can qualify a student for include traffic, marketing, and programming.

Radio Broadcasting offers both on-air and behind-the-scenes career opportunities with radio stations, audio production facilities, educational institutions, and media departments. Among career opportunities in this field, the best known is perhaps the radio announcer, or "disc jockey." Announcers select and introduce recorded music; present news, sports, weather, and commercial announcements; interview guests; and report on community activities and other matters of interest to their audience. While announc-

ers may ad-lib much of their material, they also do much of the research and writing for scripted news and commercial copy. In addition, announcers may operate the control board and sell commercial time to advertisers. Other career opportunities for Radio Broadcasting Operations graduates are as sound engineers, dispatchers, broadcast technicians, business service salespeople, and telecommunications analysts.

Television Broadcasting offers career opportunities in broadcast production with television stations, educational institutions, media departments, cable companies, satellite communications facilities, interactive video production companies, and telecommunications companies. This field of study provides students with training for positions which include camera operator, cinematographer, editor, engineering technician, instructional media specialist, lighting director, production director, production assistant, sound engineer, technical director, and videographer.

**A.A. Degree**

**Major requirements:** BCST 110, 120, 194, 244 plus 9 units selected from one of the three option groups (students must complete all 9 units within the same option group) plus 6 units selected from the suggested electives. Total: 26 semester units.

**Option 1: Radio**

BCST 131, 132 and MUS. 275.

**Option 2: TV Field Production**

BCST 241, 246, 237.

**Option 3: TV Studio Production**

BCST 231, 233, 237.

**Suggested electives:** BUS. 101, 180; MGMT 100; MULT 180/181, 182/183; PHIL 100; or SPCH 120.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

**Transfer Program**

Many higher paying career opportunities in Broadcast and Electronic Media require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Certificate Program**

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course. Total: 26 semester units.

**Building Inspection Technology**

*Associate in Science Degree with a major in Building Inspection; Certificate Program*

**Career opportunities:** A career in Building Inspection includes review and interpretation of plans and diagrams for compliance with codes and ordinances; inspection of new and existing residential, commercial, and industrial buildings during and after construction to enforce and certify them for safety and code compliance; assurance of structural integrity and plumbing, electrical, and mechanical systems in the sale and exchange of property; work with architects, engineers, contractors, and property owners to ensure proper use of materials and workmanship; review and approval of final inspection certificates; issuance of permits and assessment/collection of fees; and maintenance of reports on all inspections conducted and permits issued. Some students specialize in areas such as residential dwellings, and structural steel or reinforced concrete buildings.

Career opportunities in Building Inspection include employment with the building departments of local, state and federal government. Local governments employ large inspection staffs, as do state and federal departments such as Defense, Housing and Urban Development, and Agriculture. Other graduates work for firms in engineering and architectural services, construction, and business services industries. Most opportunities for building inspectors are concentrated in cities and suburban areas undergoing rapid growth. The number of new career opportunities will be largely determined by the level of new housing and commercial building activity and the increasing complexity of construction requirements.

**A.S. Degree**

**Major requirements:** BLDG 700, 710, 720, 730, 740, 750, 760; 3 units selected from ENGL 848 or higher or MGMT 110; 3 units selected from MGMT 120 or 235. Total: 27 semester units.

**Suggested electives:** BLDG 725, 775, 790; COOP 641; PHYS 100.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

**Certificate Program**

**Certificate requirements:** completion of A.S. degree major requirements listed above with a grade of C or higher in each course.

**Business**

**Career Programs**

The following programs are designed to prepare students for employment in specific careers. They emphasize business skills for immediate employment; general courses provide a background for promotion in chosen occupational areas. Students planning to complete a four-year degree in these areas should consult the catalog of the college or university to which they plan to transfer.

**Business: Business Information Processing**

*Associate in Arts Degree with a major in Business Information Processing; Certificate Programs; Certificates of Completion*

**Recommended high school preparation:** typing, business math, microcomputers, accounting, business English, and office work experience.

**Career opportunities:** Career opportunities available to Business Information Processing graduates include employment in both entry-level positions and mid-level office management. Other areas of career opportunities include sales, marketing, public relations, and human resources.

Students develop the ability to organize and manage work tasks and information through the use of computer/office technology. These programs offer training in decision-making and administrative duties that are required for promotion.

**A.A. Degree**

Completion of one of the following options:

**Option 1: Microcomputer/Office Assistant**

**Career opportunities:** Among career opportunities for those skilled in microcomputer word processing are office assistant, administrative staff assistant, executive secretary, senior secretary, secretary supervisor, and secretarial services entrepreneur.

**Major requirements:** BUS. 101, 115, 315 or 317, 326, 401 or MGMT 120; BUSW 105, 114, 214, 215, 383, 415, 530; CRER 133. Total: 23-24.5 semester units.

**Option 2: Microcomputer/Data Base and Spreadsheet Functions**

**Career opportunities:** Among career opportunities for those skilled in microcomputer database and spreadsheet functions are technical support specialist, PC applications support specialist, PC telephone customer service representative, computer support aide, and consultant/trainer.

**Major requirements:** ACTG 100, 144, 145; BUS. 100, 115; BUSD 114, 115; BUSW 105, 114, 214, 415, 416, 464, 530; Total: 27 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

**Certificate Program**

**Options 1 and 2**

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course.

**Certificates of Completion**

**Office Assistant I:** BUS. 317; BUS. 316 or BUSW 214; BUSW 114, 415, 530; CRER 133. Total: 8-9.5 semester units.

**Office Assistant II:** BUS. 317; BUSW 114, 214, 215, 383, 415, 530; CRER 133. Total: 11 semester units.

**Business: Merchandising (General)**

**Career opportunities:** Opportunities are available to qualified individuals in the general areas of wholesaling, retailing, and certain areas of manufacturing in the domestic and international markets. Specific careers include selling, buying, customer service, and product promotion. Careers in distribution are growing in availability at a healthy rate. Over one fourth of the civilian labor force is engaged in merchandising/marketing-related activities.

**Certificate Program**

**Certificate requirements:** BUS. 100, 101, 115, 170, 180, 641 (6 units); Plus 3 units selected from Business Management courses, with a grade of C or higher in each course. Total: 24 semester units.

## Business: Merchandising (Management)

*Associate in Arts Degree with a major in Merchandising (Management); Certificate Program*

**Career opportunities:** Opportunities are available to qualified individuals in the general areas of wholesaling, retailing, and certain areas of manufacturing in the domestic and international markets.

Merchandising management careers are available in selling, buying, customer service, and product promotion.

### A.A. Degree

**Major requirements:** BUS. 100, 101, 115, 170, 180, 641 (6 units); ACTG 100 or 121. Total: 24-26 semester units.

Plus General Education and other requirements for the A.A. degree, (see index: General Education).

### Certificate Program

**Certificate requirements:** completion of A.A. degree major requirements listed above, with a grade of C or higher in each course.

## Business Administration

*Associate in Arts Degree with a major in Business Administration; Transfer Program*

**Recommended high school preparation:** elementary algebra, intermediate algebra, geometry, trigonometry, foreign language.

**Career opportunities:** Career opportunities for Business Administration majors are diverse and many. The major prepares students for careers in business disciplines which include sales, marketing, public relations, and human resources. Many graduates find employment within the manufacturing industries: automotive, aerospace, commercial; investment banking; consulting services; retailing; and information technology and telecommunications. Others secure employment in federal, state, or local government agencies. Still others work for non-profit or private foundations and professional organizations. With a B.A. or advanced degree, career opportunities extend to include budget analyst, accountant, controller, financial analyst, financial planner, loan officer, marketing analyst, production manager, and securities analyst.

### A.A. Degree/Transfer Program

**Career opportunities:** Accountant, administrative assistant, budget analyst, management consultant, claims agent, controller, credit analyst, financial manager, hospital administrator, insurance agent, lawyer, and trust officer are some of the careers for which this option helps prepare the student. Additional fields for which this option helps prepare the student are advertising/marketing, international business, banking, business publications, computer operations, and computer software implementation.

**Major requirements:** ACTG 121; ECON 100, 102; ECON 123 or MATH 200 or higher level math course; 6-10 units selected from ACTG 131; BUS. 100, 201, 295; or MATH 125, 241, 251. Total: 20-26 semester units.

### Transfer Program

Many higher paying career opportunities in Business Administration require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

*Associate in Arts Degree with a major in Business Administration*

**Career opportunities:** Administrative assistant, bookkeeper, buyer, employment interviewer, and sales agent are some of the careers for which this option helps prepare the student.

**Major requirements:** ACTG 100 or 121; BUS. 100, 101, 115, 201, 401 or equivalent; BUS. 295 or CIS 110; 3 units selected from BUSD or BUSW series. Total: 24-27 semester units.

**Suggested electives:** BUS. 131, 150, 170, 180, 401.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

## Career and Life Planning

*Certificates of Completion*

**Career Opportunities:** Career and Life Planning (CRER) courses at College of San Mateo are taught by counseling faculty. CRER courses provide essential preparation for career and educational planning and decision making. The curriculum includes coursework in college success strategies, career and educational planning, learning styles and preferences, testing preparation and study/learning systems, career exploration and job search skills, peer counseling, mediation, interpersonal skills development, and other self-awareness and personal development topics. The curriculum is designed to assist students in adapting to the challenges of a college environment and the rigor of college studies. Classes assist students in determining a college major, and preparing for university transfer, or vocational certificate or Associate degree completion. Students with majors and career goals related to psychology, sociology, human services, social work, elementary and secondary education would benefit from the skills foundations that are a part of every CRER class.

### Certificates of Completion

#### *Leadership for Service*

**Career Opportunities:** The curriculum of the Leadership for Service Certificate of Completion (LSCC) is designed to provide students with the knowledge, skills, and abilities to participate effectively in a variety of leadership positions in college and community organizations. The Certificate of Completion is recommended for participants in student government, college clubs and organizations, college governance, civic groups, and community service organizations. The course work supports the development of skills needed to bring about positive personal and social change. The LSCC provides training and hands-on experience in public speaking, communication, problem-solving, decision-making, time management, policy development and implementation, budget development, leadership, team-building, activity and event planning and implementation, and basic parliamentary procedures.

**Certificate requirements:** 2 units of CRER 150 and/or CRER 141; 3 units selected from SPCH 100, 110, 120, 140, 150, or 170; 3 units selected from SOC 100, 105, 141, 200, 300, or PSYC 100, 300.

Total: 8 units

#### *Peer Support Services*

**Career Opportunities:** The Peer Support Certificate of Completion (PSSC) is designed to prepare students for entry-level peer support positions in public and private non-profit agencies serving persons recovering from mental illness. Job titles include, but are not limited to, Peer Counselor, Recovery Mentor, Peer Recovery Educator, Peer Leader, and Consumer Advocate. Job duties may include counseling and mentoring peers, facilitating peer recovery groups, conducting home visits, planning and coordinating activities for drop-in centers, connecting clients to resources and services, peer advocacy, and assisting clients with housing, employment and education.

**Certificate requirements:** 3 units of CRER 140 or HMSV 110; 3 units of CRER 142 or HMSV 150; 3 units of CRER 138; 3 units of COOP 641, 645, and/or 650.

Total: 12 units

**RELATED DEGREE AND CERTIFICATE AREAS:** Alcohol and Other Drug Studies, Human Services, Psychology, Sociology

## Chemistry

*Associate in Science Degree with a major in Chemistry and Transfer Program*

**Career opportunities:** The Chemistry major prepares students to transfer to four-year institutions for continued study in the field of chemistry. 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.

**Major requirements:** CHEM 210, 220, 231, 232; PHYS 210/211 or 250. Total: 24-25 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Most career opportunities in chemistry require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer

## Chinese

*Transfer Program, Certificates of Completion*

**Career opportunities:** In addition to providing skills in understanding, speaking, reading, and writing Chinese, the major provides a greater understanding of Chinese 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 Chinese, 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 attache, buyer, diplomatic officer, immigration inspector, interpreter, journalist, teacher/professor, and tutor.

### Transfer Program

Many career opportunities in Chinese and other foreign languages require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Certificates of Completion

(See Foreign Languages)

## Computer and Information Science

*Associate in Science Degree with a major in Computer and Information Science; Transfer Program; Certificate Program; Certificates of Completion*

**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. 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.

**Recommended preparation:** for all of the course work described in the CIS program, fluency in the English language and keyboarding skills are essential. Testing for proficiency in the reading and writing of English is done regularly through the testing facilities of CSM Student Services. Students who wish to be tested should contact the Testing Office in Room 1-207. Keyboarding skills may be improved in the Business Skills Lab.

Job requirements vary among companies, and students' course selection for the A.S. degree in CIS, the Computer Science Applications Development Certificate, or the Computer Support Specialist Certificate should be guided by these requirements. Therefore, it is important for students to check these requirements with companies for which they plan to work. For this, the Career Center and the Cooperative Education Office may be able to help.

### A.S. Degree

In order to receive an A.S. degree in Computer and Information Science, students must complete the recommended courses for the transfer program or the certificate requirements listed below for the Computer Science Applications Development Program or the Computer Support Specialist Program (any option) plus the General Education and other requirements for the A.S. degree (see Index: General Education).

### A.S. Degree/Transfer Program

Many career opportunities in Computer and Information Science require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Major Requirements:** CIS 255 or 278 AND 256 or 279; CIS 290/291; 4 (or more) units selected from CIS courses numbered higher than 110; MATH 251, 252; 3 (or more) units selected from MATH courses higher than 251; ENGL 100. Total 32 semester units.

**Suggested Electives** (Strongly Recommended): CIS 372/373; MATH 253, 268; PHYS 250, 260.

Students should also consult the catalog of the college or university to which they plan to transfer.

### A.S. Degree/Certificate Program (Computer and Network Forensics)

**Career opportunities:** CNF is the discovery, recovery, and preservation of digital evidence. Students taking this curriculum are introduced to forensic science, networking, computer science, computer hardware, operating systems, and criminal and civil law. The CNF program prepares graduates for entry-level positions in the law enforcement agencies; governmental agencies; pri-

vate security firms; human resource departments, information system departments, and computer forensic departments in private sector corporations.

**Major requirements:** CIS 150, 152, 315, 479, 488, 489, 490, 491; ADMJ 102, 104, 106, 120; ELEC 215. Total: 39 semester units

**Suggested Electives:** CIS 110, 312/313, 485; BUS. 201; ELEC 216.

### A.S. Degree/Certificate Program (Computer Science Applications Development)

**Career opportunities:** The Computer Science Applications 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 exist in numerous businesses and industries. Typical entry-level positions include quality assurance and systems testing, and frequently involve working on project teams.

**Major requirements:** CIS 110, 150, 254; CIS 255 or 278; CIS 256 or 279; CIS 290/291; 8 units selected from CIS 126, 256 (if not used above), 279 (if not used above), 360/361, 372/373, 376, 378, 379, 381-388, 391, or 392. Total: 30 semester units.

### A.S. Degree/Certificate Program (Computer Support Specialist)

**Career opportunities:** The Computer Support Specialist program prepares CSM graduates to support microcomputer systems and end-users in business and industry. Students may choose to concentrate in network support, end-user support, or hardware support. Program emphasis is on cultivating computer professionals who are technically competent and work well with others.

**Major requirements (for all options):** CIS 110, 150; three units selected from CIS 312, 313, 315, BUSD 114, 115, or BUSW 114.

#### Option 1: Network Support

**Career opportunities:** Graduates in this specialization will find employment supporting network users and installing, configuring and managing moderate-sized homogenous networks. Individuals with prior network experience can acquire more extensive technical education in networks through this program and prepare for industry network certification examinations. Career opportunities exist in numerous businesses and industries.

**Major requirements:** courses listed above; CIS 125 and 126 OR CIS 254 and either 255 or 278; ELEC 110, 215; 9 units selected from CIS 152, 153, 409, 410, 474, 475, 476, 477, 479, 485, or ELEC 218. Total: 32-32.5 semester units.

#### Option 2: End-User Support

**Career opportunities:** Graduates in this specialization will find entry-level employment as end-user support specialists, help desk support specialists, computer librarians, information systems liaisons, and with computer operations staffs. Career opportunities exist in numerous businesses and industries.

**Major requirements:** courses listed above; CIS 125 and 126 OR CIS 254 and either 255 or 278; ELEC 110, 215; 9 units selected from CIS 376, 378, 379 or BUSW Windows applications courses or GRA applications courses or MULT applications courses. Total: 32-32.5 semester units.

#### Option 3: PC Hardware and System Support

**Career opportunities:** Graduates in this specialization will find entry-level technician positions with companies of all sizes, installing, configuring and supporting stand alone and networked systems. Career opportunities exist in numerous businesses and industries.

**Major requirements:** courses listed above; CIS 125; ELEC 110, 215, 216, 217, 310, plus 3 units selected from ELEC 218, 230, 231, 360. Total: 31-31.5 semester units.

### Certificates of Completion

**C+ Programming:** CIS 391, 392; plus 4 units selected from CIS 393-398. Total: 8 semester units.

**C++ Programming:** CIS 278, 279. Total: 8 semester units.

**CIS Network Security Specialist:** CIS 479, 488, 489. Total: 7.5 semester units.

**Computer Forensics:** CIS 479, 488, 489, 490, 491. Total: 13.5 semester units.

#### Internet Programming:

Option 1: CIS 381-388, 376, or CIS 378, 379, 380. Total: 11 semester units.

Option 2: CIS 391-398, 376 or CIS 378, 379, 380. Total: 11 semester units.

**Java Programming:** CIS 255, 256 or 381, 382; plus 4 units from CIS 383-388. Total: 12 semester units.

**Network + Basics:** CIS 150, 152. Total: 6 semester units.

**Object-Oriented Design:** CIS 256, 278, 372/373; OR CIS 254, 279, 372/373. Total 12 semester units.

**Visual Basic Programming:** CIS 125 and 126. Total: 8 semester units.

### General interest in computers

For students who do not plan to major in CIS but wish to learn about computers, CIS 110 is recommended as a beginning course. Those who wish to learn some programming should begin with CIS 125 or CIS 254.

## Cooperative Education

Cooperative Work Experience Education enables students to earn college credit for work and learning done on his/her current job. The job may be major or career related or in a general field not especially related to a student's major. Cooperative Education involves: *a.* students attending CSM full or part time and working full or part time; or *b.* students working full time one semester and attending CSM the next. These programs allow students to earn additional college credit while learning through an actual job experience. Cooperative Education gives the opportunity to use classroom theory in the job setting.

Now volunteer service in non-profit agencies, the public sector, or educational institutions may qualify for Cooperative Education credit. Sign up to put your volunteer service to work for you earning units that can apply to your CSM degree or transfer.

Further information is available in the Cooperative Education Office, located in the Career Services Center in Building 5, Room 128, telephone 574-6171.

## Cosmetology

*Associate in Arts Degree with a Major in Cosmetology; Certificate Program; Certificate of Completion*

The Cosmetology Program consists of 1600 hours training in theory and practical skills in all phases of beauty culture.

**Career opportunities:** 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.

**High school preparation:** Completion of tenth grade or equivalent is required by State Law. Students must be 17 years of age to be eligible for State Examination. Note: High school students may enroll in cosmetology training at College of San Mateo in their junior or senior year by contacting their respective school counselors and the Cosmetology Department.

**Admission Requirements:** Contact the Cosmetology Department, (650) 574-6363, for application information and forms.

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.

### A.A. Degree

**Major requirements:** 5.5 to 9 units each of COSM 712 and 722; 13.5 to 17 units each of COSM 732 and 742, with a grade of C or higher in each course. Total: 45 semester units.

**Suggested electives:** BUS. 115; ACTG 100; PSYC 100; SOCI 100; SPCH 120.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### One-Year Certificate Program

Upon satisfactory completion of 1600 total hours (with grades of C or higher), students will be qualified to take the California State Board of Cosmetology examination for licensure as a cosmetologist.

**Certificate requirements:** 5.5 to 9 units each of COSM 712 and 722; 13.5 to 17 units each of COSM 732 and 742, with a grade of C or higher in each course. Total: 45 semester units.

### Certificate of Completion

Completion of 600 hours of COSM 752 and 753 prepares a student to take the California State Board of Cosmetology Examination for Estheticians and for subsequent employment in this field only.

*Esthetician:* COSM 752 and 753. Total: 16 semester units.

### Special Courses in Cosmetology

COSM 750, Brush-up. Refresher course to upgrade skills for students who have satisfactorily completed an approved course of training with a minimum of 1600 hours or for out-of-state cosmetologists in preparation for the California State Board of Cosmetology Examination.

COSM 760, Cosmetology Instruction Preparation. Preparation for California State Board of Cosmetology Instructor examination, which requires the student to complete a 600-hour instructor training certificate program or equivalent work experience and individualized instruction as required.

## Dental Assisting

*Associate in Science Degree with a major in Dental Assisting; Certificate Program*

**Career opportunities:** The Dental Assisting program at CSM is designed to give students the finest training and experience. Through the expertise of a talented faculty and exposure to dental care professionals, a student is trained to prepare patients for treatment, assist the dentist working with patients, process x-rays, manage the office, and handle appointments and billing with computer applications. Graduates of CSM's program are eligible to take the National Certification Examination to become a Certified Dental Assistant and the California Registration Examination to become a Registered Dental Assistant.

Dental assistants find employment with private dentists in one of several specialty areas of practice, including oral surgery, endodontics, pediatric dentistry, periodontics, and orthodontics. Dental assistants can also find employment with dental schools, the Armed Services, or community health centers. Employment opportunities for trained dental assistants continue to be excellent.

**Admission Requirements:** High school graduate or equivalent.

**A.S. Degree**

**Major requirements:** DENT 716, 721, 722, 731, 732, 735, 740, 742, 743, 749, 751, 763; PSYC 108 or SOCI 100; SPCH 120; COOP 647 (4 units). Total: 35 semester units.

A grade of C or higher is required for all Dental Assisting courses.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

**Certificate Program****One-Year Certificate**

**Certificate requirements:** DENT 716, 721, 722, 731, 732, 735, 740, 742, 743, 749, 751, 763; COOP 647 (4 units); 1.0-1.5 units selected from ENGL 830 or equivalent or READ 812; 1.0-1.5 units selected from SPCH 850 or equivalent. Total: 31-32 semester units.

All students completing the above required courses with a grade of C or better are eligible to apply to the Office of Admissions and Records for a Certificate in Dental Assisting.

Upon successful completion of the program with a grade of C or higher in all courses required for the certificate, the student is eligible to take the National Certification Examination to become a Certified Dental Assistant, and the California Registration Examination to become a Registered Dental Assistant.

**Drafting Technology****CAD/Drafting**

*Associate in Science Degree with a major in CAD/Drafting; Certificate Program; Transfer Program*

**Recommended high school preparation:** elementary algebra. Students should check course descriptions and prerequisites and discuss recommended sequence with counselors/advisors.

**Career opportunities:** 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 computer-aided drafting (CAD) stations. 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.

**A.S. Degree**

**Major requirements:** DRAF 120, 121, 122, 123, 124; 3 units selected from DRAF 130, 140, 150 or 680, Pro-E; 3 units selected from any course(s) in ARCH, BUSW, ELEC, MANU, MULT or WELD. Total: 21 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

**Transfer Program**

Many career opportunities in Drafting Technology require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Certificate Program**

**Certificate requirements:** completion of A.S. degree major requirements listed above with a grade of C or higher in each course.

**Economics***Transfer Program*

(also see Social Science)

**Career opportunities:** A major in Economics prepares the student to transfer to four-year institutions where they may complete baccalaureate degrees in Economics and other disciplines. 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. 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, bud-

get analysis, business/market analysis, business/economic forecasting, commodities, industrial relations, investment analysis, labor relations, manpower, transportation, international business, marketing, natural resources, and operations research.

**Transfer Program**

Most career opportunities in Economics require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Electrical Technology**

*Associate in Science Degree with a major in Electrical Technology; Certificate Program*

**Inside Wireman**

The courses required for this degree are administered by College of San Mateo in conjunction with the Joint Apprenticeship Training Committee. Registration is limited to those students fulfilling the related instruction requirements of the State of California as an indentured apprentice. For information, contact the San Mateo County JATC for the Electrical Construction Industry or the Technology Division Office.

**Career opportunities:** Inside Wireman install electrical service, establish grounding systems, establish power distribution, install raceway systems and wiring, provide power and controls to motors, and install receptacles, lighting systems, and fixtures in commercial, industrial, and residential construction. Employment opportunities in this field are tied to the construction trade industry. Students who successfully complete this program receive journeyman status as an Inside Wireman.

**Required preparation:** at least 18 years of age; high school diploma or G.E.D.; one semester of college-level algebra with a grade of C or higher.

**A.S. Degree**

ELEL 701, 702, 703, 704, 705, 706, 707, 708, 709, 710. Total 30 semester units. Plus General Education and other requirements for the A.S. degree (see Index: General Education)



**Certificate Program:** completion of A.S. degree major requirements listed above with a grade of C or higher.

### Electrical: Sound and Communications Installer

*Associate in Science Degree with a major in Electrical Technology: Certificate Program*

The courses required for this degree are administered by College of San Mateo in conjunction with the Joint Apprenticeship Training Committee. Registration is limited to those students fulfilling the related instruction requirements of the State of California as an indentured apprentice. For information, contact the San Mateo County JATC for the Electrical Construction Industry or the Technology Division Office.

**Career Opportunities:** Sound and Communications Systems workers install, test, and maintain premise cabling systems and equipment including: voice, data networks, fire alarm systems, LANs, closed circuit TV, building automation networks, security systems, and various life safety systems. Employment opportunities exist in residential, commercial, and industrial construction. Upon completion of this program students will have obtained the theoretical knowledge as well as the practical skills required to install and maintain a variety of sound and communication systems. This program is offered in conjunction with the Joint Apprenticeship and Training Committee for the Electrical Construction Industry. Students who successfully complete this program receive journeyman status as a Sound and Communications Installer.

**Required preparation:** at least 18 years of age; high school diploma or G.E.D.; one semester of college-level algebra with a grade of C or higher.

### A.S. Degree

ELEL 721, 722, 723, 724, 725, 726. Total 18 semester units. Plus General Education and other requirements for the A.S. degree (see Index: General Education)

**Certificate Program:** completion of A.S. degree major requirements listed above with a grade of C or higher.

## Electronics Technology

*Associate in Science Degree with a major in Electronics Technology; Transfer Program; Certificate Program; Certificates of Completion*

**Career opportunities:** 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.

### A.S. Degree

**Major Requirements (for all options):** BUSW 114, 530; ELEC 201, 202, 215, 231, 232, 262, 275, 282, 290, 320, 332 with a G.P.A. of 2.0 or higher.

**Option 1 (Wireless Communications Systems):**

**Major requirements:** as listed above plus ELEC 302, 362, 346 with a G.P.A. of 2.0 or higher. Total: 43 semester units.

**Option 2 (Industrial Electronics):**

**Major requirements:** as listed above plus any three courses selected from ELEC 421, 422, 424, 441, 442, or 444 with a G.P.A. of 2.0 or higher. Total: 46 semester units.

**Option 3 (Microcomputer Systems):**

**Major requirements:** as listed above plus BUSW 124, 125; ELEC 216, 217 with a G.P.A. of 2.0 or higher. Total: 46 semester units.

**Option 4 (General Electronics):**

**Major requirements:** as listed above plus ELEC 310, 360, 370 with a G.P.A. of 2.0 or higher. Total: 44 semester units.

### A.S. Degree (Advanced Placement)

Students with an extensive background in electronics from the military, industrial on-the-job training, or other educational institutions who wish to obtain a degree or certificate must complete a minimum of 22 units from the courses listed below, with a G.P.A. of 2.0 or higher and no grade lower than a C. A course substitution/waiver form must be filed with the Office of Admissions and Records to verify experience and/or course qualification.

**Major requirements:** BUSW 114, 530; ELEC 282, 290, 332 plus additional courses selected from one of the options listed above. Total: a minimum of 22 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Many high-paying career opportunities in Electronics Technology require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificate Program

**Certificate requirements:** completion of A.S. degree major requirements listed above with a G.P.A. of 2.0 or higher and no grade lower than a C.

### Certificate Program (Advanced Placement)

**Certificate requirements:** completion of A.S. degree major requirements (advanced placement) with a G.P.A. of 2.0 or higher and no grade lower than a C.

## Electronics Technology: Avionics Systems Maintenance

**Career opportunities:** The Avionics Systems Maintenance program prepares a student for entry-level employment as a radio-electronics (R&E) technician in the commercial passenger and/or freight airline in-

dustry. Such positions are found at commercial and private airports throughout the greater Bay Area. Career opportunities include work as a line or bench mechanic or supervisor involved with the operation and maintenance of computer, communications, navigation, and flight control equipment used in commercial and civil aircraft. Upon completion of the program the student possesses the fundamental knowledge and skill to successfully pass the FCC General Radiotelephone License examination, as well as entry-level employment skill tests.

### A.S. Degree

#### Option 1:

**Major Requirements:** ELEC 201, 202, 231, 262, 275, 290, 302, 320, 362, 346; AERO 160. Total: 35 semester units.

**Option 2** (for those students who already have an airframe and powerplant certificate issued by the F.A.A.)

**Major requirements:** ELEC 231, 262, 275, 290, 302, 320, 362, 346; AERO 160. Total: 29 semester units plus 6 units of credit\* granted for airframe and powerplant certificate issued by the F.A.A.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

\*Upon application to the Electronics Technology Department, students may receive 6 units of credit toward an A.S. Degree in Electronic Technology—Avionics Systems Maintenance. Applicants must have completed 12 units at College of San Mateo with a 2.5 grade point average and be enrolled at the College at the time of application.

### Certificate Program

**Certificate requirements:** completion of A.S. degree major requirements listed above with a grade of C or higher in each course and a G.P.A. of 2.0 or higher.

### Certificates of Completion

**Network Cabling Specialist:** ELEC 110, 131; CIS 110. Total: 10.5 semester units.

**Electronics Assembly:** ELEC 110, 282, 332. Total: 7 semester units.

### Electronics Technology: PC Technical Support

**Career Opportunities:** By providing a solid foundation in PC operating systems and PC system hardware and peripherals,

the PC Technical Support Program prepares students for entry-level employment as PC hardware technicians. The fundamentals of operating system installation and operation as well as the function of, configuration of, and proper operation of PC system hardware and peripherals form the core of the program. System troubleshooting, problem detection and correction, and system upgrading are stressed throughout the program. The program prepares students to successfully pass the nationally recognized CompTIA A+ PC hardware certification exam. Entry-level employment opportunities exist in small and large businesses of all types, at PC hardware, software, and peripheral manufacturers and retailers, within governmental agencies, and as an independent consultant. Recognized by the U.S. department of labor as one of the fastest growing employment fields, opportunities abound in the greater Bay Area.

### A.S. Degree

**Major requirements:** BUSW 114, 124, 125, 530; CIS 110, 150; ELEC 110, 215, 216, 217. Total 27 semester units.

Plus General education and other requirements for the A.S. degree (see Index, General Education).

### Certificate Program

**Certificate requirements:** completion of A.S. degree major requirements listed above with a G.P.A. of 2.0 or higher and no grade lower than a C.

## Engineering

*Associate in Science Degree with a major in Engineering; Transfer Program*

**Career opportunities:** 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 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 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.

**Recommended high school preparation:** mathematics (four years); chemistry (one year); physics (one year); mechanical drawing (one year). Students should check course descriptions and prerequisites, and discuss recommended sequence with counselors/advisors.

### A.S. Degree

**Major Requirements:** ENGR 210, 230, 260, 270 plus 5 additional units chosen from the following electives: CHEM 220 or 225, 231; CIS 278; ECON 100, 102; ENGR 111, 666; GEOL 210; MATH 200, 270, 275; PHYS 270. Total: 19 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Most career opportunities in engineering require a Bachelor's degree. Students can fulfill lower division major and general education requirements at the College of San Mateo and then transfer with junior standing to a four-year college or university. Students usually transfer into a specific engineering major (e.g., Civil Engineering, Mechanical Engineering, or Electrical Engineering). Because transfer requirements vary by major and four-year school, students should refer to <http://www.assist.org> and to the catalog of the school to which they plan to transfer. Additional information on the engineering transfer program is available at <http://www.smccd.net/accounts/demsetz/transfer> and in the Transfer Planning and Major Preparation Recommendations sections of this catalog.

### Engineering Technology: Electronics

*Associate in Science Degree with a major in Engineering Technology: Electronics; Transfer Program*

**Career opportunities:** Most Electronics majors secure employment with firms that manufacture electrical and electronic equipment, business machines, professional and scientific equipment, and aircraft/aircraft parts. Computer and data processing firms, engineering and business consulting firms, public utilities, and government agencies

also hire electrical and electronics engineers. This major helps prepare graduates for positions as technicians engaged in research and development, manufacturing, testing, installing, and maintaining electronic equipment. After gaining experience and/or an advanced degree, graduates may advance to positions which include production supervisor, sales engineer, field engineer, and test engineer.

### A.S. Degree

**Major requirements:** ELEC 220, 262, 275, 290, 310, 320, 360, 370; MATH 241, 242. Total: 26 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Many career opportunities in Electronics require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Engineering Technology: General

*Associate in Science Degree with a major in Engineering Technology; Transfer Program*

**Career opportunities:** 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 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.

### A.S. Degree

**Major requirements:** ENGR 210; MATH 241-242; PHYS 210, 220; 6 elective units selected from area of technology specialization. Total: 26 semester units.

**Suggested Electives:** ACTG 100; ENGR 666; CIS 278; MATH 200; technical courses.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Most career opportunities in Engineering Technology require a B.S. or advanced degree. Students can fulfill lower division General Education and some major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### English

*Associate in Arts Degree with a major in English; Transfer Program*

**Career opportunities:** 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 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.

**Major requirements:** 6-7 units selected from ENGL 100 or 100/101, 110, 120, 130, 140, 165 plus 12 units selected from literature courses in the 100 and 200 series or LIT. 430 (6 units selected from ENGL 161,

162, 163, or 164 may be substituted for 6 literature units). Total: 18-19 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Most career opportunities in English require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Ethnic Studies

*Associate in Arts Degree with a major in Ethnic Studies; Transfer Program*

**Career opportunities:** The multicultural emphasis of the Ethnic Studies program has attracted many persons currently employed in public school systems, social services and human relations, as well as professionals whose jobs involve interpersonal situations with multiracial groups.

Students who transfer and complete and 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.

### A.A. Degree

**Major requirements:** ETHN 101, 102; plus 12 units selected from the following courses: ETHN 150, 151, 152, 160, 261, 262, 288, 290, 300, 350, 360, 351, 425, 430, 440, 585. Total: 18 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

The Ethnic Studies program is structured for the student who plans to major in the Social Sciences, Social Welfare, Humanities, Ethnic Studies or related areas in either a two-year program or as transfer to a four-year institution. Ethnic Studies courses are transferable as Social Science, Humanities, Electives or Ethnic Studies, depending upon the respective institution. In addition, Ethnic Studies courses allow public school teachers the opportunity to meet California State requirements in ethnic education.

### Transfer Program

Most career opportunities in Ethnic Studies require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Film History

*Associate in Arts Degree with a major in Film History; Transfer Program*

### A.A. Degree

**Career opportunities:** Individuals interested in careers in the film history field may obtain an A.A. in Film History, which trains them in observation, analysis, and communication, the basis for many careers in both the business and government sectors.

Many graduates continue their education at a university, majoring in Film History. Career opportunities for those with a B.A. or advanced degree include work in publishing as film editors or critics and in education, teaching at the college level.

**Major requirements:** FILM 100, 120, 121, 200 plus at least 8 units selected from FILM 101-106 (maximum of 3 units), 110, 150, 153, 155, 250, 251, 252, 260; ART 100, 101, 102, 103, 105; BCST 110; ENGL 161, 162, 163; ETHN 585; HUM. 114. Total: 20 semester units.

### Transfer Program

Most career opportunities in Film History require a B.A. or advanced degree. Students can fulfill lower division General education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Filmmaking

*Associate in Arts Degree with a major in Filmmaking; Transfer Program*

**Career opportunities:** Most filmmakers are employed by private cinema companies at "movie capitals" around the world. Television studios also employ a large number of camera technicians and directors to produce everything from soap operas to news documentaries. Many filmmakers go into business for themselves eventually.

**Major requirements:** FILM 100, 150, 153, 250, plus at least 6 units selected from FILM 101-106 (maximum of 3 units), 110, 120, 121, 155, 200, 251, 252, 260; ART 350-355, 360; BCST 120, 194, 232; ENGL 161, 162, 163; ETHN 585. Total: 20 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Many high paying career opportunities in Filmmaking require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Fire Sprinkler Technology

*Associate in Science Degree with a major in Fire Sprinkler Technology; Certificate Program*

The courses required for this degree are administered by College of San Mateo in conjunction with the Joint Apprenticeship Committee. Registration is limited to those individuals fulfilling the related instruction requirements of the State of California as an indentured apprentice. For information, contact the Sprinkler Fitters J.A.C. or the college Apprenticeship Department.

**Career opportunities:** Career opportunities for Fire Sprinkler Technology graduates involve the design, installation and maintenance of fire protection systems. Fire departments, insurance companies, industrial fire safety programs, and fire protection system companies hire graduates with this training.

**Required preparation:** at least 18 years of age; high school diploma or G.E.D.; one semester of college-level algebra with a grade of C or higher.

### A.S. Degree

**Major requirements:** SPFI 701, 702, 703, 704, 705, 706, 707, 708, 709, 710. Total: 30 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Certificate Program:

**Certificate requirements:** completion of A.S. degree major requirements listed above with a grade of C or higher.

## Fire Technology

*Associate in Science Degree with a major in Fire Technology; Transfer Program; Certificate Program*

**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. Students who wish to concentrate on meeting the basic requirements for entry-level employment are advised to complete FIRE 783 and FIRE 785. Many of the over 1100 fire agencies in California require completion of this training to meet minimum requirements for employment as a firefighter.

Firefighters can specialize in areas of the fire service such as fire prevention, training and administration. Opportunities also exist with industry safety programs, insurance companies, and equipment manufacturing companies. The Fire Technology field offers enhanced opportunities for employment to students who have completed CSM's program, and opportunities for advancement for those who possess this training are more rapid.

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, fire fighting skills, and emergency medical training.

### A.S. Degree

**Major requirements:** FIRE 715\*, 720, 730, 740, 745; ENGL 800 or higher level English; 13-14 units selected from other Fire Technology courses (recommend 3 units selected from FIRE 705, 714, or 725) and State Board of Fire Services courses offered through the College, with a grade of C or higher in all Fire Technology courses. (To select elective courses, obtain assistance from counselor/advisor.) Total: 31-32 semester units.

**Suggested electives:** FIRE 705, 714, 725, 783, 785. Note: other Fire Technology courses may be substituted as electives with permission.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Many career opportunities in Fire Technology require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificate Program

**Certificate requirements:** completion of A.S. degree major requirements listed above with a grade of C or higher in each course.

\*In all Fire Technology programs, FIRE 715, (FT1) Fire Protection Organization may be waived for those students who have three or more years of certified service as professional fire fighters. (A letter verifying service must be filed with the Office of Admissions and Records.) If FIRE 715 is waived, another three units of Fire Technology courses must be substituted.

### Career Opportunities

Firefighter and Emergency Medical Technician training represent a significant aspect of the Fire Technology program. Many job opportunities within the fire service require completion of a State-certified Firefighter Academy and certification as an Emergency Medical Technician. College of San Mateo's Fire Technology Program is structured to comply with certification standards and to provide students with a solid foundation for a career in the fire service.

### Firefighter I Academy

The Firefighter Academy is a State Board of Fire Services certified academy that, when combined with a specified experience component, leads to State certification as a Firefighter I.

### Emergency Medical Technician

Completion of Fire Technology 785, a six-unit course, and passing the State test (offered as part of the course) provide the student with a State certificate as an EMT. This course is also required as a prerequisite for students who want to continue on with paramedic training.

### Floristry

(See Horticulture: Floristry)

## Foreign Languages

(See specific headings for majors/transfer programs in Chinese, French, German, Italian, Japanese and Spanish.)

### Certificates of Completion

Students can earn Certificates of Completion in American Sign Language, Chinese (Mandarin), French, German, Italian, Japanese, or Spanish by earning Credit or a grade of C or higher in twelve (12) units of coursework at College of San Mateo in that language. At least five (5) of the units must come from the transfer classroom sequence (110, 111, 112, 120, 121, 131, 211, 212, 251, etc.). The other units may come from a telecourse sequence (115, 116, 117, etc.) and/or a conversational sequence (801, 802, 803, etc.). However, classes taught in English, such as literature in translation, do not qualify.

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.

To apply for a Certificate of Completion, a student must be currently enrolled in a course that can be counted toward the certificate. A complete listing of eligible course combinations in a specific language is available in the Language Arts Division Office, Building 17, Room 169.

### French

*Associate in Arts Degree with a major in French; Transfer Program; Certificates of Completion*

**Career opportunities:** In addition to providing skills in understanding, speaking, reading, and writing French, the major provides a greater understanding of French 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 French, 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 opportu-

nities include attache, customs agent/inspector, diplomatic officer, fashion coordinator, foreign broadcast specialist, foreign correspondent, immigration inspector, journalist, teacher/professor, travel agent, and United Nations guide.

### A.A. Degree

**Major requirements:** completion of 18 units of French language courses (excluding the 800 series). Total: 18 semester units.

With Language Arts Division approval, ART 103 and HIST 101 may be accepted as part of the 18 units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Many career opportunities in French and other foreign languages require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificates of Completion

(See Foreign Languages)

## Geography

*Transfer Program*

(also see Social Science major)

**Career opportunities:** A major in Geography prepares students to transfer to baccalaureate institutions where they may complete a Bachelor's degree in Geography or a related discipline. Many Geography majors enter the education profession at all levels. State, county and city governments, as well as private companies, hire geographers in the fields of cartography, environmental studies, resource management, and urban planning because of their broad training. The U.S. Geologic Survey traditionally hires geographers in aerial photograph interpretation, land use mapping, map making, and satellite image analysis. In addition to a career as a geographer, geographic analyst, geographic planner, or agricultural geographer, graduates have opportunities as cartographers, climatologists, demographers, ecologists, environmental scientists, meteorologists, spatial analysts, soil conservationists, surveyors, water resource managers, and land use, urban or recreational resource planners.

### Transfer Program

Many career opportunities in Geography require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Geological Sciences

*Associate in Science Degree with a major in Geological Sciences; Transfer Program*

**Career opportunities:** 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.

### A.S. Degree

**Major requirements:** CHEM 210, 220; GEOL 210; OCEN 100, 101; PALN 110. Total: 21 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Most career opportunities in Geological Sciences require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sec-

tions of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## German

*Associate in Arts Degree with a major in German; Transfer Program; Certificates of Completion*

**Career opportunities:** In addition to providing skills in understanding, speaking, reading, and writing German, the major provides a greater understanding of German 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 German, 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 attache, consul, diplomatic officer, foreign advertising sales representative, foreign service officer, intelligence specialist, immigration inspector, journalist, public relations specialist, and teacher/professor.

### A.A. Degree

**Major requirements:** completion of 18 units of German language courses (excluding the 800 series). Total: 18 semester units.

With Language Arts Division approval, HIST 101 may be accepted as part of the 18 units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Many career opportunities in German and other foreign languages require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificates of Completion

(See Foreign Languages)

## Global Studies

*Transfer Program; Certificate of Completion*

**Career opportunities:** The Global Studies program, consisting of interdisciplinary and multicultural courses, is designed to provide students with a broad background in developing their understanding of global economic, political, technological, social, and environmental issues. It offers a comprehensive awareness of multicultural and multidimensional issues that occur as a result of globalization and provides a strong, practical foundation for doing business in a global market; skills in intercultural communications and cross-cultural business communication; and an understanding of global politics, economics, and major world views.

It prepares students for a variety of careers in international trade, government, finance and banking, and sales and marketing; the travel industry; import/export activities; and human changes.

### Transfer Program

Many career opportunities involving global studies require a B.A. or advanced degree. Students can fulfill lower division requirements at College of San Mateo. See the Transfer Planning and Major Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificate of Completion

BUS. 125; JAPN 680, Introductory Japanese for Business; PLSC 120; GEOG 110 or 680, Economic Geography; SPCH 150 or 170; 2 units of Cooperative Education. Total: 17 semester units.

## Graphics

*Associate in Arts Degree with a major in Graphics; Transfer Program; Certificate Program*

**Career Opportunities:** This highly technical yet craft- and art-related major prepares students for careers in the visual communications industry. Although much of the work created by graphic artists is concerned with the design and digital preparation of artwork for print, graphic artists with the right software skills and training are now finding a wide variety of new outlets for their talents. Specific career opportunities, some of which may require a B.A. or further training beyond that available at College of San Mateo, include production artist, graphic artist, illustra-

tor, graphic designer, desktop publisher, digital pre-press operator, art director, animator, multimedia designer, web designer, web production artist, and creative director.

### A.A. Degree

**Major requirements:** GRA. 100, 101, 102, 105, 106, 110, 111, 120, 121, 122, 130, 131, 230, 231, 241, 250, 260. Total: 33 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Some career opportunities in the graphic arts require a B.A. degree or advanced training from selected schools. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificate Program

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course.

## History

### *Transfer Program*

(also see Social Science major)

**Career opportunities:** The History major prepares students for transfer to a baccalaureate institution for a Bachelor's degree in History or a related discipline. 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. 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.

### Transfer Program

Most career opportunities related to History require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Horticulture

**Career Opportunities:** The Horticulture program provides excellent preparation for immediate employment in the field. Career opportunities include landscape construction and design, greenhouse nursery production, retail nursery sales, park/golf course management, garden maintenance, interior plantscaping, pest control, and floristry. The field of horticulture offers unlimited employment opportunities in San Mateo County, one of the major producers of plants and flowers in the United States.

### Horticulture: Environmental

*Associate in Science Degree with a major in Environmental Horticulture; Certificate Program; Transfer Program.*

**Career opportunities:** The Environmental Horticulture major provides excellent preparation for immediate employment in landscape construction and design, greenhouse nursery production, park/golf course management, garden maintenance, interior plantscaping, and pest control.

### A.S. Degree

**Major Requirements (for all options):** HORT 311 or 711; 312 or 712; 315 or both 701 and 702; 327 or both 705 and three units selected from HORT 325, 706, or 742; HORT 320 or BIOL 145 or 110.

### *Option 1 : (Landscape Construction/Design)*

**Career opportunities:** Training in this horticultural option prepares the student for careers in landscape construction and landscape design. Students are prepared for the California Landscape Contractors License Examination, and completion of the Associate degree can be applied as the equivalent of one year's experience toward contractor's license requirements.

**Major requirements:** as listed above plus HORT 340 or 709; 342 or 721. Total: 21-29 semester units.

### *Option 2: (Nursery Management)*

**Career opportunities:** Training in this horticultural option leads to career opportunities in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, and plants. The nursery industry includes wholesale growers and distributors of nursery stock, as well as various retail outlets and services. In wholesale nurseries, graduates with advanced degrees have opportunities as production managers and assistant managers, plant propagators, and landscape nurserypersons. Upon obtaining experience in nursery management, some graduates branch out into their own businesses, selling landscape maintenance packages to homeowners, apartment complex owners, and business offices. This entrepreneurial effort can lead to a career as a landscape maintenance contractor, who assumes full responsibility for landscape upkeep on contracted jobs.

**Major requirements:** as listed above plus HORT 330 or both 777 and 778; 340 or 709. Total: 21-30 semester units.

### *Option 3: (Landscape Management)*

**Career opportunities:** Training in this horticultural option leads to career opportunities in gardening and grounds-keeping for individuals and organizations. Some landscape gardeners work on large construction projects, such as office buildings and shopping malls. For residential customers, the gardener terraces hillsides, builds retaining walls, and installs patios, as well as plants flowers, trees and shrubs. Other landscape gardeners specialize in lawn service, maintaining lawns and shrubs for a fee. Groundskeepers, generally classified as either grounds managers or grounds maintenance personnel, maintain a variety of facilities, including athletic fields, golfcourses, cemeteries, and parks. After several years of experience, gardeners and groundskeepers can advance to supervisory positions. Supervisors can advance to grounds managers or superintendents for golf courses, athletic facilities, cemeteries, church campuses, and schools. Many gardeners and groundskeepers move into landscape contracting.

**Major requirements:** as listed above plus HORT 330 or both 777 and 778; 342 or 721. Total: 21-29 semester units.

Grade C or higher required in all horticulture courses. Plus General Education and other requirements for the A.S. Degree (see Index: General Education).

### Certificate Program

#### Options 1, 2, and 3

Certificate requirements: completion of A.S. degree major requirements listed above with a grade of C or higher in each course.

### Transfer Program

Many higher paying career opportunities in Environmental Horticulture require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Horticulture: Floristry

*Associate in Arts Degree with a major in Floristry; Certificate Program; Transfer Program*

**Career opportunities:** This Horticulture program provides excellent preparation for immediate employment in the industry. Employment opportunities are found throughout the year in retail nursery sales, interior landscaping, and floral design shops.

#### A.A. Degree

**Major requirements:** HORT 400, 401, 404, 405, 415, 417, 419, 421, 425, 426, 427, 428; plus 3.0 units selected from HORT 325, 327, or 742; plus 2.0 units selected from HORT 326, 421, 422, 425, 429, 641, or 690 with a grade of C or higher in each course. Total: 21 semester units.

### Certificate Program

**Certificate requirements:** completion of A.A. degree major requirements listed above with grade of C or higher in each course.

### Transfer Program

Many high paying career opportunities in Floristry require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Humanities

*Associate in Arts Degree with a major in Humanities; Transfer Program*

**Career opportunities:** The Associate degree in Humanities prepares students for transfer to a baccalaureate institution to obtain a four-year degree in Humanities or a related discipline. Students increase their understanding of self and the culture around them through this enriching curriculum, thereby enhancing their long-term potential for career advancement. Many Humanities majors seek careers as teachers. Additional career possibilities include communications specialist and writer in humanistic endeavors.

#### A.A. Degree

**Major requirements:** HUM. 101 and 102; plus 12 units selected from the following: 3 units selected from HUM. 111, 112, or 114; 3 units selected from HUM. 125, 127, or 128; 3 units selected from ANTH 370 or HUM. 131 or 133; and 3 units selected from HUM. 136 or 140. Total: 18 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Most career opportunities in Humanities require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Human Services

*Associate in Arts Degree with a major in Human Services; Transfer Program; Certificate Program; Certificates of Completion*

The Human Services Program at College of San Mateo was developed in cooperation with State and County Departments of Mental Health, Rehabilitation, Vocational Rehabilitation, and Human Services. The program is designed to train personnel to provide value-based services for individuals and families in need of temporary social, health, and economic assistance.

**Career Opportunities:** The Human Services Program prepares students for various paraprofessional positions in human services, such as mental health case manager, job coach/employment specialist, social

service intake specialist, or community health worker. Graduates of the program can expect to work as entry-level employees under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

#### A.A. Degree

**Major requirements:** HMSV 100, 110, 115, 120; 3 units of COOP; 12 units selected from ADMJ 100, 102, 108, 125 or ANTH 110, 120, 180 or ASL 111 or BUS. 101, 401 or BUSW 105 or CRER 133, 138, 140, 141, 142 or ETHN 101, 102, 161, 261, 262, 360, 430 or HMSV 130, 131, 150, 151, 262, 264 or HSCI 100, 105, 109, 111, 112, 113 or PSYC 100, 108, 200, 201, 300, 410 or SOCI 100, 105, 141, 200, 300, 391 or SOSC 301, 303, 304, 307, 309, 310, 313, 314, or SPCH 120, 140, 150, 180. Total: 25 semester units.

Plus General education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Students can fulfill lower division General Education and major requirements at College of San Mateo to prepare for upper-division work in human services and other behavioral sciences. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificate Program

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher. Total: 25 semester units.

### Certificates of Completion

**Community Health Worker:** HMSV 262, 264; HSCI 100; 3 units of COOP; 3 units selected from HSCI 101, 102, 103, 105, 106, 109, 111, 112, or 113; 3 units selected from HMSV 100, 110, 115, ETHN 101, 102, 161, 261, 262, 360, 430, SOSC 301, 303, 309, 310, or CRER 133. Total: 17 semester units.

**Family Development:** HMSV 262, 264, COOP 641, 645 or 650. (3 units). Total: 9 semester units.

**Peer Support Services:** CRER 140 or HMSV 110; CRER 138, 142 or 150; 3 units of COOP. Total: 12 semester units.



## Italian

*Transfer Program; Certificates of Completion*

**Career opportunities:** In addition to providing skills in understanding, speaking, reading, and writing Italian, the major provides a greater understanding of Italian 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 Italian, 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 attache, diplomatic officer, immigration inspector, journalist, teacher/professor, and travel agent.

### Transfer Program

Many career opportunities in Italian and other foreign languages require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificates of Completion

(See Foreign Languages)

## Japanese

*Transfer Program; Certificates of Completion*

**Career opportunities:** In addition to providing skills in understanding, speaking, reading, and writing Japanese, the major provides a greater understanding of Japanese 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 Japanese, 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 attache, counselor, diplomatic officer, immigration inspector, foreign advertising sales representative, journalist, teacher/professor, and tour guide.

### Transfer Program

Many career opportunities in Japanese and other foreign languages require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificates of Completion

(See Foreign Languages)

## Journalism

*Associate in Arts Degree with a major in Journalism; Transfer Program*

**Career opportunities:** Individuals with a background in Journalism have a wide variety of career opportunities working for advertising agencies, corporate communications divisions, magazines, news agencies, newspapers, publishing companies, and radio/television stations. Specific career opportunities include advertising copy writer, biographer, columnist, correspondent, editor, editorial assistant, editorial writer, interviewer, journalist, legislative assistant, novelist, photographer, press/public relations officer, proofreader, radio/television announcer or writer, reporter, and science, speech or technical writer.

**Major requirements:** JOUR 110, 120, 300; 9 units selected from English or literature courses. Total: 18 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Most high paying career opportunities in Journalism require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Liberal Studies

*Associate in Arts Degree with a major in Liberal Studies; Transfer Program*

**Career opportunities:** A Liberal Studies major provides students with a broad liberal arts and science education that blends the traditional subjects in the humanities, natural sciences, and social sciences. Many employers and professional schools give preference to graduates who possess the richly diversified education this major provides.

A Liberal Studies degree makes an individual extremely marketable. Many employers view Liberal Studies majors as having a wide variety of knowledge and skills, and as being among those who are quickest to adjust to change and opportunities. The Liberal Studies major is the main avenue of preparation for those desiring to become elementary school teachers. This major is also appropriate as preparation for various professions and graduate programs such as business, counseling, law, librarianship, medicine, and social work. Additional career opportunities associated with Liberal Studies are editor, freelance writer, journalist, market researcher, personnel officer, social scientist, and travel agent.

### A.A. Degree

#### Option 1:

**Major requirements:** eighteen units selected from courses satisfying the A.A./A.S. Degree requirements for Natural Sciences, Social Science, and Humanities (see Index: General Education), with at least 3 units in each area. Total: 18 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

#### Option 2:

**Major requirements:** fulfillment of Areas A-E of the California State University General Education requirements (see Index: General Education) or completion of Areas 1-5 of the California State University Intersegmental General Education Transfer Curriculum (CSU-IGETC) requirements.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

Note: Completion of the major requirements under Option 2 will automatically fulfill the Math/Quantitative Reasoning and English competency requirements, and the requirements of two sections under General Education: (2) Language and Rationality and (5)

Additional Requirements. The remaining General Education requirements which must be fulfilled are: (1) American History and Institutions and California State and Local Government, (3) Health Science, and (4) Physical Education.

### Option 3:

**Major requirements:** fulfillment of Areas 1-5 of the University of California Intersegmental General Education Transfer Curriculum (UC-IGETC) requirements.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

Note: Completion of the major requirements under Option 3 will automatically fulfill the Math/Quantitative Reasoning and English competency requirements, and the requirements of one section under General Education: (5) Additional Requirements. The remaining General Education requirements which must be fulfilled are: (1) American History and Institutions and California State and Local Government, (2) Language and Rationality, (3) Health Science, and (4) Physical Education.

### Transfer Program

Most career opportunities in Liberal Studies require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Life Sciences

### Transfer Program

**Recommended high school preparation:** biology (1 year); chemistry (1 year); physics (1 year); mathematics (algebra, 2 years; geometry, 1 year; trigonometry, 1 semester).

For those students who wish to major in Biological Science or Medical Science and have little or no high school preparation in one or more of the above subjects, the following courses should be completed prior to attempting courses in the major sequence: BIOL 110; CHEM 192; MATH 110 or other appropriate level of math; PHYS 100.

See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Life Sciences: Biological

*Associate in Science Degree with a major in Biological Sciences (Botany, Forestry, Marine Biology, Zoology, etc.); Transfer Program*

**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.

### A.S. Degree

**Major requirements:** BIOL 210, 220, 230; CHEM 210. Total: 19 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Most career opportunities in Biological Sciences require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Life Sciences: Biotechnology

*Associate in Science Degree with a major in Biotechnology; Transfer Program*

**Career opportunities:** Biotechnology is a field of scientific research which combines the study of engineering and molecular life sciences. The biotechnologist therefore requires the knowledge and skills of the biochemist, molecular biologist, microbiologist, and immunologist, as well as those of the engineer. An advanced degree in Biotechnology can lead to career opportunities in manufacturing/production, marketing/sales, patents, quality control, regulatory affairs, and research. In addition, there are extended career opportunities for biotechnology specialists as lawyers, physicians, professional managers at all corporate levels, regulatory agency personnel, toxicologists, veterinarians, pharmaceutical manufacturers and clinical researchers.

### A.S. Degree

**Recommended high school preparation:** High school Biology (1 year); Chemistry (1 year); Physics (1 year); Mathematics (1 year).

For those students who have little or no high school preparation in one or more of the above subjects, the following courses should be completed: BIOL 100, CHEM 100 or 192 and PHYS 100 before pursuing the major.

**Major requirements:** BIOL 110, 145, 230, 240, 666; CHEM 210/220, 231/232. Total: 37-38 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Most career opportunities in the field of Biotechnology require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Life Sciences: General

*Associate in Arts Degree with a major in Life Sciences*

For students who wish to receive a general life sciences degree but who do not necessarily plan on transferring to a four-year institution as biology majors. Those who plan on transferring as biology majors in various areas of life sciences should refer to the transfer programs listed below.

**Career opportunities:** The Associate in Arts degree with a major in Life Sciences is designed for those students who do not necessarily plan on transferring to a baccalaureate institution as biology majors.

### A.A. Degree

**Major requirements:** 4-5 units selected from BIOL 110, 210, 220, 230; 12-15 units selected from BIOL 102, 110, 111, 125, 130, 140, 145, 160, 180, 184, 195, 200, 210, 220, 230; 3 units from physical science. Total: 19-23 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

Students are encouraged to group courses as follows to emphasize their major interests and to meet personal or academic needs:

Human Biology: BIOL 110, 125, 130, 160; CHEM 410 or 210.

Marine Biology: BIOL 110, 111, 200; OCEN 100 or GEOL 100.

Natural History: BIOL 110, 111, 200; GEOL 100 or METE 100 or GEOG 100.

Wildlife/Forestry: BIOL 102, 110, 111, 200, 180 or 184; GEOL 100 or METE 100.

## Life Sciences: Medical

(Pre-Medical, Pre-Dental, Pre-Veterinarian, Medicine, etc.)

*Associate in Science Degree with a Major in Medical Sciences (Pre-Medical, Pre-Dental, Pre-Veterinarian, Medicine, etc.); Transfer Program*

**Career opportunities:** An Associate degree in the Medical Life Sciences, when followed by transfer to a baccalaureate institution for a Bachelor's degree and continued study at medical-related professional schools, leads to career opportunities in the medical field. Careers in medicine include general practitioner, obstetrician, pediatrician, psychiatrist, surgeon, and ear, nose and throat specialist. The dental field offers careers in general dentistry, as well as endodontics, oral pathology, orthodontics, pedi-

atric dentistry, periodontics, and prosthodontics. Most students who complete veterinary school pursue careers as veterinarians, though some choose related careers, such as laboratory animal medicine, wildlife pathology, or research.

### A.S. Degree

**Major requirements:** BIOL 210, 230; CHEM 210, 220. Total: 19 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Most career opportunities in the Medical Life Sciences field require not only a B.S. degree, but an advanced degree as well. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Life Sciences: Pre-Nursing

(Also see Nursing)

*Associate in Science Degree with a major in Pre-Nursing; Transfer Program*

**Career opportunities:** The Life Sciences 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.

### A.S. Degree

**Major requirements:** BIOL 240, 250, 260; CHEM 210-220 or 410-420. Total: 21-23 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Transfer Program

Most high paying career opportunities in the field of Nursing require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Management

*Associate in Arts Degree with a major in Management; Certificate Program*

**Career opportunities:** 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.

### A.A. Degree

## Management: Business Management

**Career opportunities:** Management is an essential function of every business. Accordingly, there are a substantial number and wide variety of management positions ranging from first-line supervisor and store manager to division manager and chief executive officer. Managers need to have technical knowledge as well as interpersonal, communications, and conceptual skills. They spend much of their time making business planning and operational decisions as well as delegating specialized tasks and responsibilities to subordinates. Managers' salaries are significantly above those of the average worker. Managers are responsible for business performance and must lead and motivate their subordinates to accomplish business goals and objectives.

**Major requirements:** BUS. 100; MGMT 100, 235; ACTG 100 or 3 units from the BUSD or BUSW series plus 12 semester units selected from the following: BUS. 101; BUS. 150 or 701 and 705 and 720; BUS. 170, 180; CIS 110; MGMT 105, 110, 120, 215, 220, 641. Total: 24 semester units.

### Management: Marketing Management

**Career opportunities:** Careers in Marketing Management are largely in wholesale and retail trade and include areas such as advertising, customer service, distribution, market research, personal selling, retailing, and wholesaling. Specific career opportunities include positions in advertising such as account executive, advertising manager, creative staff member, media planning/buyer, and traffic manager; assistant research analyst; booking agent; brand/product manager; buyer/merchandiser; consumer affairs director; financial planner; import-export agent; management trainee; manufacturer's representative; marketing manager; market research manager; purchasing agent; retail manager; sales associate; and wholesaler, as well as positions in international marketing management. Additional career possibilities include claims adjuster, Internal Revenue investigator, securities trader, and stockbroker.

**Major requirements:** MGMT 100, 235; BUS. 100, 180 plus 12 semester units selected from the following: BUS. 170; CIS 110; MGMT 105, 110, 120, 215; 1.5-3 units from the BUSD or BUSW series. Total: 24 units.

### Management: Retail Management

**Career opportunities:** Developed in cooperation with the Western association of Food Chains, the certificate and degree program in Retail Management give students core courses in preparation for management and supervisory positions with excellent prospects for employment.

**Major requirements:** Group A: BUS. 115, MGMT 120, SPCH 120, BUS 295, 401;

Group B: MGMT 100, 235, ACTG 100, 121, BUS. 180; Group C: \*BUS. 190, or \*186; BUS. 101, MGMT 215. Total 31-32 semester units

\*BUS 190 offered at Skyline College;

\*BUS. 186 offered at Canada College.

Plus General Education and other requirements for the A.A. degree, (see index: General Education).

### Certificate Program

The Certificate in Management can be earned in Business Management, Marketing Management and Retail Management. It will be awarded upon completion of the major requirements listed above with a grade of C or higher in each course.

## Manufacturing Technology

### Transfer Program

**Career opportunities:** The Manufacturing Technology major emphasizes knowledge and skills in drafting, machining, fabrication, applied mathematics, welding, industrial computer, power systems, and other related subjects. Courses focus on applied technology through a combination of theory and laboratory. The Manufacturing Technology program at CSM is designed to prepare students for immediate employment in the field through comprehensive training in the operation of all standard machine tools and metal-working equipment. In addition to achieving practical competency, instruction in drafting, welding, and industrial materials ensures that graduates are fully qualified technicians ready to enter the work force.

Since this major focuses on a wide range of subject material and is less specialized than the single field major, graduates of the program will have working knowledge in a wide range of manufacturing processes and may be qualified to work in areas which include applied design, equipment modification, machining, maintenance and repair, prototype engineering, and related industrial activities.

The field of Manufacturing Technology plays a key role in any industry that utilizes the lathe, milling and grinding machines, and other basic machining tools in production. The demand for competent machinists, tool and die makers, programmers, and technicians far exceeds the supply, particularly in the San Francisco Bay Area. Employers range from small shops that employ only a few workers manufacturing specialized products to the auto industry, which employs thousands.

### Transfer Program

Many high paying career opportunities in Manufacturing Technology require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of

the college or university to which they plan to transfer.

## Mathematics

*Associate in Science Degree with a major in Mathematics; Transfer Program*

**Career opportunities:** 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 problem-solving 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.

**Recommended high school preparation:** Four years of high school level mathematics, physics (one year), mechanical drawing (one year), two or more years of a foreign language (German, French, or Russian).

### A.S. Degree Program

**Major requirements:** MATH 231; MATH 251, 252, 253; 6 to 8 units selected from MATH 200, 270, 275 or CIS 278. Total: 22-25 semester units.

Plus General Education and other requirements for the A.A./A.S. degree (see Index: General Education).

### Transfer Program

Most career opportunities in Mathematics require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Medical Assisting

*Associate in Arts Degree with a major in Medical Assisting; Certificate Programs; Certificates of Completion*

**Career opportunities:** The ability to work well with people, be well organized, and be empathetic in dealing with patients are essential qualities in a medical assistant. The Medical Assisting program at CSM is designed to provide the finest training and experience available. Through the expertise of a talented faculty and exposure to professionals in the field, students can expect to learn administrative duties such as medical/financial records management, medical report transcription, patient appointment scheduling, and clinical duties including preparation of patients for examination, assistance with minor surgery, giving injections, and operating electrocardiographs.

The field of Medical Assisting is one of the fastest-growing occupations in this decade. Career opportunities for the well-trained medical assistant are plentiful. Graduates of CSM's program secure employment in physician's offices, clinics, hospitals, labs, medical publishing firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies.

**Recommended high school preparation:** written and oral communication skills, typing, biology, psychology, and basic mathematics.

Career Opportunities for persons trained as medical assistants occur primarily in physicians' offices and clinics. Related positions are found in hospitals, insurance companies, medical publishing firms, laboratories, and pharmaceutical firms.

### A.A. Degree

**Major requirements:** completion of ACTG 100; BIOL 130; COOP 641 (Medical 3 units), MEDA 100, 110, 115, 120, 121, 140, 150, 160, 190. Total: 38 semester units.

Plus General Education and other requirements for the A.A./A.S. degree (see Index: General Education).

### Certificate

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course.

## Medical Assisting: Medical Billing Specialist

*Associate in Arts Degree with a major in Medical Billing Specialist; Certificate Program*

**Career opportunities:** Medical Billing Specialists usually perform their duties for all providers of health care services and equipment in hospitals, clinics, and private medical offices.

The employment outlook for Medical Billing Specialists is excellent and is expected to grow as health care needs continue to increase. Because of the rapid expansion in health care, employment opportunities include all providers of health care services and supplies, hospitals, clinics, health agencies, private medical offices, medical labs, educational institutions, and insurance carriers.

**Major requirements:** ACTG 100; MEDA 100, 110, 150, 160, 161, 162, 163, 164, 165, 166. Total: 21 semester units.

Plus General Education and other requirements for the A.A./A.S. degree (see Index: General Education).

### Certificate Program

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course.

## Medical Assisting: Medical Transcription

*Associate in Arts Degree with a major in Medical Transcription; Certificate Program*

**Career opportunities:** Attention to detail, organizational skills, and ability to work both independently and under pressure are essential qualities in a medical transcriptionist. Medical transcriptionists specialize in transcribing physician's reports on patient medical history, physical examination, surgery, discharge, and radiologic/nuclear medicine procedures from audiocassette dictation or written notes.

Medical transcriptionists work largely in physician's offices and hospitals. Their skills are also transferable to non-medical environments such as business offices, law offices, newsrooms, radio stations, and television transcription companies.

### A.A. Degree

**Major requirements:** BIOL 130; BUS 317; BUSW 114, 214, 215; MEDA 100, 110, 115, 140, 141, 160, 190 with a grade of C or higher in each course. Total: 30 semester units.

Plus General Education and other requirements for the A.A./A.S. degree (see Index: General Education).

### Certificate Program

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course.

### Certificates of Completion

**Administrative Medical Assisting:** MEDA 115, 140, 150, 160, 190. Total: 15 semester units.

**Clinical Medical Assisting:** MEDA 100, 120, 121, 190; COOP 641 (3 units). Total: 17 semester units.

## Military Science

Qualified students may enroll through College of San Mateo in Military Science classes conducted by participating four-year universities at their campuses. For further information, contact the Office of the Dean of Admissions and Records, 574-6594.

## Multimedia

*Associate in Arts Degree with a major in Multimedia; Transfer Program; Certificate Program*

**Career Opportunities:** Multimedia/Web Design is an interdisciplinary program that brings together various fine arts and computer skills, allowing students to work within their own individual sub-specialties. This approach enhances creativity and communication and encourages teamwork. Through hands-on creation of multimedia productions, students apply theoretical knowledge and design skills to experience the production process. With the convergence of media, Multimedia job opportunities continue to grow. Specific career opportunities, some of which may require a B.A. or further training beyond that available at College of San Mateo, include Producer, Creative Director, Art Director, Graphic Designer, Interactive Writer, Interface Designer, Web Designer, Webmaster, Video Producer, Sound Designer, Technical Director, and Programmer.

### A.A. Degree

**Major requirements (for both options):** MULT 105, 107, 111, 395, 397.

**Option 1: Web Design**

**Career Opportunities:** Career opportunities in the Web Design option include, but are not limited to, Web Designer, Webmaster, Web Producer, Web Project Manager, Usability Designer, and Interface Designer.

**Major Requirements:** courses listed above plus MULT 170, 171, 175, 176, 242, 243, 251, 252, 270, 271, 390, 391. Total: 25.5 semester units

**Option 2: Digital Video**

**Career Opportunities:** Career opportunities in the Motion Graphics/Digital Video option include but are not limited to 2D Animator, 2D Compositor, Special Effects Animator, Web Video Producer, Technical Director, Computer Effects Artist, and Visual Effects Artist.

**Major Requirements:** courses listed above plus MULT 180, 181, 182, 183, 280, 281, 290, 291, 302, 385, 386. Total: 24 semester units

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

**Transfer Program**

Some career opportunities in multimedia/web design require a B.A. degree or advanced training from selected schools. Students can fulfill lower division General education and major requirements at College of San Mateo. See the transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Certificate Program**

**Certificate Requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course. Total (Option 1): 33 semester units. Total (Option 2): 34.5 semester units.

**Certificates of Completion**

**Digital Video:** MULT 181, 182, 175, 176, 182, 183, 280, 281, 291, 292. Total: 15 semester units.

**Web Design:** MULT 171, 172, 175, 176, 242, 243, 251, 252, 270, 271. Total: 15 semester units.

**Music**

*Associate in Arts Degree with a major in Music; Transfer Program*

**Career opportunities:** 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.

**A.A. Degree**

**Major requirements:** 9 units from MUS. 100, 101, 102, 103, 131, 132, 133, 170; 3 units from MUS. 202, 240, 250, 275; 6 units from MUS. 451, 453, 490; 3 units from MUS. 301, 302, 303, 304, 320, 371, 372, 373, 374, 401, 402, 403, 404. Total: 21 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

**Transfer Program**

Many career opportunities in Music require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Music: Electronic Music**

*Associate in Arts Degree with a major in Music: Electronic Music; Certificate Program; Transfer Program*

**Career opportunities:** 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.

**A.A. Degree**

**Major requirements:** MUS. 290, 291, 292, 293; CIS 110; ELEC 110; 6 units selected from MUS. 100 and 101 or MUS. 101 and 131 or MUS. 102 and 132 or MUS. 103 and 133 or MUS. 104 and 134; 1 unit selected from MUS. 301, 302, 303, or 304; 3 units selected from MUS. 170, 202, 240, 250, or 275. Total: 26.5 semester units.

Plus General Education and other requirements for the A.A. degree (see catalog index: General Education).

**Transfer Program**

Many career opportunities in Electronic Music require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

**Certificate Program**

Certificate requirements: completion of A.A. degree major requirements listed above with a grade of C or higher in each course

## Nursing

### Registered Nursing Program

*Associate in Science Degree with a major in Nursing; Transfer Program; Certificate Program; Certificate of Completion*

**Career opportunities:** 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 California Registered Nursing examination. The graduate is also eligible to transfer to a four-year nursing program.

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, and the claims departments of health insurance companies. 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.

**Admission Requirements:** Contact the Nursing Department at (650) 574-6218 for an application. To be eligible for enrollment in the program, an applicant must:

1. Be eligible for English 100 by completing English 838 or 848 or ESL 400 with a grade of C or higher (or by attaining the appropriate skill level indicated by the English placement tests and other measures as needed).
2. Have completed MATH 110 or 112 with a grade of C or higher at one of the SMCCCD colleges or have attained equivalent skill level (as measured by a satisfactory score on Math Placement Test Two in combination with a course equivalent to Mathematics 110 or 112).

3. Have completed one year of high school chemistry with a lab or Chemistry 192 or 410 or equivalent with a grade of C or higher.
4. Have completed Biology 250 or equivalent with a grade of C or higher.

If there are more applicants than spaces available, the following applicants will be given priority:

1. Applicants who are residents of San Mateo County.
2. Applicants who have completed the admission requirements and the greatest number of the major requirement courses.
3. Applicants with a grade point average (GPA) of 2.5 or higher for all admission and major requirement courses.

### A.S. Degree

**Major requirements:** NURS 211, 212, 215, 221, 222, 225, 231, 232, 235, 241, 242, 245; BIOL 240, 250, 260; PSYC 100, PSYC 200; SOCI 100 or ANTH 110; SPCH 100 or 120 or 150; ENGL 100. Total: 69 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Requirements for R.N. Licensing Exam:

1. Graduation from high school or equivalent is required.
2. All admission requirements and major requirements must be completed with a grade of C or higher.
3. If an individual has been convicted of a felony, evidence of rehabilitation will be required before taking the R.N. exam.

Students interested in an LVN upgrade through the ADN plan or 30 Unit Option should call the Nursing Department at 574-6218 for additional information. Students who wish to transfer into the nursing program or challenge nursing courses should also call the Nursing Department.

### Transfer Program

Many specialized, career opportunities in Nursing require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificate Program

**Certificate requirements:** completion of A.S. degree requirements listed above with a grade of C or higher in each course.

### Certificate of Completion

**Perioperative Nursing:** NURS 261/262.  
Total: 15 semester units.

## Philosophy

*Transfer Program*

(Also see major in Social Science)

**Career opportunities:** Courses in Philosophy prepare students for transfer to a baccalaureate institution for a degree in Philosophy or a related discipline. As a profession, philosophy is virtually limited to those who teach and write it. However, the emphasis placed in Philosophy course work on development of critical thinking abilities provides a sound foundation for a broad liberal arts education, valuable for its own sake, as well as preparation for careers in related professional humanistic or social disciplines. Philosophy courses serve as good preparation for careers in data processing and information systems, the human services, labor relations, law, library science, management, medicine, ministry, physical sciences, politics and government, psychology, publishing, scientific research, social work, and teaching.

Specific career opportunities include archivist, biographer, college administrator, consultant, cultural affairs officer, religious activities director, etymologist, insurance agent/broker, lawyer, librarian, manuscript reader, peace corp worker, pastoral assistant, philologist, teacher/professor, and writer.

### Transfer Program

Most career opportunities in fields related to Philosophy require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Physical Education

### *Transfer Program*

**Career opportunities:** A major in Physical Education prepares students to transfer to baccalaureate institutions where they may complete a Bachelor's degree in Physical Education or a related discipline. Courses in Physical Education teach students an appreciation of the role exercise, activity and sports play in the development of well-rounded individuals interested in physical well-being and the productive use of leisure time. The Physical Education major may be used as the basis for careers which include athletic manager, athletic trainer, camp counselor, choreographer, coach, community center leader, corrective therapist, dance therapist, exercise test technologist, health and safety director, industrial recreation leader, league manager, playground director, physical or adaptive therapist, racquet club manager, recreation leader, recreation specialist, recruiter, referee, resort sports coordinator, sportscaster, sports editor, and teacher.

### **Transfer Program**

Most career opportunities in Physical Education require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Physical Science

### *Associate in Science Degree with a major in Physical Science; Transfer Program*

**Career opportunities:** 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 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 opportu-

nities exist in energy management, mineral exploration and land use planning.

**Recommended high school preparation:** elementary algebra, plane geometry, intermediate algebra, trigonometry, chemistry, physics.

### **A.S. Degree**

**Major requirements:** at least one course in each of the following areas: ASTR 100, 101; CHEM 100, 410, 210; GEOL 100, 125, 210; PHYS 100, 210, 250. Total: 18 semester units.

**Suggested Electives:** CHEM 231; HUM. 113, 125, 127, 128; CIS 255, 278; MATH 251, 252, 253; MATH 275; METE 100, 101; PHYS 250, 260, 270; PSCI 100.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### **Transfer Program**

Most career opportunities in Physical Science require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Physics

### *Associate in Science Degree with a major in Physics; Transfer Program*

**Career opportunities:** 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.

### **A.S. Degree**

**Major requirements:** PHYS 250, 260, 270; plus 6 units from CHEM 210, 220, 231, 232; CIS 255, 278 or MATH 200, 251, 252, 253, 270, 275.

Total: 18 semester units.

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### **Transfer Program**

Most career opportunities in Physics require a B.S. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Plumbing and Pipe Fitting

### *Associate in Science Degree with a major in Plumbing and Pipe Fitting; Certificate Program*

The courses required for this degree are administered by College of San Mateo in conjunction with the Joint Apprenticeship and Training Committee. Registration is limited to those individuals fulfilling the related instruction requirements of the State of California as an indentured apprentice. For information, contact the Plumbers JATC or the Technology Division Office.

**Career opportunities:** Employment opportunities for plumbers are expected to increase moderately through the year 2005 as a result of anticipated growth in residential, industrial and commercial construction. Building renovations and repairs in old residential plumbing systems will also spur the demand for plumbers. In addition, a number of jobs will become available each year as older plumbers retire.

**Required high school preparation:** at least 18 years of age, high school graduate or GED, one semester of algebra with a grade of C or higher, and one other semester of high school math with grade of C or higher.

### **A.S. Degree**

**Major requirements:** PLUM 701, 702, 703, 704, 705, 706, 707, 708, 709, 710. Total: 35 semester units (or previously earned CSM Certificate in Plumbing).



Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Certificate Program

**Certificate requirements:** completion of A.S. degree major requirements listed above with a grade of C or higher.

## Political Science

### Transfer Program

(also see Social Science major)

**Career opportunities:** Courses in Political Science prepare students for transfer to baccalaureate institutions for a degree in Political Science or a related discipline. A background in Political Science and government prepares students for a wide range of careers in law, foreign service, political office, and with government agencies. Specific career opportunities include administrator, book critic, budget analyst, campaign aide, city manager, city planner, Congressional district aide, consular officer, diplomatic officer, educator, elected official, election supervisor, foreign service officer, foreign trade specialist, fund raising director, intelligence specialist, labor relations specialist, lawyer, legislative aide, lobbyist, military officer, occupational analyst, paralegal, personnel manager, political economist, political scientist, public information officer, public opinion surveyor, public relations specialist, research assistant, reporter, and urban planner.

### Transfer Program

Most career opportunities in fields related to Political Science require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Psychology

### Transfer Program

(also see Social Science major)

**Career opportunities:** Psychology is a broad discipline which employs both pure science and practical application to everyday living. Courses in Psychology prepare students for transfer to baccalaureate institutions for a degree in Psychology or a related discipline. Career opportunities include ad-

ministrator, 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.

### Transfer Program

Most career opportunities in fields related to Psychology require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Real Estate

### Associate in Arts Degree with a major in Real Estate

For a degree, a grade of C or higher is required in each course.

**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.

### A.A. Degree

**Major requirements:** BUS. 100 or MGMT 100; R.E. 100, 110, 121, 131, 141, 200. Total: 18-21 semester units.

**Suggested electives:** ACTG 100 or 121; ARCH 100; BUS. 101, 170, 175, 150, 201, 401; BUS. 315; CIS 110; ECON 100, 102; PSYC 100.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Certificate Program

**Certificate requirements:** completion of A.A. degree major requirements listed above with a grade of C or higher in each course.

## Recreation Education

### Transfer Program

**Career opportunities:** Most full-time career opportunities for recreation education specialists are with government agencies, primarily municipal and county parks and recreation departments. Additional employers include amusement parks, apartment complexes, commercial recreation establishments, health and athletic clubs, hotels and resorts, nursing and personal care facilities, sports and entertainment centers, residential care facilities such as half-way houses and group homes, social service organizations, summer camps, tourist attractions, vacation excursion companies, and wilderness/survival enterprises. Additional opportunities exist in membership organizations with a civic, social, fraternal, or religious orientation, such as the Boy Scouts, YMCA and Red Cross.

### Transfer Program

Most career opportunities in Recreation Education require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Refrigeration and Air Conditioning Mechanics

### Associate in Science Degree with a major in Refrigeration and Air Conditioning Mechanics; Certificate Program

The courses required for this degree are administered by College of San Mateo in conjunction with the Joint Apprenticeship and Training Committee. Registration is limited to those individuals fulfilling the related instruction requirements of the State of California as an indentured apprentice. For information, contact the Plumbers JATC or the Technology Division Office.

**Career opportunities:** Long-range employment prospects for refrigeration and air conditioning mechanics are excellent. The growing need for air conditioning and refrigeration equipment for industrial, commercial, and home use will create a demand for mechanics who can design, install, maintain and repair these systems.

**Required high school preparation:** at least 18 years of age, high school graduate or GED, one semester of algebra with a grade of C or higher, and one other semester of high school math with a grade of C or higher.

### A.S. Degree

**Major requirements:** PLUM 741, 742, 743, 744, 745, 746, 747, 748, 749, 750. Total: 35 semester units (or previously earned CSM certificate in Refrigeration and Air Conditioning Mechanics).

Plus General Education and other requirements for the A.S. degree (see Index: General Education).

### Certificate Program

**Certificate requirements:** completion of A.S. degree major requirements listed above with a grade of C or higher.

## Social Science

*Associate in Arts Degree with a major in Social Science; Transfer Program*

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. Students should refer to the catalog of the college of their choice for special requirements.

**Career opportunities:** 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 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.

### A.A. Degree

**Major requirements:** Eighteen units selected from at least 3 of the following, with a minimum of 2 courses in one of the following: anthropology; economics (not including ECON 123); ethnic studies (not including ETHN 288, 350, 351, 585); geography (not including GEOG 100); history; political science; psychology (not including

PSYC 121); social science (not including SOSOC 111); sociology. Total: 18 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Most career opportunities in Social Science require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Sociology

*Transfer Program*

(also see Social Science major)

**Career opportunities:** Courses in Sociology prepare students to transfer to baccalaureate institutions for a degree in Sociology or a related discipline. A background in Sociology provides students with career opportunities which include child care program developer, claims examiner, criminologist, demographer, employment counselor, industrial sociologist, interviewer, population or public opinion analyst, probation officer, public health statistician, public relations consultant, recreation specialist, researcher, social ecologist, social worker, and urban planner.

### Transfer Program

Most career opportunities in Sociology and related fields require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

## Spanish

*Associate in Arts Degree with a major in Spanish; Transfer Program; Departmental Certification; Certificates of Completion*

**Career opportunities:** 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.

### A.A. Degree

**Major requirements:** completion of 18 units of Spanish language courses (excluding the 800 series). Total: 18 semester units.

With Language Arts Division approval, ANTH 110 may be accepted as part of the 18 units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Many career opportunities in Spanish and other foreign languages require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Departmental Certification

Students who feel written proof of their proficiency in Spanish would be beneficial to their careers may apply for Departmental Certification after they have completed SPAN 140 and a minimum of two additional units and have passed the department tests on aural comprehensive and speaking fluency.

### Certificates of Completion

(See Foreign Languages)

## Speech Communication

*Associate in Arts Degree with a major in Speech Communication; Transfer Program; Certificate of Completion*

**Career opportunities:** An A.A. degree in Speech Communication prepares students for transfer to a baccalaureate institution for a degree in Speech Communication 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 speech communication 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.

### A.A. Degree

**Major requirements:** 15 units selected from SPCH 100, 111, 112, 120, 140, 150, 170 or 180; 6 units selected from English or literature courses. Total: 21 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Most career opportunities in Speech Communication require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Certificate of Completion

*Speech Communication:* SPCH 100 and 120 plus 6 units selected from SPCH 111, 112, 140, 150, 170, or 180, all with a grade of C or higher. Total: 12 semester units.

## Technical Preparation (TECH PREP)

**Career opportunities:** TECH PREP programs link the last two years of high school and two years of community college study. TECH PREP offers students strong academic courses and career basics within broad career clusters, such as Health Careers or Business. Hands-on technical skills are incorporated into English, mathematics, and other high school subjects. All TECH PREP classes meet high school graduation and community college entrance requirements.

TECH PREP articulation agreements have been approved by local high schools, the San Mateo County Regional Occupational Program (ROP), Opportunities Industrialization Center West (OICW), and College of San Mateo in the following occupational areas: Accounting, Business Information Processing, Computer Information Science, Drafting Technology, Electronics Technology, and Manufacturing Technology. Other approved articulation agreements exist at Canada College and Skyline College.

The number of college units students may earn through these Tech Prep articulation agreements varies according to the specific occupational program. These units are posted to an individual's college transcript after completion of at least 6 units of course work with an overall g.p.a. of 2.0 or better. The 6 units may be completed at College of San Mateo, Cañada, or Skyline.

TECH PREP instructors and counselors believe that every student can learn the skills required for success in a competitive world. High school and community college staff work together to help students learn academic and applied skills in real-world ways. They find mentors and internships for students' on-the-job learning in what they are being taught on campus. They help students locate and secure career jobs.

TECH PREP students master the skills necessary for success in college and in high-skill, high wage careers. They learn how to develop good work habits, how to work on teams, and how to be effective in real work settings. They visit and work at local companies. Some enter career employment after completing community college study; others transfer to four-year colleges and universities. Many work at good jobs while continuing their education.

TECH PREP employers tell schools and colleges what jobs are available and what skills these jobs require. They help students learn these skills on campus and in the workplace. They mentor students, coaching and encouraging them for success and to remain in college. They provide internships and other training experiences while students are in school and hire TECH PREP graduates into entry-level jobs with real futures.

TECH PREP communities have well-educated workforces, high employment rates, and strong local economies. Their young people find good jobs after high school and move easily into advanced college courses because of the skills they learned as teenagers. Relocating companies are attracted by the good schools and colleges in these communities and are impressed by the skills of local workers.

## Welding Technology

*Associate in Science Degree with a Major in Welding Technology; Transfer Program; Certificate Programs*

Recommended high school preparation: elementary algebra, physics, mechanical drawing, drafting, keyboarding, or word processing.

**Career opportunities:** The welding technician is a skilled tradesperson with a thorough knowledge of intricate welding processes, equipment, drafting mathematics, and code requirements. CSM's nationally recognized program offers training by College and industry professionals in modern, well-equipped shops. Students receive a broad base of instruction covering all aspects of the profession and are immediately employable upon completion of their A.S. degree in Welding Technology.

A good welder is part electrician, metallurgist, chemist, physicist, and design and mechanical engineer. Specific career opportunities include welder, technician, engineer, sales/service person, and manufacturing, service, maintenance or construction operations supervisor. The need for qualified welding engineers is on the rise and, once employed, the opportunities for advancement are unlimited.

### A.S. Degree

**Major requirements:** WELD 110, 111, 120, 121, 210, 211, 220, 221, 250; DRAF 120; ELEC 110; MATH 110 or higher; MTT. 200; PHYS 100 or MANU 100. Total: 48-50 semester units.

Plus General Education and other requirements for the A.A. degree (see Index: General Education).

### Transfer Program

Many high paying career opportunities in Welding require a B.A. or advanced degree. Students can fulfill lower division General Education and major requirements at College of San Mateo. See the Transfer Planning and Major Preparation Recommendations sections of this catalog. Students should also consult the catalog of the college or university to which they plan to transfer.

### Welding Technology: Welding Technician

**Career opportunities:** Welding technicians supervise, inspect, and help develop and determine applications for a wide variety of welding processes. Some welding technicians work in research facilities to assist engineers in testing and evaluating newly developed welding equipment, metals and alloys. Employment is available with virtually every industry, including aircraft, appliances, automobiles, food processing, guided missiles, nuclear energy, radio, railroads, shipbuilding, structural engineering, and television.

### Certificate Program

**Certificate requirements:** completion of the major requirements listed above with a G.P.A. of 2.0 or higher.

### Welding Technology: General Welder

**Career opportunities:** Arc welders, combination welders and metal fabricators are among the highly skilled specialties in this field. Positions requiring a relatively lower degree of skill include welding machine tender/feeder and production line welder.

Welders are employed with the construction industry, shipbuilders and shipyards, oil companies, the military, and aircraft, automobile, electronics and metal products manufacturers. Specific career opportunities include assembly worker, auto body worker, machine tool operator, sheet metal worker, and tool and die maker.

### Certificate Program

**Recommended high school preparation:** elementary algebra, physics, mechanical drawing.

**Certificate requirements:** WELD 110, 111, 120, 121, 250; DRAF 120; MATH 110 or higher; MTT. 200; PHYS 100 or MANU 100. Total: 27-29 semester units.

Completion of the major requirements listed above with a G.P.A. of 2.0 or higher.

### District Programs Not Offered at CSM

San Mateo County Community College District also operates Cañada College in Redwood City and Skyline College in San Bruno which offer a number of special programs not available at College of San Mateo:

**Cañada College**  
4200 Farm Hill Blvd.,  
Redwood City, CA 94061  
(650) 306-3100 or (650) 364-1212

#### Programs

Early Childhood Education  
English Institute  
Fashion Design  
Interior Design  
Medical Assisting  
Paralegal  
Radiologic Technology  
Small Business Development and Job Training Center (Office Automation and Small Business Development)  
Theater Arts/Drama

#### Athletics

Men's Baseball  
Men's Soccer  
Men's Tennis  
Women's Soccer  
Women's Volleyball

**Skyline College**  
3300 College Drive,  
San Bruno, CA 94066  
(650) 355-7000 (day) • (650) 738-4251 (evening)

#### Programs

Arabic  
Automotive Technology  
Cosmetician/Esthetician (Eve. & Sat.)  
Early Childhood Education  
Family and Consumer Sciences  
Fashion Merchandising  
Fiber Optics/Telecommunications  
International Trade  
Image Consulting  
Japanese Automotive Technology  
Paralegal  
Respiratory Therapy  
Surgical Technology  
Telecommunications Technology  
Toyota Technical Education Network

#### Athletics

Men's Basketball  
Men's Soccer  
Men's Wrestling  
Women's Badminton  
Women's Soccer  
Women's Volleyball



## Description of Courses

### Prerequisites, Corequisites, and Recommended Preparation

A *prerequisite* is a condition of enrollment that a student is required to meet. A *corequisite* is a course that a student is required to take simultaneously in order to enroll in another course. *Recommended preparation* is a condition of enrollment that a student is advised, but not required, to meet.

### Special Courses

The following special courses may be offered in instructional programs as recommended by the appropriate Division Dean and approved by the Committee on Instruction. See class schedule for specific course descriptions and current semester offerings.

**641 Cooperative Education** (1-4) (*Credit/No Credit or letter grade option.*) Work experience in a field related to a career goal, supplemented by individual counseling from an instructor-coordinator. (See Index: "Cooperative Education.") (CSU)

**680 – 689 Selected Topics** (1-3) *Hours by arrangement.* Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the appropriate division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. (CSU)

**690 Special Projects** (1-2) *Hours by arrangement. 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.) (CSU)

680 and 690 courses are also transferable to UC, contingent upon a review of the course outline by a UC campus. 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** (1-3) *Hours by arrangement. Nontransferable degree-applicable course.* Selected topics not covered by regular catalog offerings. Course

### California Articulation Number (CAN)

The California Articulation Number (CAN) identifies some of the transferable lower-division introductory courses commonly taught within each academic discipline on college campuses.

CANs are listed parenthetically after the course description in the section which follows.

content and unit credit to be determined by the appropriate division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**880 – 889 Selected Topics** (1-3) *Hours by arrangement. Nontransferable non degree-applicable course.* Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the appropriate division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. (Units do not apply toward AA/AS degree.)

## Accounting

**A materials fee in the amount shown in the Schedule of Classes is payable upon registration for Accounting courses.**

**100 Accounting Procedures** (3) *Three lecture hours plus two hours by arrangement per week. Recommended Preparation: BUS. 115; BUSW 105 or equivalent; eligibility for ENGL 848.* Study of the accounting cycle for service and merchandising businesses. Preparation of journals, ledgers and financial statements using manual work papers and accounting software. (CSU)

**103 Ten-Key Skills** (0.5) (Credit/No Credit grading) (*Open Entry/Open Exit*) *Total of twenty-four lab hours per semester.* Self-paced course covering development of speed and accuracy using a ten-key calculator and the ten-key pad on a computer keyboard. (CSU)

**121 Financial Accounting** (4-5) *Four or five lecture hours plus two lab hours by arrangement per week. Prerequisite: BUSW 105 or equivalent. Recommended Preparation: ACTG 100; BUSW 415 or equivalent; ENGL 100.* Preparation and interpretation of accounting information. Topics include

application of generally accepted accounting principles to value assets, liabilities, and equity; accounting systems; use of software applications to prepare and analyze accounting information; use of accounting information by decision makers. (CSU/UC) (CAN BUS 2)

**131 Managerial Accounting** (4-5) *Four or five lecture hours plus two lab hours by arrangement per week. Prerequisite: ACTG 121; BUSW 105 or equivalent. Recommended Preparation: BUSW 415 or equivalent.* Use of accounting information by management for analysis, planning, decision making and control; use of software applications to prepare and analyze accounting information. Topics include product cost accumulation, cost-volume-profit analysis, responsibility accounting, budgeting, and capital budgeting. (CSU/UC) (CAN BUS 4)

**144 QuickBooks: Set-up and Service Business** (1.5) *Three lecture hours plus two hours by arrangement per week for eight weeks.* Practical, hands-on introduction to QuickBooks accounting software. Covers set-up and service business transactions, including sales, receivables, cash collections, purchases, payables, cash payments, and end-of-period procedures. ACTG 144 and 145 are independent courses and may be taken in either order or concurrently. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**145 QuickBooks: Payroll and Merchandising Business** (1.5) *Three lecture hours plus two hours by arrangement per week for eight weeks.* Practical, hands-on introduction to QuickBooks accounting software. Covers payroll and merchandising business transactions, including sales, receivables, cash collections, purchases, payables, cash payments, and end-of-period procedures. ACTG 144 and 145 are independent courses and may be taken in either order or concurrently. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**171 Individual Income Taxes** (3) *Three lecture hours and one lab hour plus two lab hours by arrangement per week.* Preparation of Federal and California income tax returns for individuals; basic income tax law, theory, and practice. Students who successfully complete this course may apply to the CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California.

**172 Business Income Taxes** (3) *Three lecture hours plus two hours by arrangement per week. Prerequisite: ACTG 100 or 121; ACTG 171 or equivalent.* Preparation of Federal and California income tax returns for corporations, partnerships, and sole proprietorships. Successful completion of Accounting 171 and 172 enables students to complete most tax returns required of professional tax preparers. This course meets continuing education requirements for the California Tax Education Council (CTEC). (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Administration of Justice (Law Enforcement)

**100 Introduction to the Criminal Justice System** (3) *Three lecture hours per week. Required of all Administration of Justice majors. Recommended Preparation: eligibility for ENGL 848.* History and philosophy of administration of justice in America; recapitulation of the system; identification of the various subsystems, role expectations, and their interrelationships; theories of crime; education and training for professionalism in the system. Includes POST Basic Learning Domains. (This course is part of the core curriculum.) (CSU/UC) (CAN AJ 2)

**102 Principles and Procedures of the Justice System** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Legal processes from pre-arrest, arrest through trial and sentencing; federal and state court jurisdiction; procedures from initial entry to final disposition. History of case law in the development of such legal procedures as stop and frisk, arrest, search and seizure, line-ups; current case law relating to the 4th, 5th, 6th, 8th, and 14th Amendments; legal issues relating to custody. Includes POST Basic Learning Domains. (This course is part of the core curriculum.) (CSU/UC)

**104 Introduction to Criminal Law** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Historical development; philosophy of law and constitutional provisions; definitions; classifications of crime and their application to the system of administration of justice; legal research, study of case law, and methodology and concepts of law as a social force. Includes POST Basic Learning Domains. (This course is part of the core curriculum.) (CSU/UC)

**106 Legal Aspects of Evidence** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence and rules governing their admissibility; judicial decisions interpreting individual rights and case studies. Includes POST Basic Learning Domains. (This course is part of the core curriculum.) (CSU)

**108 Police Community Relations/Multicultural Issues** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Study of relationships between police agencies and the public. Analysis of problems regarding policing in today's multicultural communities and development of positive working relationships involving law enforcement personnel as community problem-solvers. Includes POST Basic Learning Domains. (This course is part of the core curriculum.) (CSU/UC)

**120 Criminal Investigation** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Basic principles of criminal investigations. Includes human aspects of dealing with the public; specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources, and case preparation. Includes POST Basic Learning Domains. (CSU) (CAN AJ 8)

**125 Juvenile Procedures** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Study of extent, causes, and prevention of juvenile delinquency; analysis of juvenile courts, probation, institutional treatment, and parole and prevention programs. The sociological and anthropological approaches to juvenile delinquency in terms of their relation to the administration of justice systems. Includes POST Basic Learning Domains. (CSU)

**145 Basic Police Academy** (20) *Seventeen and one-half lecture and twenty-two and one-half lab hours per week for twenty weeks. Prerequisites: POST approved pre-entry English skills assessment exam provided by the Academy; medical clearance by a licensed physician; and criminal history clearance pursuant to Penal Code.* This 800 hour course of training is certified by the California Commission on Peace Officers Standards and Training to meet the statutory basic training requirements. The course requires a significant commitment of time and dedication and both academic and physical skills in addition to extra motivation to endure the intensive agenda. Level 2 reading and writing. Students will be required to provide academy uniform, leather gear/equipment, physical training clothing, firearm, and abstract of driver's license. (CSU)

**153 Special Law Enforcement Issues** (3) *Three lecture hours per week. Prerequisite: completion of or concurrent enrollment in ADMJ 100. Recommended Preparation: eligibility for ENGL 848.* Methods, techniques, and responsibilities of patrol. Includes special issues regarding ethics, information systems, persons with disabilities, crisis intervention, and gangs. Includes POST Basic Learning Domains. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**710 Police Report Writing** (3.0) *Three lecture hours per week. Recommended Preparation: ENGL 800 or 825 or higher level English.* Crime incident note taking, observation, interviewing and report writing techniques, utilizing state-mandated scenario exercises to prepare data and provide courtroom information for prosecution purposes. Includes POST Basic Learning Domains.

**771 Penal Code 832: Arrest and Control Training** (3) *(Credit/No Credit grading.) Forty-eight lecture hours per semester.* Arrest, search, and seizure; theory and practical application of related laws. Students must meet performance objectives upon completion of course. Course is certified by POST (Peace Officer Standards and Training Commission) as required under Penal Code Section 832.6 (a) (1).

**775 Penal Code 832: Firearms Training (.5)** (*Credit/No Credit grading.*) Total of eight lecture and sixteen lab hours per semester. *Prerequisite:* Per Penal Code 13511.5, students must obtain written clearance from the California Department of Justice verifying that they are not prohibited from firearms training. Call Administration of Justice Office for information. *Prerequisite:* successful completion of or concurrent enrollment in ADMJ 771 or successful completion of the P.C. 832 Arrest and Control portion (40 hours). Includes handgun and shotgun familiarization; handgun and shotgun safety; care, cleaning, and storage; handgun and shotgun shooting principles; firearms range qualifications. Firearms used in this course are those typically used by law enforcement. Firearms and materials will be supplied in class. Lab fees required. (May be taken two times for a maximum of 2 units.)

**776 Regular Basic Course Level III (4)** (*Credit/No Credit grading.*) Total of 58 lecture and 40 lab hours per semester. *Prerequisite:* ADMJ 771 and 775 or equivalent. Valid California Driver's License required. Supplemental training for assignment as a Level III Reserve Police Officer. This course prepares individuals who have completed all 64 hours of P.C. 832 Training for the limited support duties expected of Level III Reserve Police Officers. Covers CPR/First Aid; arrest and control techniques and baton training; chemical agents training; driving competency. Includes Peace Officer Standards and Training Basic Course Learning Domains.

**777 Regular Basic Course Level II (12)** (*Credit/No Credit grading.*) Total of 220 lecture and 44 lab hours per semester. *Prerequisite:* ADMJ 776 or the equivalent training. Continues training for assignment as a Level II Reserve Police Officer. This course prepares individuals who have completed all 64 hours of P.C. 832 Training and the supplemental 98 hours of Level III training. Covers investigative report writing; additional arrest and control and firearms training; cultural diversity and discrimination; community relations; victimology/crisis intervention; general crimes statutes; sex crimes; crimes against property, persons, and children. Includes Peace Officer Standards and Training Basic Course Learning Domains. Firearms and materials will be supplied in class. Lab fees required.

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** (See first page of Description of Courses section.)

## Administration of Justice–Public Safety Training Courses (AJPS)

In-service training courses offered for police personnel through the Public Safety Training Consortium. Course numbers will be assigned as needed, and Consortium titles will be used. The curriculum for each course offered adheres to POST (Peace Officers Standards and Training) and Title V requirements.

## Aeronautics

(Also see *Meteorology 100*)

**100 Private Pilot Ground School (3)** Three lecture hours per week. *Recommended Preparation:* eligibility for ENGL 848. Preparation to take FAA Private Pilot written examination. Principles of flight, Federal Aviation Regulations, flight environment, aircraft performance, and aviation weather. Weather charts, navigation, cross country flight planning, emergency procedures, and aviation medical considerations. (CSU)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**690 Special Projects (1-2)** (See first page of Description of Courses section.) (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** (See first page of Description of Courses section.)

## American Sign Language

Note: To be transferable to UC, American Sign Language courses must be taken for letter grade.

**111 Elementary American Sign Language I (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. Basic course in American Sign Language taught as a second language using dialogue drills, commands, and creative ideas. (CSU/UC)

**112 Elementary American Sign Language II (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Prerequisite:* ASL 111 or equivalent with *Credit* or a grade of *C* or higher. Encoding, decoding, interaction, and acquisition techniques for skilled hearing signers and deaf people. (CSU/UC)

**121 Advanced Elementary American Sign Language I (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Prerequisite:* ASL 112 or equivalent with *Credit* or a grade of *C* or higher. Covers the fundamental principles of Level II American Sign Language and introduces more advanced information about the Deaf community and Deaf culture. (CSU/UC\*)

**122 Advanced Elementary American Sign Language II (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Prerequisite:* ASL 121 or equivalent with *Credit* or a grade of *C* or higher. Covers the fundamental principles of Level II American Sign Language and introduces more advanced information about the Deaf community and Deaf culture. (CSU/UC\*)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**690 Special Projects (1-2)** (See first page of Description of Courses section.) (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** (See first page of Description of Courses section.)

## Anthropology

(Also see Biology 125)

### 105 Peoples and Cultures of the World

(3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Comparative study of cultures throughout the world. Compares and contrasts the ways of life of such diverse people as Hunters and Gatherers (the Inuit, Bushmen of the Kalihara), Horticulturists (Trobriand Islanders, Yanamamo of Brazil, the Jhivaro of Ecuador), Agriculturists (Rural Greece, Rural Vietnam: the Mekong Delta, the Irish Peasant), and Industrial societies (U.S.A, the Pacific Rim, Europe). Emphasizes traditional cultures and the impact of change that has occurred with the process of modernization. (CSU/UC)

**110 Cultural Anthropology** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Study of culture as the man-made environment of particular societies. Introduction to the anthropological point of view. Cross-cultural comparisons of cultural practices in specific societies and sub-cultures, including contemporary ethnic groups in the United States. (CSU/UC) (CAN ANTH 4)

### 120 Race, Ethnicity, Gender and Class

(3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Introduction to race, ethnicity, gender, and class relations between African-, Anglo-, Arab-, Asian-, Native-, and Hispanic-American cultures. (CSU/UC)

**180 Magic, Science & Religion** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405 or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Cross-cultural study of preliterate societies' beliefs about the nature of reality, and their religious, scientific, and magical practices as a consequence of these beliefs. Primitive techniques for controlling both the natural and the supernatural. (CSU/UC)

**350 Introduction to Archaeology** (3) (Telecourse) (Credit/No Credit or letter grade option.) Recommended Preparation: ANTH 110 and eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Anthropological study of four million years of human biological evolution and the archaeological study of sociocultural adaptation. (CSU)

**360 Indians of North America** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Introductory course on the anthropological study of the history, traditions, and contemporary circumstances of Native American nations and tribes. (CSU/UC)

### 370 Olmec, Maya, and Aztec People and Cultures of Mexico and Central America

(3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Develops an awareness and understanding of the major accomplishments of Olmec, Zapotec, Teotihuacan, Maya, Toltec, and Aztec subcultures via their myths, philosophy, religion, art, and socio-political traditions. The final segment of the course shows how many of these past traditions survive today in the Mexican and Central American cultures. (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Apprenticeship Training

The courses in this section are administered by College of San Mateo in conjunction with various trade and industry joint apprenticeship committees. Registration is limited to those students fulfilling the related instruction requirements of the State of California as indentured apprentices. For more information contact the Technology Division Office.

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

### Electrical Apprenticeship: Inside Wireman (ELEL)

Prerequisite: indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.

**701 Electrical Apprenticeship I** (3) Two and one-half lecture and two and one-half lab hours per week. Safety, wiring methods, tools, introduction to the code, structure of matter, wire, electron theory, resistance, Ohm's Law, electrical math, power, fastening devices, conduit, series and parallel circuits, combination circuits, and over-current protection devices.

**702 Electrical Apprenticeship II** (3) Two and one-half lecture and two and one-half lab hours per week. Safety, wiring methods, voltage drop, magnetism, grounding, principles of generation, electrical plans, circuit calculations, DC motors and generators, three-phase AC, resistive circuits, general lighting, and first aid.

**703 Electrical Apprenticeship III** (3) Two and one-half lecture and two and one-half lab hours per week. Safety, wiring methods, math of AC circuits, incandescent lamps, electrical testing, inductance, AC and DC meters, rectifiers, transformers, reactance, capacitance, capacitors, Wholt job, projection, and isometric line sketching.



**704 Electrical Apprenticeship IV** (3) *Two and one-half lecture and two and one-half lab hours per week.* Safety, wiring methods, series and parallel RC & RL circuits, rigging, motor drives, calculations, LC circuits, fire alarms, refrigeration cycle, basic air conditioning, short circuit calculations, and T.I.

**705 Electrical Apprenticeship V** (3) *Two and one-half lecture and two and one-half lab hours per week.* Safety, theory, wiring systems, distribution systems, basic principles of A/C motors, power in A/C circuits (power factor) capacitors, split phase motors, repulsion motors including pole shaded, universal and three-phase and electrical riser diagrams, service and feeders, and three-phase transformers.

**706 Electrical Apprenticeship VI** (3) *Two and one-half lecture and two and one-half lab hours per week.* Motor starting, protective controls, hazardous locations, starters and relays, developing simple circuits, sequence control circuits, current analysis, trouble shooting, fluorescent lamps, wiring and piping, and circuit economics.

**707 Electrical Apprenticeship VII** (3) *Two and one-half lecture and two and one-half lab hours per week.* Nuclear safety, foremanship, resonance (series and parallel), semiconductors, busways, transistors, wiring roughing, amplifiers, electric closets, coupling networks, and oscillators.

**708 Electrical Apprenticeship VIII** (3) *Two and one-half lecture and two and one-half lab hours per week.* Application of electronics, measurement and control, emergency lighting, temperature, pressure and levels, metric system, static control, metrification, journeyman status, and code review.

**709 Electrical Apprenticeship IX** (3) *Two and one-half lecture and two and one-half lab hours per week. Prerequisite: ELEL 708 with a grade of C or higher.* NEBF; blueprint reading; sexual harassment; basic fire alarms and installation; advanced technology systems; maintenance and troubleshooting; principles of process and process control; process time lags; basic manual and feedback control; proportional control action and review; sensors and transmission systems; basic telephone wiring and installation; high voltage testing and safety; insulation quality testing (use of a megohmmeter).

**710 Electrical Apprenticeship X** (3) *Two and one-half lecture and two and one-half lab hours per week. Prerequisite: ELEL 709 with a grade of C or higher.* Air conditioning and refrigeration (introduction, heat-temperature, and pressure); refrigerants and ozone depletion-vapor compression refrigeration systems; refrigeration loads; tools and piping; introduction to cable faults; locating cable faults (terminal method, tracing method, and magnetic detection); basic security systems; alarms; processors and memory; programmable devices, controllers, timers, and counters; data manipulation and arithmetic; start-up and troubleshooting.

### **Electrical Apprenticeship: Sound and Communications**

**721 Sound and Communications Apprenticeship I** (3) *Two and one-half lecture and two and one-half lab hours per week. Prerequisite: Indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* Introductory course that covers workplace safety, the installation and use of fastener devices, an overview of telecommunications systems (including premises wiring and fiber-optic systems), cabling performance and attributes, and blueprint drawing and interpretation.

**722 Sound and Communications Apprenticeship II** (3) *Two and one-half lecture and two and one-half lab hours per week. Prerequisite: Indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* Study of basic applied electronics with an emphasis on series and parallel circuits. Covers Ohm's Law, resistance, current, voltage, and power as well as basic applications of algebra to solve problems involving direct current circuits.

**723 Sound and Communications Apprenticeship III** (3) *Two and one-half lecture and two and one-half lab hours per week. Prerequisite: Indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* Covers DC combination circuits and provides an in-depth review of basic AC circuit theory and related topics. Includes telephone and paging systems and industry workmanship standards of wiring installation.

**724 Sound and Communications Apprenticeship IV** (3) *Two and one-half lecture and two and one-half lab hours per*

*week. Prerequisite: Indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* Covers the design, installation, and troubleshooting of Security Systems, Fire Alarm Systems, and Local Area Networks (including topologies and protocols). Also includes NEC requirements for grounding and bonding electrical systems as well as NEC installation requirements for various systems.

**725 Sound and Communications Apprenticeship V** (3) *Two and one-half lecture and two and one-half lab hours per week. Prerequisite: Indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* Provides an overview of electrical components such as semiconductors, amplifiers, oscillators, transistors, power supplies and LEDs. Also covers the concepts of inductance and capacitance. Students design, install, and test a Nurse-Call system.

**726 Sound and Communications Apprenticeship VI** (3) *Two and one-half lecture and two and one-half lab hours per week. Prerequisite: Indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* Covers the design, installation, and troubleshooting of CCTV systems, Home Automation Systems, and Building Automation Networks.

### **Plumbing Apprenticeship (PLUM)**

#### **Plumbing and Pipefitting**

*Prerequisite: indenture in the Plumbing Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.*

**701 Plumbing Apprenticeship I** (3.5) *Three lecture and three lab hours per week.* Safety, first aid, use and care of tools, history of and materials used in the plumbing industry, and shop assembly.

**702 Plumbing Apprenticeship II** (3.5) *Three lecture and three lab hours per week.* Mathematics, science, and mechanics applying to plumbing.

**703 Plumbing Apprenticeship III** (3.5) *Three lecture and three lab hours per week.* Plumbing codes and water supply systems.

**704 Plumbing Apprenticeship IV** (3.5) *Three lecture and three lab hours per week.* Introduction to drawing and plumbing fixtures.

**705 Plumbing Apprenticeship V** (3.5) *Three lecture and three lab hours per week.* Advanced plumbing and piping layout, pipe fixtures and supports, and drainage.

**706 Plumbing Apprenticeship VI** (3.5) *Three lecture and three lab hours per week.* Aspects of plumbing service work.

**707 Plumbing Apprenticeship VII** (3.5) *Three lecture and three lab hours per week.* Cutting; gas and arc welding.

**708 Plumbing Apprenticeship VIII** (3.5) *Three lecture and three lab hours per week.* Hydronic and solar heating.

**709 Plumbing Apprenticeship IX** (3.5) *Three lecture and three lab hours per week.* Further instruction in drawing and plan reading.

**710 Plumbing Apprenticeship X** (3.5) *Three lecture and three lab hours per week.* Further instruction in plumbing codes, builders' transit levels, and basic heating.

### Steamfitting/Pipefitting

*Prerequisite: indenture in the Steamfitter, Pipefitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.*

**721 Steamfitter, Pipefitter Apprenticeship I** (3.5) *Three lecture and three lab hours per week.* Safety and health; use and care of tools; soldering and brazing.

**722 Steamfitter, Pipefitter Apprenticeship II** (3.5) *Three lecture and three lab hours per week.* Mathematics and pipe measurements.

**723 Steamfitter, Pipefitter Apprenticeship III** (3.5) *Three lecture and three lab hours per week.* Oxyacetylene cutting and burning; basic shielded metal arc welding.

**724 Steamfitter, Pipefitter Apprenticeship IV** (3.5) *Three lecture and three lab hours per week.* Drawing interpretation.

**725 Steamfitter, Pipefitter Apprenticeship V** (3.5) *Three lecture and three lab hours per week.* Rigging and signaling, pipe materials, and basic science.

**726 Steamfitter, Pipefitter Apprenticeship VI** (3.5) *Three lecture and three lab hours per week.* Pumps and steam systems.

**727 Steamfitter, Pipefitter Apprenticeship VII** (3.5) *Three lecture and three lab hours per week.* Introduction to industrial pipe fitting and hydronic heating systems.

**728 Steamfitter, Pipefitter Apprenticeship VIII** (3.5) *Three lecture and three lab hours per week.* Pipe drafting and blueprint reading.

**729 Steamfitter, Pipefitter Apprenticeship IX** (3.5) *Three lecture and three lab hours per week.* Advanced welding.

**730 Steamfitter, Pipefitter Apprenticeship X** (3.5) *Three lecture and three lab hours per week.* Gas-tungsten arc welding.

### Refrigeration and Air Conditioning

*Prerequisite: indenture in the Refrigeration and Air Conditioning Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.*

**741 Refrigeration & Air Conditioning Apprenticeship I** (3.5) *Three lecture and three lab hours per week.* Basic refrigeration.

**742 Refrigeration & Air Conditioning Apprenticeship II** (3.5) *Three lecture and three lab hours per week.* Basic electricity.

**743 Refrigeration & Air Conditioning Apprenticeship III** (3.5) *Three lecture and three lab hours per week.* Refrigerant controls.

**744 Refrigeration & Air Conditioning Apprenticeship IV** (3.5) *Three lecture and three lab hours per week.* Basic and pneumatic controls.

**745 Refrigeration & Air Conditioning Apprenticeship V** (3.5) *Three lecture and three lab hours per week.* Brazing, piping, and hydronics.

**746 Refrigeration & Air Conditioning Apprenticeship VI** (3.5) *Three lecture and three lab hours per week.* Advanced electricity.

**747 Refrigeration & Air Conditioning Apprenticeship VII** (3.5) *Three lecture and three lab hours per week.* Electrical controls and wiring diagrams.

**748 Refrigeration & Air Conditioning Apprenticeship VIII** (3.5) *Three lecture and three lab hours per week.* Heat pumps.

**749 Refrigeration & Air Conditioning Apprenticeship IX** (3.5) *Three lecture and three lab hours per week.* Supermarket installations and refrigerator box load.

**750 Refrigeration & Air Conditioning Apprenticeship X** (3.5) *Three lecture and three lab hours per week.* Start-up testing and air balance.

### Sprinkler Fitter Apprenticeship (SPFI)

*Prerequisite: indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.*

**701 Sprinkler Fitter Apprenticeship I** (3) *Three lecture hours and one lab hour per week.* Safety and health; introduction to hand tools, ladders, scaffolds, and the Rigid 300 machine; introduction to reading sprinkler drawings (part 1); care and use of hand tools; operation of sprinkler head; reading a ruler; communication of pipe dimensions; power actuated tools licensing.

**702 Sprinkler Fitter Apprenticeship II** (3) *Three lecture hours and one lab hour per week.* *Prerequisite: SPFI 701 with a grade of C or higher.* Safety and health; industry gasses; shoring and man lifts; introduction to reading sprinkler drawings (part 2); types of industry pipes, fittings, valves, and hangers; First Aid instruction; CPR Certification; history, installation, and hazard ratings of automatic sprinkler systems; Victaulic grooved and plain-end piping methods; CPVC installation certification.

**703 Sprinkler Fitter Apprenticeship III** (3) *Three lecture hours and one lab hour per week.* *Prerequisite: SPFI 702 with a grade of C or higher.* Basic mathematics; operation and functioning of a sprinkler head; knot tying and rigging techniques; oxygen-acetylene safety (part 1); heritage and future in the pipe trades.

**704 Sprinkler Fitter Apprenticeship IV** (3) *Three lecture hours and one lab hour per week.* *Prerequisite: SPFI 703 with a grade of C or higher.* Review of OSHA safety standards; copper pipe installation (soldering and brazing); wet pipe installation according to the NFPA 13 standard; wet pipe alarm valves; maintenance and inspection of automatic fire protection systems.

**705 Sprinkler Fitter Apprenticeship V** (3) *Three lecture hours and one lab hour per week.* *Prerequisite: SPFI 704 with a grade of C or higher.* Safety and health issues related to underground construction; underground piping installation (NFPA 24); oxygen-acetylene safety (part 2); fundamentals of gas welding and flame cutting.

**706 Sprinkler Fitter Apprenticeship VI**

(3) *Three lecture hours and one lab hour per week. Prerequisite: SPFI 705 with a grade of C or higher.* Operation of dry valves, accelerators, and exhausters; hydraulics and the physical properties of fluids; isometric drawing; building plans, including architectural, structural, mechanical, and electrical drawings.

**707 Sprinkler Fitter Apprenticeship VII**

(3) *Three lecture hours and one lab hour per week. Prerequisite: SPFI 706 with a grade of C or higher.* Economics of the Sprinkler Industry; water spray systems (NFPA 15); pneumatic, hydraulic, and release deluge and Viking rate of rise fire protection systems; preaction non-interlock, single-interlock, and double-interlock systems; soldering of large diameter copper tubing; techniques and topics for tailgate meetings.

**708 Sprinkler Fitter Apprenticeship VIII**

(3) *Three lecture hours and one lab hour per week. Prerequisite: SPFI 707 with a grade of C or higher.* Use of the T-Drill; automatic fire pump installation, start-up, certification and maintenance; combined sprinkler standpipe systems; technical reports; fire protection supply.

**709 Sprinkler Fitter Apprenticeship IX**

(3) *Three lecture hours and one lab hour per week. Prerequisite: SPFI 708 with a grade of C or higher.* Sprinkler alarms; AA rate of rise; protomatic rate of rise; fire detectors; good foremanship (part 1); backflow protection.

**710 Sprinkler Fitter Apprenticeship X**

(3) *Three lecture hours and one lab hour per week. Prerequisite: SPFI 709 with a grade of C or higher.* Types of foaming agents; direct injection and proportion base foam systems; bladder type foam tanks; TRI-WATER fire protection system; basic hydraulics review; fire protection for cooking equipment; fire pump basics review; good foremanship (part 2); BATT training; computer basics.

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## Architecture

Students intending to major in Architecture are advised to consult with the architectural counselor/advisor in the Math/Science Division before registering.

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**100 Survey of Contemporary Architecture**

(3) *Three lecture hours plus one hour by arrangement per week.*

Basic values in contemporary architecture; its relationship to the environment, the individual and society, the home, the neighborhood, and the urban structure in general. A survey of the contributions of outstanding architects, engineers, and planners. Films, slides, lectures, and individual research. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU/UC\*)

**112 Surveying**

(2) *Two lecture and three lab hours per week for twelve weeks. Prerequisite: MATH 130.* Theory of measurements in surveying: measurement of distance, differential leveling and measurements of angles and directions, stadia techniques, and topographic mapping. (CSU/UC\*)

**120 Black and White Graphics**

(2) *One lecture hour and three lab hours plus two hours by arrangement per week.* Representational freehand drawing. Covers composition, visual perspective, and three-dimensional thinking. Includes an introduction to photography. A 35mm or larger format camera is necessary. Graphic supplies will be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (To increase competency, may be taken twice for a maximum of 4 units.) (Fall only.) (CSU/UC\*)

**130 Color Graphics**

(1) *One lecture hour and two lab hours plus one hour by arrangement per week.* Representational freehand drawing involving water color and ink. Further development in composition, visual perspective, and three-dimensional thinking related to form and space. Graphic supplies will be required. (To increase competency, may be taken twice for a maximum of 2 units.) (Spring only.) (CSU/UC\*)

**140 Architectural Drawing**

(2) *One lecture and three lab hours plus one hour by arrangement per week. Prerequisite: ARCH 120 or equivalent and MATH 115 or equivalent or one year of high school geometry with a grade of C or higher.* Development of the ability to visualize and graphically express forms and spaces in two and three dimensions, utilizing orthographic, paraline and perspective drawing. Graphic supplies will be required. (Spring only.) (CSU/UC\*)

**145 Delineation**

(2) *One lecture and three lab hours plus one hour by arrangement per week. Prerequisite: ARCH 140 or equivalent.* Presentation of architectural ideas and designs, using various media and techniques. Graphic supplies will be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (To increase competency, may be taken twice for a maximum of 4 units.) (Fall only.) (CSU/UC\*)

**210 Design I**

(4) *Three lecture and three lab hours plus three hours by arrangement per week. Corequisites: concurrent enrollment in ARCH 120 and 666.* Introduction to graphic thinking, critical thinking, and three dimensional awareness. Introduction to the concepts of proportion and scale, rhythm, balance, unity and contrast. Problems in form, line, space, and composition with attention to transition, ordering systems, shade, color, and texture. Graphic supplies will be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (Fall only.) (CSU)

**220 Design II**

(4) *Three lecture and three lab hours plus three hours by arrangement per week. Prerequisites: ARCH 120, 210 and 666. Corequisite: concurrent enrollment in ARCH 140. Transfers admitted by portfolio evaluation only.* Continuation of ARCH 210 but on a more complex and higher plane. Introductory studies in visual and physical spacial relationships unique to architecture. Continuing problems in proportion, scale, rhythm and balance, form and line, space and composition. Graphic and photographic supplies will be required. (Spring only.) (CSU/UC\*)

**230 Design III**

(4) *Three lecture and three lab hours plus three hours by arrangement per week. Prerequisites: ARCH 140 and 220. Corequisite: concurrent enrollment in ARCH 145. Transfers admitted by portfolio evaluation only.* Continuation of ARCH 220, but on a more complex and higher plane. Introduction to design determinants as they relate to the ordering process. Advanced studies in spatial and visual relationships involving human, environmental, and architectural criteria. Investigation into how design affects the environment and human existence therein. Research into peripheral areas through the use of architecturally related problems. Graphic and photographic supplies will be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (Fall only.) (CSU)

**240 Design IV** (4) *Three lecture and three lab hours plus three hours by arrangement per week. Prerequisites: ARCH 145 and 230. Transfers admitted by portfolio evaluation only.* Continuation of ARCH 230, but on a more complex and higher plane. Advanced studies in the application of design determinants to architectural problems with an emphasis on integrated design solutions. Continued exploration of the language of graphics, visual perception, and spacial analysis as a means of architectural communication. Graphic and photographic supplies will be required. (Spring only.) (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**666 Introduction to Architecture** (1) (*Credit/No Credit grading.*) *Three lecture hours plus one hour by arrangement per week for six weeks.* An intensive introductory exploration of the academic and professional opportunities and requirements within architecture, architectural education, and environmental design. Intended to assist the beginning student contemplating a future in architecture or a related field within the built environment. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (Fall only.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Art

**100 Art of the Western World** (3) (*Tele-course*) (*Credit/No Credit or letter grade option.*) *Recommended Preparation: ENGL 836 or 848.* “Art of the Western World” traces the Western tradition in the visual arts from ancient Greece to the present day. Chronologically introducing the societies, values, and ideals that gave birth to Western Art, it explores the connection between great works and the environment that stimulated their creation. Not applicable to Art major. (CSU)

**101 History of Art I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Ancient, Classical, Early Christian and Medieval art and architecture. Survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture. Chronologically introducing the great works of the period, this course explores the connection between them and the societies, values, and ideals that stimulated their creation. (CSU/UC) (CAN ART 2) (ART 101, 102, and 103 = CAN ART SEQ A)

**102 History of Art II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Survey of artistic expression during the Proto-Renaissance, Renaissance, High Renaissance, and Baroque periods (c. 1300-1700). Emphasizes developments in painting and sculpture and their relationship to their historical and cultural context. (CSU/UC) (ART 101, 102, and 103 = CAN ART SEQ A)

**103 History of Art III** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Survey of European and American artistic expression from the 18th Century to the present. Emphasizes the development of modern painting and sculpture as a reaction against earlier traditions. (CSU/UC) (ART 101, 102, and 103 = CAN ART SEQ A)

**104 Art of the 20th Century** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Survey of principal styles in Western art from 1888 to 1999, from Post-Impressionism to Modernism and Post-Modernism, from Paris to New York and the West Coast. (CSU/UC)

**105 Art of Asia and the Near East** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Introduction to some of the major monuments and themes of the visual arts of Asia and the Near East. Explores the connection between great works and the societies, values, and ideals that stimulated their creation. (CSU/UC)

**201 Form and Composition I** (3) *Three lecture-critique and three lab hours plus two lab hours by arrangement per week.* Drawing proficiency not required. Basic drawing course for college students. Study of two- and three-dimensional form and space relationships and the elements of design in pictorial composition. Sequence of problems based on still life. Drawing in various dry media. (CSU/UC\*) (CAN ART 8)

**202 Form and Composition II** (3) *Three lecture-critique and three lab hours plus two lab hours by arrangement per week. Prerequisite: ART 201.* Advanced composition; further study of three-dimensional form, in black and white and color; advanced pictorial composition in illustration and the fine arts. (CSU/UC\*)

**206 Figure Drawing and Portraiture** (3) (*Credit/No Credit or letter grade option.*) *Three lecture-critique and three lab hours plus two lab hours by arrangement per week.* Drawing the human figure in the modern approach from both live models and plaster anatomical casts, using charcoal, conte, and ink. Emphasizes gesture, line, texture, and expression. Extra supplies may be required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (To increase competency, may be taken four times for a maximum of 12 units, after which students may petition to audit. See Index: “Audit Policy.”) (CSU/UC\*)

**207 Life Drawing** (3) (*Credit/No Credit or letter grade option.*) *Three lecture-critique and three lab hours plus two lab hours by arrangement per week. Prerequisite: ART 201.* Drawing the human figure in the traditional manner. Lecture and demonstration on artistic anatomy. Drawing in conte and pastel from the nude model, with emphasis on three-dimensional realism, as a basis for figure and portrait painting, sculpture, and drawing. (To increase competency, may be taken four times for a maximum of 12 units, after which students may petition to audit. See Index: “Audit Policy.”) (CSU/UC\*)

**214 Color** (3) *Three lecture-critique and three lab hours plus two lab hours by arrangement per week. Drawing proficiency not required.* Study of the physical and psychological properties of color. Stresses knowledge and skills needed to use color aesthetically and imaginatively. (CSU/UC\*)

**223 Oil Painting I** (3) (*Credit/No Credit or letter grade option.*) Three lecture-critique and three lab hours plus two lab hours by arrangement per week. *Prerequisite:* ART 201 or 202. *Recommended Preparation:* ART 214 and 301. Introduction to basic oil painting techniques and compositional ideas. Emphasizes the use of value, color, and light to model forms and create the illusion of three-dimensional objects in space. (CSU/UC\*) (CAN ART 10)

**224 Oil Painting II** (3) (*Credit/No Credit or letter grade option.*) Three lecture-critique and three lab hours plus two lab hours by arrangement per week. *Prerequisite:* ART 223. *Recommended Preparation:* ART 214 and 301. Continuation of ART 223, with increased emphasis on color, composition, and development of a personal style. (To increase competency, may be taken three times for a maximum of 9 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**231 Watercolor I** (3) (*Credit/No Credit or letter grade option.*) Three lecture-critique and three lab hours per week. *Prerequisite:* ART 201. *Recommended Preparation:* ART 214. Introduction to the basic tools and techniques of water color; washes, wet-into-wet, dry brush, transparent vs. opaque. Includes discussion of color theory, laws of diminishing contrast and compositional considerations. (CSU/UC\*)

**232 Watercolor II** (3) (*Credit/No Credit or letter grade option.*) Three lecture-critique and three lab hours per week. *Prerequisite:* ART 231. 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. (To increase competency, may be taken three times for a maximum of 9 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**236 Chinese Brush Painting** (2-3) (*Credit/No Credit or letter grade option.*) Two-three lecture and two-three lab hours per week. Introduction to the three classic elements of Chinese art (brush painting, calligraphy, and aesthetics) and the development of these three elements from antiquity to the present. Emphasizes the series of Chinese masterpieces, both ancient and contemporary, focusing on the concepts of style, line, composition, perspective, and stroke. (May be taken up to four times for up to 12 units.) (CSU)

**241 Silkscreen I** (2-3) Two-three lecture-critique and two-three lab hours per week. Introduction to the fine art application of the silkscreen with non-toxic water-base inks, including screen-building, basic stencils, printing technique, and concepts required to develop a completed print. Extra supplies may be required. (CSU/UC\*)

**242 Silkscreen II** (2-3) Two-three lecture-critique and two-three lab hours per week. *Prerequisite:* ART 241. Advanced serigraphy; individualized instruction in water-based inks for the fine art use of the silkscreen. Extra supplies may be required. (To increase competency, may be taken three times for a maximum of 9 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**301 Design** (3) Three lecture-critique and three lab hours plus two lab hours by arrangement per week. Principles of composition, balance, rhythm, perspective, pattern, etc. Collage, drawing, painting, and digital media. (CSU/UC\*)

**305 Three-Dimensional Design** (3) Three lecture-critique and three lab hours per week. *Prerequisite:* ART 301. Volume, line, and space studies using paper, wire, wood, string, and plaster of Paris construction to create mobiles, stabiles and similar objects. (CSU/UC\*) (CAN ART 16)

**328 Illustration/Rendering Techniques** (3) Three lecture-critique and three lab hours per week. *Prerequisites:* ART 202 and 301. Illustration techniques and tools of the commercial artist; professional procedure in developing rendering; development of an illustration from a pencil rough to a finished comprehensive. (To increase competency, may be taken four times for a maximum of 12 units.) (CSU)

**349 History of Photography** (3) (*Credit/No Credit or letter grade option.*) Three lecture hours per week. *Recommended Preparation:* ENGL 848. Survey of photography from inception to present. Emphasizes photography's evolution in relation to historic timeline, cultural attitudes, and its impact on the arts. (CSU/UC)

**350 Visual Perception** (3) Three lecture-critique hours per week. Visual exploration into natural forms and man-made objects as an expression of art using 35mm slide photography as the medium. Covers basic principles of perception, light, color, composition, and visual awareness. Encourages students to transmit their aesthetic, intellectual

and emotional concerns through the photographic medium. Instruction in the use of 35mm cameras, lenses, film, and other creative controls of photography are included. Extra supplies may be required. (CSU)

**351 Beginning Black and White Photography** (3) Three lecture-critique and three lab hours plus one lab hour by arrangement per week. *Recommended Preparation:* ART 201, 301, or 350. Introduction to basic black and white photographic skills and equipment. Precise methods of negative developing, printing, and finishing the fine photograph. Extensive darkroom work. Portfolio is produced. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (CSU/UC\*) (CAN ART 18)

**352 Intermediate Black and White Photography** (3) Three lecture-critique and three lab hours plus two lab hours by arrangement per week. *Prerequisite:* ART 351. 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 Zone System. Portfolio is produced. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (CSU/UC\*)

**353 Advanced Black and White Photography** (3) Three lecture-critique and three lab hours plus two lab hours by arrangement per week. *Prerequisite:* Art 352. 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 use of the view-camera. Portfolio is produced. A materials fee as shown the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (To increase competency, may be taken twice for a maximum of 6 units.) (CSU/UC)

**354 Color Photography I** (3) Three lecture-critique and three lab hours plus two lab hours by arrangement per week. *Prerequisite:* ART 351. Introduction to the use of color materials as an expressive medium. Access to color processor. Emphasizes mastery of the technical aspect of color balance and exposure. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (CSU)

**355 Color Photography II** (3) *Three lecture-critique and three lab hours plus two lab hours by arrangement per week. Prerequisite: ART 354.* Continuation of ART 354, with emphasis on more refined control of color materials and more cohesive portfolio. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (To increase competency may be taken three times for a maximum of 9 units.) (CSU)

**360 Experimental Photography** (3) *Three lecture-critique and three lab hours plus two lab hours by arrangement per week. Prerequisite: ART 351.* Designed for students who have basic camera and black-and-white darkroom skills. Refinement of visual and technical skills with emphasis on experimental techniques, such as infra-red, solarization, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (To increase competency, may be taken four times for a maximum of 12 units.) (CSU)

**365 Beginning Digital Imaging** (4) *Three lecture and three lab hours plus two lab hours by arrangement per week. Prerequisite: ART 351; basic knowledge of personal computers, including the use of the Macintosh operating system.* Introduction to digital image scanning, editing, and printing using current tools, technologies, and software. Development of a portfolio. Students to provide photographic materials in the form of 35mm slides or black and white/color negatives. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (CSU/UC)

**366 Intermediate Digital Imaging** (4.0) *Three lecture and three lab hours plus two lab hours by arrangement per week. Prerequisite: ART 365 with a grade of C or higher.* Intermediate scanning from film and flat art; intermediate editing and printing using the current tools, technologies, and software. Development of a portfolio. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (CSU)

**367 Digital Imaging Workshop** (.5) *One lecture and two lab hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: ART 365.* Review of scanning, image editing, and available print

technology leading to advanced techniques and theory in a workshop environment. Development of a portfolio. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (May be taken three times for a total of 1.5 units.) (CSU)

**405 Sculpture I** (3) *(Credit/No Credit or letter grade option.) Three lecture-critique and three lab hours per week.* Beginning modeling of abstract and human forms. May be cast, carved, or welded. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (CSU/UC\*)

**406 Sculpture II** (3) *(Credit/No Credit or letter grade option.) Three lecture-critique and three lab hours per week. Prerequisite: ART 405 or equivalent.* Continuation of ART 405, with an emphasis on self-expression. Choice of media is open. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (To increase competency, may be taken three times for a maximum of 9 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**411 Ceramics I** (3) *(Credit/No Credit or letter grade option.) Three lecture-critique and three lab hours per week.* Elementary clay construction, including pinch, coil, and slab; methods of ornamentation, glazing, and firing; introduction to the potter's wheel. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (CSU/UC\*) (CAN ART 6)

**412 Ceramics II** (3) *(Credit/No Credit or letter grade option.) Three lecture-critique and three lab hours per week. Prerequisite: ART 411.* Continuation and advanced study of topics introduced in ART 411. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (To increase competency, may be taken three times for a maximum of 9 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**801 History of Art I** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Ancient, Classical, Early Christian, and Medieval art and architecture. Survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture. Chronologically introducing the great works of the period, this course explores the connection between them and the societies, values, and ideals that stimulated their creation.

**802 History of Art II** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Survey of artistic expression during the Proto-Renaissance, Renaissance, High Renaissance, and Baroque periods (c. 1300-1700). Emphasizes developments in painting and sculpture and their relationship to their historical and cultural context.

**803 History of Art III** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Survey of European and American artistic expression from the 18th Century to the present. Emphasizes the development of modern painting and sculpture as a reaction against earlier traditions.

**804 Art of the 20th Century** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Survey of principal styles in Western art from 1888 to 1999, from Post-Impressionism to Modernism and Post-Modernism, from Paris to New York and the West Coast.

**805 Art of Asia and the Near East** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Introduction to some of the major monuments and themes of the visual arts of Asia and the Near East. Explores the connection between great works of art and the societies, values, and ideals that stimulated their creation.

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Astronomy

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**100 Introduction to Astronomy** (3) *Two lecture hours and one recitation hour plus one hour by arrangement per week.* Survey of astronomy satisfying science requirements in state colleges and universities. Includes descriptive material on the solar system, stars, galaxies and, life in the universe, together with an introduction to the methods employed by astronomers in gathering information. (CSU/UC)

**101 Astronomy Laboratory** (1) *Three lab hours per week. Prerequisites: MATH 110 or equivalent AND completion of or concurrent enrollment in ASTR 100.* Use of planetarium for constellation identification, coordinate systems, and basic astronomical measurements of planets, stars and spectra. Occasional telescopic observations and visits to observatories. With ASTR 100, satisfies lab science requirements for U.C. and California State Universities. Extra supplies may be required. (CSU/UC)

**103 Observational Astronomy Lab** (1) *(Credit/No Credit or letter grade option.) Three lab hours per week. Recommended Preparation: completion of or concurrent enrollment in ASTR 100 or equivalent.* An alternative to Astronomy 101. Students observe the night sky and image planets, the moon, star cluster, and galaxies using the department's telescopes, CCD camera, and spectrograph. 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. (May be taken twice for a total of 2 units.) (CSU)

**115 The Solar System** (3) *(Credit/No Credit or letter grade option.) Three lecture hours, plus one hour by arrangement per week.* 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 discovery of extrasolar planets and the possibility of earthlike planets. Focuses on conceptual understanding of the solar system. (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Biology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**100 Introduction to the Life Sciences** (3) *Three lecture hours plus one hour by arrangement per week.* Fundamental principles of life. The awareness of plant and animal interrelations and inter-dependencies. 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.) (CSU/UC\*)

**102 Environmental Conservation** (3) *Three lecture hours plus one hour by arrangement per week.* Study of the relationship of humans to the immediate and global environments, including the conservation of renewable and non-renewable resources, dynamics of ecosystems, and the interaction of plant and animal populations; alternative energy sources; and current problems caused by human interactions with the environment. One or more field trips may be required. (CSU/UC)

**110 General Principles of Biology** (4) *Three lecture and three lab hours plus one hour by arrangement per week. Recommended Preparation: eligibility for ENGL 848.* Study of the principles of the biological sciences. Includes origin and evolution of life, cellular nature of living things, genetics, ecology, life cycles, and natural history. One or more field trips may be required. Extra supplies may be required. (CSU/UC) (CAN BIOL 2)

**111 Natural History of California** (4) *Three lecture and three lab/field hours plus one hour by arrangement per week. Recommended Preparation: eligibility for ENGL 848.* Investigates the functioning of ecosystems, adaptations of organisms to their envi-

ronment, and natural history of selected organisms. Covers natural ecosystems of California, with a primary focus on the San Francisco Bay Area. Laboratory and field investigations are conducted using the scientific methods. Emphasizes critical thinking skills. Recommended for non-science majors. (CSU/UC)

**123 Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction** (1) *Total of sixteen lecture hours. Recommended Preparation: BIOL 110 or high school biology or equivalent.* Workshop in principles, applications, and hands-on techniques in PCR (polymerase chain reaction). A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**125 Physical Anthropology** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Man's place in nature; man's evolution, genetics, and racial variation. Evolutionary basis of man's behavior and social systems. One or more field trips may be required. (Fall only.) (CSU/UC) (CAN ANTH 2)

**130 Human Biology** (3) *Three lecture hours plus one hour by arrangement per week. Recommended Preparation: eligibility for ENGL 848.* Introductory study of human anatomy and physiology, including the functional relationships of cells to each body system, with emphasis on the relationships of structures to the functions of each body system. Recommended especially for students in the Medical Assisting program. (CSU/UC\*)

**140 Animals, People, and Environment** (3) *Three lecture hours plus one hour by arrangement per week. Recommended Preparation: eligibility for ENGL 848.* Introduction to animals around us and their relationship to man. Includes basic principles of animal biology and ecology. Views animals as predators, prey, servants, companions, and bearers of disease. Emphasizes historical and traditional viewpoints, contemporary issues, animal rights and human obligations. (General education course for non-science majors.) One or more field trips may be required. (CSU/UC)

**145 Plants, People, and Environment** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Introduction to plants and their functions as they apply to man. Principles of living organisms, their structure-functions, evolution, and ecology. Emphasizes the role of plants in the development of human civilization and considers their impact as a primary food source for

human population. One or more field trips may be required. (Fall only.) (CSU/UC\*)

**160 Genetics: Principles and Applications**

(3) *Three lecture hours per week. Prerequisite: high school biology or a college-level biology course. Recommended Preparation: eligibility for ENGL 848.* Integrates the principles of Mendelian and molecular genetics, including current knowledge of gene activities, regulation, and their function in relation to health and disease. Explores methods of genetic engineering with applications relevant to human societies. (Spring only.) (CSU/UC)

**180 Introduction to Forestry**

(3) *Three lecture hours plus one hour by arrangement per week. Recommended Preparation: eligibility for ENGL 848.* Study of the forest as a biological community; scientific and economic basis of forestry, including topics from ecology, dendrology, entomology, pathology, silviculture, mensuration, utilization, economics, and careers in forestry. One or more field trips may be required. (Fall only.) (CSU/UC)

**184 Wildlife Biology**

(3) *Three lecture hours plus one hour by arrangement per week. Recommended Preparation: eligibility for ENGL 848.* 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. (CSU/UC)

**195 Biology Field Laboratory**

(1.0) *Three lab hours plus one hour by arrangement per week. Prerequisite: completion of or concurrent enrollment in BIOL 100, 102, 140, 145, 180, or 184.* 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. (CSU/UC)

**200 General Ecology** (4) *Three lecture and three lab/field hours per week. Prerequisite: one course in the biological sciences. Recommended Preparation: eligibility for ENGL 848.* Introduction to the principles of ecology and field methodology. Includes diversity and distribution of flora and fauna, interrelationships of organisms and behavioral evolution, and energy flow relationships to ecosystems and population dynamics. Emphasizes global communities as well as local habitats and species. Lab includes methods of interpretation and presentation of field project data. (Fall only, alternate years.) (CSU/UC)

**210 General Zoology**

(5) *Three lecture and six lab hours plus one hour by arrangement per week. Prerequisites: BIOL 110 and CHEM 192 or 410 OR one year of high school biology with lab with a grade of B or higher and one year of high school chemistry with lab with a grade of B or higher. Recommended Preparation: eligibility for ENGL 848.* Introduction to the principles of animal biology. Includes molecular basis of life; structure, function, and behavior as seen in invertebrates and selected chordates; ecology; zoogeography; and animal evolution. One or more field trips may be required. Extra supplies may be required. (CSU/UC) (CAN BIOL 4)

**220 General Botany**

(5) *Three lecture and six lab hours per week. Prerequisites: BIOL 110 and CHEM 192 or 410 OR one year of high school biology with lab with a grade of B or higher and one year of high school chemistry with lab with a grade of B or higher. Recommended Preparation: eligibility for ENGL 848.* Principles of biology as illustrated by plants with emphasis on structure, physiology and reproduction in green plants. One or more field trips may be required. Extra supplies may be required. (CSU/UC) (CAN BIOL 6)

**230 Introductory Cell Biology**

(4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisites: CHEM 220; BIOL 110 or one year of high school biology with lab with a grade of B or higher. Recommended Preparation: eligibility for ENGL 848 and concurrent enrollment in CHEM 231.* 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 life science and medical science majors.) A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. One or

more field trips may be required. Extra supplies may be required. (CSU/UC)

**240 General Microbiology**

(4) *Three lecture and three lab hours per week. Prerequisites: one semester of college chemistry and college-level biology with lab course. Recommended Preparation: eligibility for ENGL 848.* 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. (Recommended for students majoring in life science, physical science, and health science.) One or more field trips may be required. Extra supplies may be required. (CSU/UC) (CAN BIOL 14)

**250 Anatomy**

(4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisites: high school biology with a grade of B or higher OR BIOL 110 or 130. Recommended Preparation: eligibility for ENGL 848.* Structure of the human body. Laboratory study and dissection of the human male and female. (Primarily intended for students of nursing, physiotherapy, physical education and related fields such as chiropractic. Elective for pre-dental, pre-medical, and pre-veterinary students.) Extra supplies may be required. Students may take either the BIOL 250-260 or the BIOL 265-266 series. (CSU/UC\*) (CAN BIOL 10) (Completion of BIOL 250 and 260 = CAN BIOL SEQ B)

**260 Introductory Physiology**

(5) *Three lecture and six lab hours plus one hour by arrangement per week. Prerequisites: BIOL 250 and CHEM 192 or 410 OR one year of high school biology with lab with a grade of B or higher and one year of high school chemistry with lab with a grade of B or higher. Recommended Preparation: eligibility for ENGL 848.* Functions of the organs and systems of the human body. (Intended for students of nursing, physiotherapy, physical education, psychology and related fields. Elective for pre-dental, pre-medical, and pre-veterinary students.) A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. Students may take either the BIOL 250-260 or the BIOL 265-266 series. (CSU/UC\*) (CAN BIOL 12) (Completion of BIOL 250 and 260 = CAN BIOL SEQ B)



**641 Cooperative Education** (1-4) See first page of Description of Courses section. (CSU)

**666 Careers in Biotechnology and Biology** (1-2) (*Credit/No Credit or letter grade option.*) One to two lecture hours per week. *Recommended Preparation: high school biology or equivalent.* Intended for general audiences interested in understanding modern Biology and genetic engineering. Explores the mechanisms that underlie the normal functions of living cells and living organisms and the ways in which those functions are regulated by genes. Recombinant DNA methods used in medicine, agriculture, and industry in general, including genetic disease mapping, DNA fingerprinting, monoclonal antibodies, polymerase chain reaction and genetic diagnosis, growth factors, pharmaceuticals, and other topics. Exploration of employment possibilities in the field of biotechnology. One or more field trips may be required. Extra supplies may be required. (CSU)

**675 Honors Colloquium in Biology** (1) One lecture hour per week. *Prerequisite: limited to students in the Honors Program who have completed or are concurrently enrolled in an associated non-honors course in biology.* Readings, discussion, and lectures covering selected advanced topics in biology to be determined by the Biology Department and the Honors Program. (CSU/UC\*)

**680 – 689 Selected Topics** (1-3) See first page of Description of Courses section. (CSU)

**690 Special Projects** (1-2) See first page of Description of Courses section. (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) See first page of Description of Courses section.

## Broadcast and Electronic Media

**110 Electronic Media in Society** (3) Three lecture hours per week. The effects of and influences of broadcasting (and cable and other forms of electronic communication) on society. The nature, organization, and operation of the field as well as history, programming, news making, advertising, regulations, ratings, ethics, business procedures, current issues, the First Amendment, and international and comparative broadcasting. (CSU)

**120 On-Air Talent for Electronic Media** (2) (*Credit/No Credit or letter grade option.*) One lecture hour and three lab hours per week. Introduction to basic announcing and communicating techniques for television and radio talent. Emphasizes format, delivery, and on-camera performance. Includes practice in marking copy, ad-lib, and microphone techniques. (CSU)

**131 Basic Audio Operations** (3) Two lecture and three lab hours per week. Study of the basic practices and procedures in audio operations. The proper use of microphones, audio mixing consoles, digital audio, analog recorders, and other common audio and broadcast equipment, with emphasis on radio combo. Extra supplies may be required. (CSU)

**132 Radio Production** (3) One lecture hour plus six lab hours per week by arrangement. *Prerequisite: BCST 131 with a grade of C or higher.* Continuation of BCST 131. Emphasizes audio production including multitrack digital recording, web-based audio, and audio for multimedia. Advanced students may be selected for on-air and production at KCSM-FM. May be taken three times for a maximum of 9 units. (CSU)

**194 Writing for Electronic Media** (3) Three lecture hours per week. *Recommended Preparation: eligibility for ENGL 848.* Writing and editing for radio, television, and non-broadcast video, including news, interviews, dramatic scripts, public service announcements, and commercials. Covers libel and slander laws. Emphasizes format as well as content. (CSU)

**231 Television Studio Techniques** (3) Two lecture and three lab hours per week. Entry-level course in television production including all crew positions and operation of all equipment in the television studio (cameras, microphones and audio board,

video switcher, character generator, and lighting console); also includes writing, producing, and directing. (CSU)

**233 (formerly BCST 232) Television Studio Production** (3) Two lecture and three lab hours per week. *Prerequisite: BCST 231 with a grade of C or higher. Recommended Preparation: BCST 194 with a grade of C or higher.* Continued activity in television studio production. Greater emphasis on writing, producing, and directing. Introduction to single camera remote video production. (To increase competency, may be taken twice for a maximum of 6 units.) (CSU)

**237 Producing for Media** (3) (*Credit/No Credit or letter grade option.*) Two lecture and three lab hours per week. *Prerequisite: BCST 194 and 231 with a grade of C or higher. Recommended Preparation: ENGL 836 or 848.* Provides students with hands-on experience producing for radio, broadband, or television from a producer's perspective. Covers an overview of the producing process from program concept and financing to production and distribution. Producing compelling programs on schedule and on budget is a critical part of this course. Suitable program material may air in the San Francisco Bay Area on KCSM-TV. (May be taken twice for a maximum of 6 units.) (CSU)

**241 Television Field Production** (3) (*Credit/No Credit or letter grade option.*) Two lecture and four lab hours per week. Introduction to video techniques and technology for single camera video production without the restraints of the studio. Covers the complete production process for field production from planning through final editing. Allows students to sharpen skills in all field production positions, including camcorder operation, audio lighting, and grip, with an introduction to digital video editing. (May be taken twice for a maximum of 6 units.) (CSU)

**244 Internship in Broadcasting** (3) (*Credit/No Credit or letter grade option.*) Two lecture and three lab hours per week. *Corequisite: concurrent enrollment in or completion of BCST 132 or 233 or 246 with a grade of C or higher.* Supervised experience in broadcast and non-broadcast operations at KCSM-TV and FM. Students are required to successfully pass a proficiency exam on advanced studio and remote equipment. (To increase competency, may be taken four times for a maximum of 12 units.) (CSU)

**246 Advanced Television Field Production** (3) *Two lecture and four lab hours per week. Prerequisite: BCST 241 with a grade of C or higher.* Applies the experience gained in BCST 241 and results in the production of four half-hour, magazine-style programs to air on KCSM. Emphasizes determining the program's target audience, production planning, producing, program directing, and script writing. (To increase competency, may be taken twice for a maximum of 6 units.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Building Inspection Technology

**700 Introduction to the Building Code** (3) *Three lecture hours per week.* Survey of the four required courses covering building inspections, code terminology, techniques of inspection, and construction practices. (Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.)

**710 Non-Structural Provisions of the Uniform Building Code** (3) *Three lecture hours per week. Prerequisite: BLDG 700 or equivalent with a grade of C or higher.* Study of the fire and life safety provisions of the Uniform Building Code. (Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.)

**720 Electrical Inspection I** (3) *Three lecture hours per week. Prerequisites: BLDG 700 or equivalent with a grade of C or higher. Recommended Preparation: ELEC 110.* Overview of the National Electrical Code. Covers the various aspects of electrical service as applied to building inspection, single-family dwellings and two-family dwellings. Includes recent electrical code changes, the application of research techniques for inspection, preparation of reports, and code interpretation considerations. (Since this course may cover an updated

version of the code, it may be taken four times for a maximum of 12 units.)

**725 Electrical Inspection II** (3) *Three lecture hours per week. Prerequisite: BLDG 720 or equivalent with a grade of C or higher.* In-depth study of the sections of the National Electrical Code dealing with multi-family and light commercial applications, with emphasis on grounding, load calculations, and special locations. (Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.)

**730 Plumbing Inspection** (3) *Three lecture hours per week. Prerequisite: BLDG 700 or equivalent with a grade of C or higher.* Building regulations governing drainage systems, vents and venting, plumbing, water systems, building sewers, and gas piping. (Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.)

**740 Mechanical Code** (3) *Three lecture hours per week. Prerequisite: BLDG 700 or equivalent with a grade of C or higher.* 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. (Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.)

**750 Structural Provisions of the Uniform Building Code** (3) *Three lecture hours per week. Prerequisite: BLDG 700 or equivalent with a grade of C or higher.* Study of engineering fundamentals and the structural provisions of the Uniform Building Code. (Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.)

**760 Energy Regulations** (3) *Three lecture hours per week. Prerequisite: BLDG 700 or equivalent with a grade of C or higher.* 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. (Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.)

**775 Introduction to Residential Dwelling Inspection Technology** (3) *Three lecture hours per week.* Introduction to inspection techniques for residential dwellings and the writing of reports designed to identify material defects in the current condition of systems and components of a typical residential dwelling, such as roof and exterior wall coverings; windows; doors; chimneys; stairs; porches; decks; balconies; floor and foundation support systems; interior wall and ceiling coverings; plumbing, mechanical, and electrical systems; safety devices; and/or conditions that present a hazard to personal safety. (Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.)

**790 Blueprint Reading for Construction** (3) *Three lecture hours per week.* Reading, understanding, and interpreting architectural plans for residential and commercial construction. (Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Business

**100 Contemporary American Business** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Current concepts of American business from the business perspective. Examination of societal issues affecting business in a dynamic economic environment. Includes the nature of major business functions and the roles of producer and consumer in the economy. (CSU/UC)

**101 Human Relations I** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Designed to increase competence in personal and interpersonal skills, which are critical prerequisites for a successful career in business. Covers perception, self-management, self-image, communication, prejudice, conflict management, leadership, and resistance to change. (CSU)

**115 Business Mathematics** (3) *Three lecture hours per week. Prerequisite: appropriate skill level as measured by a satisfactory score on CSM Math Placement Test One and other measures. Recommended Preparation: BUS. 810.* Study of mathematics as applied to business, with emphasis on calculations involving interest, discount, negotiable instruments, financial statements and ratios, inventory pricing, depreciation, payroll, income tax, central tendency, and correlation. (CSU)

**125 International Business** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Introduces students to the dynamic field of international business from the theoretical and practical viewpoints. Designed to give students the competitive advantage in a global market place, this course covers cultural differences, international trade theory, political environments, foreign exchange markets, geography, and trading blocks, international business strategies, exporting, importing, countertrade, global marketing, and global human resource management. (CSU)

**131 Money Management** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Develops understanding and skill in dealing with consumer financial planning, saving and borrowing money, real estate and introduction to security investments, estate planning, and income tax preparation. (CSU)

**140 Security Investments** (3) *Three lecture hours per week. Recommended Preparation: MATH 811 and eligibility for ENGL 848.* Stocks, bonds, and investment trusts; investment policies, evaluation and charting. (CSU)

**150 Small Business Management** (3) *Three lecture hours per week. Prerequisite: BUS. 100 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Examination of the opportunities and hazards of small business operation. Designed for business students who plan to establish or supervise a small business. Explores significant areas of vital interest to the prospective independent businessperson, including pre-opening requirements. (CSU)

**170 Salesmanship Fundamentals** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* The role and impact of personal selling in the marketing process. Considers principles and techniques employed effectively in the direct sales process. (CSU)

**180 Marketing** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Broad study of marketing principles and methods applicable to both consumer and industrial goods and services. Includes retailing and wholesaling consumer goods, marketing industrial goods, marketing policies and practices, and government relationship to marketing. (CSU)

**201 Business Law I** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Introduction to the study of business law, including sources, agencies, and enforcement procedures. Emphasizes the ability to understand and review simple contracts and a basic understanding of contract law. Discusses sales warranties and consumer protection legislation. (CSU/UC) (CAN BUS 8)

**295 Computer Systems in Business** (4) *Three lecture and two lab hours plus one lab hour by arrangement per week. Prerequisites: BUSW 415 or equivalent; BUS. 115 or MATH 110 or equivalent; and concurrent enrollment in or completion of ACTG 100 or 121. Recommended Preparation: eligibility for ENGL 848.* Introduction to business computers; principles of computer operations and system design. Flowcharting, writing, running, and debugging programs in BASIC for accounting and management. Use of microcomputer software applications for word processing, spreadsheets, and database management. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU) (CAN BUS 6)

**315 Keyboarding I** (3) *Three lecture hours per week plus two lab hours by arrangement per week.* Beginning course for students to learn to input and process information using a computer keyboard. Includes keyboarding by touch, speed and accuracy, basic word processing techniques, basic formatting, and printing. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**316 Keyboarding II** (3) *Three lecture hours plus two lab hours by arrangement per week. Prerequisite: BUS. 315.* Advanced course to increase keyboarding speed and accuracy as well as improve skills in formatting and producing letters, memos, reports, and tabulated material. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (To increase competency, may be taken twice for a maximum of 6 units.) (CSU)

**317 Micro/Keyboarding: Skillbuilding** (1.5) *Three lecture hours plus two lab hours by arrangement for eight weeks. Prerequisite: BUS. 315 or equivalent.* Increase keyboard speed and accuracy through the use of an interactive microcomputer skillbuilding program. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**326 Electronic Filing and Records Management** (1.5) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Recommended Preparation: BUS. 315 or equivalent; eligibility for ENGL 848.* Study of both manual and microcomputer filing methods from creation through maintenance of data records. Covers alphabetic, numeric, geographic, and subject filing rules. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**401 Business Communications** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and ability to type.* Comprehensive review of grammar, punctuation, and vocabulary used in business. Identifies, explains, and develops the communication skills and tools that contribute to effective verbal and written communications. Instruction includes exercises using microcomputers. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Business Microcomputer Applications

### Business Applications - DOS Platform (BUSD)

A materials fee in the amount shown in the Schedule of Classes is payable upon registration for DOS Platform courses.

**114 DOS Fundamentals I** (1.5) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Recommended Preparation: BUSW 105 or equivalent; eligibility for ENGL 848.* Introduction to purpose and use of DOS (disk operating system). Includes DOS commands to manage files and disks; file management including creating, naming, copying, and deleting files; disk management including creating subdirectories; configuring the operating system; redirecting command input and output; use of DOS text editors; and basic batch file programming. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**115 DOS Fundamentals II** (1.5) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUSD 114 or equivalent.* Reviews DOS Fundamentals I techniques to control business application programs and to organize subdirectory structure for hard disk management. Examines disk editing techniques using debug and hex editors to correct operating system problems. In-depth look at DOS operators and interactors with files. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**680 – 689 Selected Topics** (1-3) See first page of Description of Courses section. (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) See first page of Description of Courses section.

### Business Applications - Windows Platform (BUSW)

A materials fee in the amount shown in the Schedule of Classes is payable upon registration for Windows Platform courses.

**105 Introduction to Microcomputers** (1.5) *(Credit/No Credit grading.) Three lecture hours plus two lab hours by arrangement for eight weeks. Prerequisite: BUS. 315 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Introduction to microcomputers. Covers equipment, operating systems, and Windows software applications including word processing, spreadsheet, and business presentations. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**114 Windows Fundamentals I** (1.5) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUSW 105 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Introduction to Microsoft Windows. Includes hardware needs, relationship to DOS, GUI use and procedures, program navigation, desktop concepts and organization, accessory applications, file management, and OLE. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**115 Windows Fundamentals II** (3) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUSW 114 or equivalent.* Continuation of BUSW 114. Covers how to install and customize Windows with features such as the backup program, registry, and startup options; how to install software application programs; how to configure devices, drivers, and memory; and how to set up fonts and printers. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**127 Windows 2000 Installation and Support** (3) *Six lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: CIS 153 or equivalent.* Introduction to installation, configuration, and support of Microsoft Windows 2000 in a networked environment. Includes system setup and configurations of hardware and software; creation and management of user accounts; application support; security; maintenance and troubleshooting. Prepares students for Microsoft Windows 2000 Certification Exam. (May be taken two times for a maximum of 6 units.) (CSU)

**214 Word Processing I Using WORD for Windows** (1.5) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUS. 315 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Introduction to WORD for Windows software. Includes overview of document formats; preparation (creating, formatting, editing, saving, and printing) of both single- and multi-page documents; outlines; tables of content; tables; multiple windows; and file management. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**215 Word Processing II Using WORD for Windows** (1.5) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUSW 214 or equivalent.* Continuation of BUSW 214. Includes graphics, charts, columns, templates, macros, mail-merge, labels, sorting, forms, and software linking. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**383 Business Presentations Using Power Point for Windows** (1.5) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUSW 214 or equivalent.* Examines the components of effective business presentations and capabilities and features of business presentation software for the purpose of planning and creating a complete presentation of integrated text and graphics in a slide format. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**415 Spreadsheet I Using Excel for Windows** (1.5) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUSW 105 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Creation and use of spreadsheets. Includes spreadsheet design, use of menu systems, basic formulas and functions, relative and absolute addressing, formatting, printing, and graphing. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**416 Spreadsheet II Using Excel for Windows** (1.5) *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUSW 415 or equivalent.* Advanced spreadsheet functions. Includes design and optimization of large and complex spreadsheets, advanced formulas and functions, database features, macros, and linking of spreadsheets with other software programs. (CSU)

**464 Database Management Fundamentals Using Access for Windows (3)** *Three lecture hours plus two lab hours by arrangement per week. Prerequisite: BUSW 114 or equivalent.* Introduction to database design, use and applications for business to edit data, search for specific information, create forms, and print reports. (To increase competency, may be taken twice for a maximum of 6 units.) (CSU)

**530 Introduction to Internet (1.5)** *Three lecture hours plus two lab hours by arrangement for eight weeks. Prerequisite: BUSW 114 or equivalent Windows software experience. Recommended Preparation: eligibility for ENGL 848.* Exploration of Internet features (E-mail, File Transfer Protocol, Newsgroups, and World Wide Web); Internet tools (web browser interfaces, search engines, Chat, HTML, and multimedia); and societal and ethical issues. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**534 HTML I (Hypertext Markup Language) (1.5)** *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUSW 530 or equivalent.* Explores creating and maintaining Web pages for Internet and Intranet; using HTML source code; creating file structures; using FTP to upload files. Examines page features such as design, use of tables, color codes, applets, fonts, extensions, hyperlinks, image maps, and graphics. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**535 HTML II (Advanced Hypertext Markup Language) (1.5)** *Three lecture hours plus two lab hours by arrangement per week for eight weeks. Prerequisite: BUSW 534 or equivalent.* Examines forms, JAVA script, JAVA script objects and events, multimedia Web pages, JAVA applets, cascading style sheets, and database use. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**591 Integrated Software Suites (1.5)** *Three lecture hours plus two lab hours by arrangement for eight weeks. Prerequisites: BUSW 105 or equivalent and BUSW 114 or equivalent.* Introduction to the concepts and uses of integrated software suites. Covers both individual and networked peer-to-peer utilization of suite software for information creation and management. Suite software includes word processing, spreadsheet, business presentation, personal information manager (document transfer/calendaring/

scheduling), and e-mail. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

**680 – 689 Selected Topics (1-3)** See first page of Description of Courses section. (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** See first page of Description of Courses section.

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## Career and Life Planning

**112 Career Advantage (.5-2)** *(Tele-course.) (Credit/No Credit grading) (Open entry/open exit)* For those who are undecided about career goals or are changing career direction. Stresses the significance of clearly defined values and the development of strategies and goals for life work. (May be taken up to four times for a maximum of 2 units.) (CSU)

**120 College and Career Success (3)** *(Credit/No Credit or letter grade option.) Three lecture hours plus one hour by arrangement per week.* A comprehensive approach to college and career planning. Emphasizes self-assessment, decision making, educational planning, college success strategies, and techniques for addressing changes associated with college and career. Explores college life, responsibilities, and career options. (CSU)

**121 Planning for Student Success (1)** *(Credit/No Credit or letter grade option.) Two lecture hours plus one hour by arrangement per week for eight weeks.* Provides students with the tools necessary to maximize academic success by enhancing their familiarity with college expectations, resources, facilities, and requirements. A preliminary educational plan is researched and developed. (CSU)

**122 Strategies for Achieving Educational Success (1)** *(Credit/No Credit or letter grade option.) Two lecture hours plus one hour by arrangement per week for eight weeks.* Provides an introduction to techniques and strategies that increase confidence and success. Students assess their learning styles, develop effective study habits, reduce test-taking anxiety, and create a study system. (CSU)

**123 Career Exploration for Student Success (1)** *(Credit/No Credit or letter grade option.) Two lecture hours plus one hour by arrangement per week for eight weeks.* Assists students in understanding personality, values, interests, and abilities. Students explore career and work options in relation to college majors and integrate their personal preferences in career and college major decision-making. (CSU)

**133 Career Choices (.5-1)** *(Credit/No Credit grading.) (Open entry/open exit) Eight to sixteen lecture hours plus a total of three to six lab hours by arrangement.* An open-entry career exploration course covering the process of career assessment and job search preparation. Emphasis is on collecting career and labor market information to assist in making career decisions. May include a variety of tests to appraise aptitudes, interests, and values. (May be taken up to four times for a maximum of 2 units.) (CSU)

**138 Skill Development for Career Growth (.5-3)** *(Credit/No Credit or letter grade option.) One-half to three lecture hours per week.* A practical, contemporary, and diversified approach to maintaining a healthy, purposeful, well-balanced life. Emphasizes the importance of developing effective personal skills for career growth. (CSU)

**140 Peer Counseling (3)** *Three lecture hours per week.* An orientation and training course to develop peer counseling skills, emphasizing the experiential process of interpersonal communication as well as the theoretical explanation of the counseling process and behavior. Students may be given the opportunity to do volunteer peer counseling work on campus or in the community. (CSU)

**141 Peer Relations and Community Service (1)** *(Credit/No Credit grading.) One lecture hour per week.* An orientation and training course to develop counseling skills, including principles of counseling and helping skills. Emphasizes the importance of group interaction, personal and interpersonal growth and understanding empathic communication skills. (May be taken four times for a maximum of 4 units.) (CSU)

**142 Advanced Peer Counseling (3)** *Three lecture hours per week. Prerequisite: CRER 140 with a grade of C or higher.* An in-depth study of aspects of counseling theory and practice that are applicable to peer counseling placements where the peer counselor is the primary provider of service and requires advanced problem solving and intervention skills. Lecture, discussion, and role play are used to teach peer counseling strategies useful in a wide range of circumstances and situations. Topics include grief and loss, group counseling, conflict resolution, suicide prevention, depression, drug and alcohol abuse, and mental illness. (CSU)

**150 Leadership for Service (1)** *(Credit/No Credit or letter grade option.) One lecture hour plus one hour by arrangement per week.* Survey of principles and practices of leadership for those interested in or actively engaged in leadership roles in student government, student clubs and organizations, college governance, civic groups and community service organizations. (May be taken four times for a maximum of 4 units.) (CSU)

**402 Honors Seminar "A" (1)** *One lecture hour per week. Prerequisite: admission to Honors Program.* Introduction to college. The process and tradition of academic scholarship. The techniques of learning, research, and student skills. (Fall only.) (CSU)

**404 Honors Seminar "B" (1)** *One lecture hour per week. Prerequisite: admission to Honors Program.* Introduction to scholarship. An interdisciplinary course which introduces students to contemporary research and scholarship in various fields of study. Taught by college faculty from various departments. Interconnectedness of scholarship emphasized. (Spring only.) (CSU)

**406 Athletic Guidance Seminar (2)** *(Credit/No Credit or letter grade option.) Two lecture hours per week.* Designed to assist student athletes in identifying values, educational and career goals, and transfer and eligibility requirements. Offered primarily for students competing in intercollegiate athletics and should be taken prior to or during the first semester of competition. (CSU)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** (See first page of Description of Courses section.)

## Chemistry

*Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.*

**100 Survey of Chemistry (3)** *Three lecture hours plus one hour by arrangement per week. Prerequisite: one semester of high school level algebra or equivalent. (This course is designed for non-science majors and is not open to students who have had or are taking CHEM 210.)* Study of matter; survey of the chemical concepts and phenomena commonly encountered. (CSU/UC\*)

**101 Survey of Chemistry Laboratory (1)** *Three lab hours plus one hour by arrangement per week. Prerequisite: completion of or concurrent enrollment in Chemistry 100. Recommended Preparation: one semester of high school algebra or equivalent.* An optional chemistry laboratory course to be taken concurrently with or following Chemistry 100. Designed for non-science majors with no previous experience in general college chemistry. Possible field trips. (CSU/UC)

**192 Elementary Chemistry (4)** *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: MATH 110 or one year of high school algebra. It is recommended that students enroll concurrently in MATH 115 or MATH 120 or 122.* Chemical nomenclature and formula writing, and mathematical review, including logarithms and exercises in calculation relating to chemistry. (Provides preparation for students who do not have adequate preparation for CHEM 210 or 224.) Extra supplies may be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU/UC\*)

**210 General Chemistry I (5)** *Three lecture and six lab hours plus one hour by arrangement per week. Prerequisites: CHEM 192 OR high school chemistry with lab and MATH 120 or equivalent high school mathematics. Recommended Preparation: high school physics and eligibility for ENGL 848.* Basic principles of atomic and molecular structure and bonding. Chemical reactions and equations, solutions, gas laws, stoichiometry, and related calculations. Extra supplies may be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (Intended for students majoring in science fields and chemical engineering.) (CSU/UC\*) (CAN CHEM 2) (CHEM 210 and 220 = CAN CHEM SEQ A)

**220 General Chemistry II (5)** *Three lecture and six lab hours plus one hour by arrangement per week. Prerequisite: CHEM 210 or 224.* Descriptive chemistry of the elements and qualitative analysis. Introduction to nuclear chemistry and detailed treatment of electrochemistry, thermodynamics, coordination compounds, equilibrium, and kinetics. Extra supplies may be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU/UC\*) (CAN CHEM 4) (CHEM 210 and 220 = CAN CHEM SEQ A)

**231 Organic Chemistry I (5)** *Three lecture hours, one recitation hour, and five lab hours plus one hour by arrangement per week. Prerequisite: CHEM 220 or 225.* 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. Theory and practice of instrumental methods, including spectroscopy. Designed as the first semester of a one-year organic course or as a one-semester survey. Extra supplies may be required. (CSU/UC)

**232 Organic Chemistry II (5)** *Three lecture hours, one recitation hour, and five lab hours plus one hour by arrangement per week. Prerequisite: CHEM 231.* More rigorous treatment of mechanisms, reactions, and synthesis; structure determination using classical and spectroscopic methods. Laboratory work implements techniques and skills taught in CHEM 231, including identification of unknown compounds and mixtures. Extra supplies may be required. (Spring only.) (CSU/UC)

**410 Health Science Chemistry I (4)** *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: MATH 110 OR high school algebra. Recommended Preparation: eligibility for ENGL 848.* Introduction to chemistry for the applied 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. Extra supplies may be required. Students who complete CHEM 210-220 and CHEM 410-420 will receive credit for CHEM 210-220 only. (CSU) (CAN CHEM 6)

**420 Health Science Chemistry II** (4)

Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: CHEM 410. 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. Extra supplies may be required. (Spring only.) Students who complete CHEM 210-220 and CHEM 410-420 will receive credit for CHEM 210-220 only. (CSU)

**680 – 689 Selected Topics** (1-3) See first page of Description of Courses section. (CSU)

**690 Special Projects** (1-2) See first page of Description of Courses section. (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) See first page of Description of Courses section.

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## Chinese

### Language Laboratory and Listening

**Requirement:** since imitation, response, and independent practice are integral features of the study of a foreign language at the College, students enrolled in certain courses in foreign language are required to use the language laboratory as prescribed by each department.

Note: To be transferable to UC, Chinese courses must be taken for letter grade.

**111 Elementary Chinese I** (3) (Credit/No Credit or letter grade option.) Three lecture hours and one lab hour by arrangement per week. A beginning course in Mandarin Chinese with instruction and practice in understanding, speaking, reading, and writing. (CSU/UC)

**112 Elementary Chinese II** (3) (Credit/No Credit or letter grade option.) Three lecture hours and one lab hour by arrangement per week. Prerequisite: CHIN 111 or equivalent with Credit or a grade of C or higher. A continuation of CHIN 111 with further development of the skills of understanding, speaking, reading, and writing. (CSU/UC)

**121 Advanced Elementary Chinese I** (3) (Credit/No Credit or letter grade option.) Three lecture hours and one lab hour by arrangement per week. Prerequisite: CHIN 112 or equivalent with Credit or a grade of C or higher. The third course in elementary Mandarin, with continued emphasis on grammar and the spoken language. (CSU/UC)

**122 Advanced Elementary Chinese II** (3) (Credit/No Credit or letter grade option.) Three lecture hours and one lab hour by arrangement per week. Prerequisite: CHIN 121 or equivalent with Credit or a grade of C or higher. A continuation of Chinese 121 with further training in spoken and written Mandarin. (CSU/UC)

**131 Intermediate Chinese I** (3) (Credit/No Credit or letter grade option.) Three lecture hours and one lab hour by arrangement per week. Prerequisite: CHIN 122 or equivalent with Credit or a grade of C or higher. Approximately the first half of the semester's work in intermediate Mandarin Chinese as taught at four-year institutions. (CSU/UC)

**132 Intermediate Chinese II** (3) (Credit/No Credit or letter grade option.) Three lecture hours and one lab hour by arrangement per week. Prerequisite: CHIN 131 or equivalent with Credit or a grade of C or higher. Approximately the second half of the semester's work in intermediate Mandarin Chinese as taught at four-year institutions. (CSU/UC)

**134 Basic Chinese Writing Skills Online** (3.0) (Credit/No Credit or letter grade option.) (Online Course) Prerequisite: CHIN 122 or equivalent with Credit or a grade of C or higher. Advanced course in Mandarin designed to introduce basic Chinese writing skills. Provides a forum to improve comprehension, vocabulary, and grammar while learning the basic skills of writing. Principal means of communication between students and teacher shall be by way of the World Wide Web. (CSU)

**140 Advanced Intermediate Chinese** (3) (Credit/No Credit or letter grade option.) Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CHIN 132 or equivalent with Credit or a grade of C or higher. A proficiency-oriented course designed for further practice in conversation, reading, and composition with pronunciation and continued grammar review. Conducted primarily in Mandarin Chinese. (CSU/UC\*)

**201 Chinese Character Writing for Beginners** (1) (Credit/No Credit grading.) Two lecture hours plus one lab hour by arrangement per week for eight weeks.

Corequisite: CHIN 111 or 112. An introductory course that focuses on recognizing, reading, and writing Chinese characters. Emphasizes the evolution of characters and their writing regulations; analyzing their structures and stroke orders; and recognizing their use in context. Includes some Chinese calligraphy forms and offers hands-on experience in calligraphy pen writing. Designed for students who wish to extend their basic skills of Chinese character writing. (CSU)

**211 Colloquial Mandarin Chinese I, Elementary** (3) (Credit/No Credit or letter grade option.) Three lecture hours plus one lab hour by arrangement per week. A beginning conversational Mandarin Chinese course. Extensive oral training in Mandarin. Emphasizes 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. Designed for students who wish to acquire basic skills of spoken Mandarin Chinese. (CSU)

**212 Colloquial Mandarin Chinese II, Elementary** (3) (Credit/No Credit or letter grade option.) Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CHIN 211 or equivalent with Credit or a grade of C or higher. Continuation of Chinese 211. Extensive oral training in Mandarin. Emphasizes further development of the 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. (CSU)

**810 Basic Chinese Communication** (.5) (Credit/No Credit grading.) Two lecture hours per week for four weeks. Introduction to the basics of communicating in Mandarin Chinese and to the cultural expectations of Chinese speakers in business and tourism relationships. Designed to help those with little or no knowledge of Chinese culture communicate successfully via words and culturally appropriate actions.

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Computer and Information Science

*Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.*

**110 Introduction to Computer and Information Science** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: eligibility for ENGL 848.* 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 programming in Visual Basic and/or HTML. Covers topics motivated by current issues and events. Examines such issues as privacy, intellectual property, and copyright infringements. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**125 Visual Basic I** (4) (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: MATH 110 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Introduction to computer programming and Visual Basic. Includes computer hardware and operating systems concepts necessary for computer program coding, compilation, and execution, algorithms and problem-solving techniques using structured methods and programming in Visual Basic .NET; program testing; documentation issues and techniques; and professional ethics. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**126 Visual Basic II** (4) (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: CIS 125 or 115/116 or equivalent. Recommended Preparation:*

*eligibility for ENGL 848.* Continuation of CIS 125. An intermediate course in computer programming in Visual Basic.NET. Includes a review of Visual Basic .NET fundamentals, repetition and multiple forms, processing sequential access files with arrays and lists, database processing with ADO.NET, custom controls, creating reusable components with classes, structured error handling, multiple document applications, ASP.NET, deploying a VB.NET application, debugging, database design, and Crystal Reports. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**150 Networks and Data Communications** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one hour by arrangement per week. Prerequisite: CIS 110 or CIS 125 or 115/116 or CIS 254 or 118/119 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Introduction to networking and data communications. Covers Internet and intranets, LANs, WANs, common protocols, networking hardware and topologies, and trends in data communications. (CSU)

**152 Principles of Network Design and Management** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one hour by arrangement per week. Prerequisites: CIS 150 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Basic concepts of local and wide area network architecture, design, implementation, security, and management. Covers connectivity standards and protocols, bridging, switching, routing, micro-to-mainframe links, and network administration responsibilities. Provides case studies of TCP/IP, Novell NetWare, Microsoft, and UNIX networks. Prepares interested students for Novell, Net + and Microsoft certification exams. (CSU)

**153 Microsoft Windows Network Infrastructure Administration** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CIS 152 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Study of TCP/IP (Transmission Control Protocol/Internet Protocol) and common applications including Telnet and FTP (File Transfer Protocol). Diagnosing and troubleshooting TCP/IP environments. Addressing, routing, and tunneling in the IP internetwork. Includes SNMP (Simple Network Management Protocol), NFS (Network File System) configuration, DHCP

(Dynamic Host Configuration Protocol), and DNS (Domain Name Service). Prepares students for Novell and Microsoft certification exams.

**254 Introduction to Object-Oriented Program Design** (4) (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: MATH 110 or equivalent. Recommended Preparation: eligibility for ENGL 848.* 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, computer systems and environments; and the social implications of computing. Emphasizes object-oriented design, good software engineering principles and developing fundamental programming skills in Java. This course conforms to the ACM CS0 standards. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**255 (CS1) Programming Methods: Java** (4) (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: MATH 120 or equivalent; CIS 254 or 118/119 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Continuation of CIS 254. 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. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**256 (CS2) Data Structures: Java** (4) (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: CIS 255 or 284/285 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Data structures and programming techniques for computer science majors and computer professionals. Object-oriented approach to a variety of data structures including: vectors, stacks, queues,



linked lists, trees, dictionaries, maps, sets and graphs. Also includes advanced sorting and searching topics, hash tables, and algorithmic analysis using Big-O notation. This course conforms to the ACM CS2 standards. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**278 (CS1) Programming Methods: C++ (4)** (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: MATH 120 or equivalent; CIS 254 or 118/119 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Continuation of CIS 254. 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. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC) (CAN CSCI 22)

**279 (CS2) Data Structures: C++ (4)** (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: CIS 278 or 250/251 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Data structures and programming techniques for computer science majors and computer professionals. Object-oriented approach to a variety of data structures including: vectors, stacks, queues, linked lists, trees, dictionaries, maps, sets and graphs. Also includes advanced sorting and searching topics, hash tables, and algorithmic analysis using Big-O notation. This course conforms to the ACM CS2 standards. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC) (CAN CSCI 24)

**292 (formerly CIS 290/291) Computer Architecture (4)** (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: CIS 254 or 255 or 278 or 391 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Examines computer architecture, design, and organization. Includes number systems, data repre-

sentation, input/output, interrupts and exception handling, paging, memory management, performance, and other relevant issues. Lab assignments and exercises are completed in Assembly language. This course conforms to the ACM CS220 standards. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC) (CAN CSCI 10)

**312 UNIX Operating Systems I (1)** (*Credit/No Credit or letter grade option.*) *Total of sixteen lecture and sixteen lab hours. Prerequisites: CIS 110 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Introduction to the UNIX operating system. Includes a brief introduction to operating systems and UNIX history. Covers Unix file systems; common shell features including I/O redirection, piping, command substitution, and simple job control; shell-specific facilities including use of environmental and local variables; common UNIX utilities and the UNIX GUI. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**313 UNIX Operating Systems II (1)** (*Credit/No Credit or letter grade option.*) *Total of sixteen lecture and sixteen lab hours. Prerequisites: CIS 312 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Continuation of CIS 312, this course introduces more advanced features of UNIX. Includes advanced UNIX utilities, shell scripting, communications, and system administration. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**315 Survey of Contemporary Operating Systems (3)** (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one hour by arrangement per week. Prerequisite: CIS 110 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Comparative survey of current operating systems including the following concepts: memory management, processor management, device management, file management, network management, and concurrent processing. Covers MS DOS, Windows NT, and UNIX command sets, as well as Macintosh OS and VAX/VMS. Includes strengths and benefits of each operating system studied.

**360 Introduction to Database Management (3)** (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one hour by arrangement per week.*

*Prerequisite: CIS 255 or 284/285 or CIS 278 or 250/251 or equivalent. Corequisite: CIS 361. Recommended Preparation: eligibility for ENGL 848.* Database design, implementation, and management methods emphasizing the relational model; database administration issues; current issues and trends. Hands-on design and development of databases using Oracle. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**361 Open Computer Lab (1)** (*Credit/No Credit grading.*) *Three lab hours per week. Corequisite: CIS 360.* Use of microcomputers to complete lab assignments for CIS 360. (CSU)

**372 Object-Oriented Software Development: Advanced Topics (3)** (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one hour by arrangement per week. Prerequisite: CIS 256 or 286/287 or CIS 279 or 252/253 or equivalent. Corequisite: concurrent enrollment in CIS 373. Recommended Preparation: eligibility for ENGL 848.* Introduction to high-level object-oriented software development for computer science majors and computer professionals. Includes conceptualization, analysis, design, implementation, testing and maintenance of software, using the Unified Modeling Language (UML). Students in competing groups use the above tools to build a project involving the development of a software application. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**373 Open Computer Lab (1)** (*Credit/No Credit grading.*) *Three lab hours per week. Corequisite: concurrent enrollment in CIS 372.* Use of microcomputers to complete lab assignments for CIS 372. (CSU/UC)

**376 Internet Programming: JavaScript/HTML (1)** (*Credit/No Credit or letter grade option.*) *Total of twelve lecture and twelve lab hours. Prerequisite: CIS 125 or 115/116 or CIS 254 or 118/119 or equivalent coursework. Recommended Preparation: eligibility for ENGL 848 and familiarity with the Internet. Access to a computer with Internet capability is strongly recommended.* Study of the object-oriented computer programming language JavaScript. Covers a quick overview of HTML (Hyper Text Markup Language), basic components of JavaScript language, and the client side of JavaScript running on Web browsers. (CSU)

**378 Internet Programming: Perl** (1)  
(Credit/No Credit or letter grade option.)  
Total of twelve lecture and twelve lab hours.  
Prerequisite: CIS 125 or 115/116 or CIS 254 or 118/119 or equivalent coursework.  
Recommended Preparation: eligibility for ENGL 848 and familiarity with the Internet.  
Access to a computer with Internet capability is strongly recommended. Study of the Perl programming language. Covers the basic components of the language, packages, modules, object classes, standard Perl library, and other supporting topics such as installation and debugging. (CSU)

**379 Internet Programming: XML** (3)  
(Credit/No Credit or letter grade option.)  
Three lecture hours and one lab hour plus one hour by arrangement per week. Prerequisite: CIS 125 or 115/116 or CIS 254 or 118/119 or equivalent. Recommended Preparation: BUSW 534 or equivalent; eligibility for ENGL 848. Access to a computer with Internet capability is strongly recommended. Comprehensive course in XML (eXtensible Markup Language). Includes writing well-formed and valid XML; the use of DTDs (Document Type Definitions), XML schema, CSS (Cascading Style Sheets) and XSLT (eXtensible Style Sheet Language Transformation) for formatting; and advanced topics such as XPath, XLink and XPointer. (CSU)

**380 Internet Programming: PHP** (3)  
(Credit/No Credit or letter grade option.)  
Three lecture hours and one lab hour plus one hour by arrangement per week. Prerequisite: CIS 254 or equivalent. Recommended Preparation: eligibility for ENGL 838 or 848. Familiarity with the Internet and access to a computer with Internet capability are strongly recommended. Comprehensive course in PHP (hypertext pre-processor scripting language). Includes writing server-side PHP scripts for the Web, procedural and object-oriented programming, forms and browser I/O, and introduction to SQL statements and the MySQL database. Also covers advanced topics, such as creating dynamic Web content with PHP and MySQL, sessions, and authentication with PHP. (CSU)

**381 Java Programming Language I** (2)  
(Credit/No Credit or letter grade option.)  
Three lecture and three lab hours plus one hour by arrangement per week for eight weeks. Prerequisite: CIS 279 or 252/253 or equivalent. Recommended Preparation: eligibility for ENGL 848. Designed for prac-

ticating programmers who want to learn the Java language. Students who need a CS1-level course in Java should take CIS 255. The Java language is taught from the perspective of designing and implementing object-oriented, event-driven systems. Topics include object-oriented design with UML, Java fundamentals, applets and applications, packages, abstract data types (ADTs), and the Swing toolkit. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**382 Java Programming Language II** (2)  
(Credit/No Credit or letter grade option.)  
Three lecture and three lab hours plus one hour by arrangement per week for eight weeks. Prerequisite: CIS 381 or 374/375 or CIS 256 or 286/287 or equivalent. Recommended Preparation: eligibility for ENGL 848. Continuation of CIS 381. Designed for programmers who are familiar with the syntax, control structures, and object-oriented paradigm of Java. Topics include exception handling, the Java collections framework, advanced graphical user interface elements, threads, animation, and networking. This course follows ACM Human Computer Interface (HCI) guidelines. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**383-88 Advanced Java Programming Topics** (2) (Credit/No Credit or letter grade option.)  
Three lecture and three lab hours plus one hour by arrangement per week for eight weeks. Prerequisite: CIS 256 or 286/287 or CIS 382 or 374/375 or equivalent. Recommended Preparation: eligibility for ENGL 848. These courses cover a number of advanced features of the Java programming language, such as (but not limited to) Java Database Connectivity (JDBC), Extensible Markup Language (XML), Remote Method Invocation (RMI), JavaBeans, and Java Server Pages (JSP). Descriptions of the specific topics offered each semester will be printed in the *Schedule of Classes*. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**391 C# Programming Language I** (2)  
(Credit/No Credit or letter grade option.)  
Three lecture and three lab hours plus one hour by arrangement per week for eight weeks. Prerequisite: CIS 256 or 286/287 or CIS 279 or 252/253 or equivalent. Recommended Preparation: eligibility for ENGL 848. Designed for practicing programmers who want to learn the C# language. The C#

language is taught from the perspective of designing and implementing object-oriented, event-driven systems. Includes Visual Studio .NET architecture, .NET IDE, C# fundamentals, and object-oriented C#. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**392 C# Programming Language II** (2)  
(Credit/No Credit or letter grade option.)  
Three lecture and three lab hours plus one hour by arrangement per week for eight weeks. Prerequisite: CIS 391 or equivalent. Recommended Preparation: eligibility for ENGL 848. Continuation of CIS 391. Designed for programmers who are familiar with the syntax, control structures, and basic object-oriented paradigm of C#. Includes polymorphism, exception handling, casting, delegates, pointers, string handling, collection classes, and multithreading. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**393-398 Advanced C# Programming Topics** (2) (Credit/No Credit or letter grade option.)  
Three lecture and three lab hours plus one hour by arrangement per week for eight weeks. Prerequisite: CIS 392 or equivalent. Recommended Preparation: eligibility for ENGL 848. These courses cover a number of advanced features of the C# programming language and Visual Studio .NET Framework, such as (but not limited to) ADO.NET (Database Connectivity), ASP.NET (Active Server Pages), XML, and Windows Forms. Descriptions of the specific topics offered each semester will be printed in the *Schedule of Classes*. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**409 Cisco Router Configuration Fundamentals** (1.5) (Credit/No Credit or letter grade option.)  
Three lecture hours plus one lab hour by arrangement per week for eight weeks. Prerequisite: CIS 153 or equivalent. Recommended Preparation: eligibility for ENGL 848. Comprehensive course in Cisco router configuration basics. Includes router and access server configuration and maintenance techniques; hands-on implementation and task instruction; presentations of syntax for router commands and interface management; systems management, file loading, and autoinstall set-up functions. Prepares students for Cisco CCNA certification exam.

**410 Cisco Advanced Network Configuration** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week for eight weeks. Prerequisite: CIS 409 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Advanced course in Cisco network configuration. Includes advanced design topics and access control; configuring TCP/IP, IPX, AppleTalk and OSPF (Open Shortest Path First) routing; BGP (Border Gateway Protocol); WAN scalability; Cisco serial line support. Prepares students for Cisco CCNP certification exam.

**474 Advanced Network Management with Microsoft Windows** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CIS 150 and BUSW 114 or equivalent coursework. Recommended Preparation: CIS 152 and eligibility for ENGL 848.* Covers administration of Microsoft Windows for advanced network management, including installation, management of accounts, disk resources, printers, servers, and backups. This course is the foundation for supporting Microsoft Windows-based networks. Prepares students for Microsoft MCSE certification exams. (May be taken twice for a maximum of 6 units.)

**475 Microsoft Windows Network Infrastructure Design** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CIS 153 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Covers design of Microsoft Windows network infrastructure including analysis of business and technical requirements. Includes design of Windows network infrastructure, Internet connectivity, wide area network infrastructure, and management and implementation strategy for Windows networking. Prepares students for Microsoft MCSE certification exams. (May be taken twice for a maximum of 6 units.)

**476 Microsoft Windows Active Directory Services** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CIS 474 or equivalent coursework. Recommended Preparation: eligibility for ENGL 848.* Covers administration of Microsoft Windows Active Directory Services, including installation, management of accounts, disk resources, printers, servers, and backups. Includes predicting network traffic, isolating problems to specific components in the architecture using Microsoft

Windows Active Directory Services tools, tracing system dependencies for devices and services using the Registry, and using the Kernel Debugger. Prepares students for Microsoft MCSE certification exams. (May be taken twice for a maximum of 6 units.)

**477 Microsoft Windows Directory Services Design** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CIS 476 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Covers design of Microsoft Windows-based networks using Microsoft Windows Directory Services, including evaluation of client's existing and planned technology and analysis of management requirements. Includes design of network structures, modification policies, implementation plans; and configuration and maintenance of operations masters, global catalog servers, domain controllers, and DNS servers. Prepares students for Microsoft MCSE certification exams. (May be taken twice for a maximum of 6 units.)

**479 Network Security Fundamentals** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CIS 153 or equivalent. Recommended Preparation: eligibility for ENGL 848.* Analysis, risk assessment, and strategy for designing network security for the Windows network environment. Includes analysis of company and management models; enterprise risk assessment; evaluation and design of security solutions; authentication strategies; DNS/SNMP, remote services, and communication channel security. Prepares students for Microsoft MCSE certification exam. (May be taken twice for a maximum of 6 units.)

**485 Wireless Network Design and Implementation** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CIS 153 or equivalent. Recommended preparation: eligibility for ENGL 848.* Study of current wireless technologies. Includes fundamentals of wireless communication; radio frequency communication; infrared and Bluetooth wireless technologies; wireless LANs; IEEE 802.11 and Bluetooth standards; applications in business, education and social forums; security issues; and design and implementation of wireless networks. Projects will be based on local and wide area networks. (May be taken twice for a maximum of 6 units.)

**486 Microsoft MCSA/MCSE Technology Core Requirements 1** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one hour by arrangement per week. Prerequisite: CIS 150 or equivalent. Recommended Preparation: eligibility for ENGL 838.* Study of current network administration technologies and industry standards. Includes fundamentals of the installation and operation of Microsoft windows clients and servers in education, business, and social forums. Prepares the students for industry standard certification tests in the administration and implementation of Microsoft networks. Projects are based on local and wide area networks. (May be taken twice for a maximum of 6 units.) (CSU)

**487 Microsoft MCSA/MCSE Technology Core Requirements 2** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one hour by arrangement per week. Prerequisite: CIS 150 or equivalent. Recommended Preparation: eligibility for ENGL 838.* Study of current network administration technologies and industry standards. Includes fundamentals of the installation and operation of Microsoft Windows Active Directory Services. Also covers how to set up and maintain Microsoft Communication Servers, including RAS, DNS, DHCP, and Certificate services. Prepares the students for industry standard certification tests in the administration and implementation of Microsoft Communications Infrastructure. Projects are based on local and wide area networks. (May be taken twice for a maximum of 6 units.) (CSU)

**488 Firewalls and Network Security** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one hour by arrangement per week for eight weeks. Prerequisite: CIS 479 or equivalent. Recommended Preparation: eligibility for ENGL 838.* Provides a comprehensive look at firewalls and their use with other network security components to secure local area networks. Covers DMZ, Routers, VPN, Proxy, Authentication, and Encryption. Prepares students for industry standard tests for Network Security Certification, such as Comptia and Microsoft. (May be taken twice for a maximum of 3 units.) (CSU)

**489 Computer Forensics (3)** (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one hour by arrangement per week. Prerequisite: CIS 479 or equivalent. Recommended Preparation: eligibility for ENGL 838.* Provides students with a solid foundation by introducing computer forensics to those who are new to the field. Guides students toward becoming skilled computer forensic investigators. Prepares students to take industry standard tests (May be taken twice for a maximum of 6 units.) (CSU)

**490 Computer Forensics: Network Analysis and Defense (3)** (*Credit/No Credit or letter grade option.*) *Three lecture hours and one lab hour plus one hour by arrangement per week. Prerequisite: CIS 152 and 489 or equivalent. Recommended Preparation: eligibility for ENGL 838 or 848. Access to a computer with Internet capability is strongly recommended.* Comprehensive course that includes an overview of the foundations of network security, an introduction to protocol analysis, network security risk analysis, use of risk analysis to develop a network security policies, an overview of firewalls and VPNs, using and configuring intrusion detection systems, responding to network intrusions, preventing network intrusions, and managing and improving network defense. (CSU)

**491 Computer Forensics: Search and Seizure (3)** (*Credit/No Credit or letter grade option.*) *Three lecture hours and one lab hour plus one hour by arrangement per week. Prerequisite: CIS 489 or equivalent. Recommended Preparation: ENGL 838 or 848. Access to a computer with Internet capability is strongly recommended.* Comprehensive course that includes an overview of computer crime, federal and state guidelines for computer search and seizure, the chain of custody, computer forensics in law enforcement and corporate environments, exercises in digital evidence discovery using forensic hardware and software, special media forensics, documentation, warrants and investigation reports, presentation in court, case studies, and advanced topics such as cryptography, steganography, hostile code, and Internet forensics. (CSU)

**641 Cooperative Education (1-4)** (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**690 Special Projects (1-2)** (See first page of Description of Courses section.) (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** (See first page of Description of Courses section.)

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## Consumer Arts and Science

**310 Nutrition (3)** *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Principles of good nutrition. Includes discussion of nutrients, food sources, and functions in the body as related to optimal health. Emphasizes the physiological processes, including digestion and metabolism of nutrients. Students also conduct a personal nutrition assessment. (May be substituted for HSCI 113 in meeting the Health Science requirement.) (CSU/UC) (CAN HEC 2)

**641 Cooperative Education (1-4)** (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**690 Special Projects (1-2)** (See first page of Description of Courses section.) (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** (See first page of Description of Courses section.)

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## Cooperative Education

Cooperative work experience education is offered in two basic programs: (1) the parallel plan, in which the student works and attends college classes during the same semester; and (2) the alternate semester plan, wherein the student can alternate between semesters of work and study. Under the parallel plan, students can earn up to four units of Cooperative Education credit per semester. Alternate semester students can earn up to eight units of Cooperative Education credit per semester of work. Students may choose between letter grading and Credit/No Credit grading. A letter grade is awarded unless a student has submitted a request for Credit/No Credit grading to the Office of Admissions and Records by the deadline published in the class schedule.

**640 Cooperative Education/General Workplace Experience (.5-3)** (*Credit/No Credit or letter grade option.*) *Designed for the student who does not have a job that relates to a specific occupational goal or college major.* Under the direction of a cooperative education coordinator, students focus on career awareness and the development of desirable employment habits and attitudes. Each student must establish measurable learning objectives appropriate for his or her job. Students may be eligible for up to three units of credit per semester, and the course may be taken for a total of six units of credit. Seventy-five hours of paid work (approximately 5 hours per week) or sixty hours of volunteer work (approximately 3.5 hours per week) is equivalent to one unit of credit. Enrollment in seven units (of which Cooperative Education may be three of the seven) is mandatory. (CSU)

**641 Cooperative Education (.5-4)** (*Credit/No Credit or letter grade option.*) Work must be in a field related to a career goal or major. Under the direction of a cooperative education coordinator, students focus on career goals and development. Students may be eligible for up to 4 units of credit per semester, and the course may be taken for a total of 16 units of credit. The student must have new learning opportunities in order to repeat the course. Seventy-five hours of paid work (approximately 5 hours per week) or sixty hours of volunteer work (approximately 3.5 hours per week) is equivalent to one unit of credit. Enrollment in 7 units (of which Cooperative Education may be four of the seven) is mandatory. (CSU)

**645 Cooperative Education/Alternate Semester (.5-8)** (*Credit/No Credit or letter grade option.*) Work may be in a field related to a career goal or major or may be general work experience. Students in the alternate semester program may earn up to 8 units of Cooperative Education credit per semester. While enrolled in the alternate semester class, students are limited to taking only one other class. The program may be taken for a total of 16 units of credit. Seventy-five hours of work (approximately 5 hours per week) is equivalent to one unit of credit. The student must have new learning opportunities in order to repeat the course. (CSU)

**647 Dental Assisting Cooperative Education (4)** (*Credit/No Credit or letter grade option.*) *Open to dental assisting students only.* Supervised work experience. A practical application of skills learned in the aca-

demic classroom as applied to the areas of specialization to be selected by the Dental Assisting Coordinator. Sixty hours of volunteer work is equivalent to one unit of credit. Offered during spring semesters only. (CSU)

**650 Community Involvement Program** (.5-3) (*Credit/No Credit or letter grade option.*) (*Open entry/open exit.*) A self-directed student volunteer program designed to facilitate experiential learning and service to the community. Includes work at a variety of placements including schools, hospitals, recreation programs, day care centers, and various social service agencies. Volunteer activities may include tutoring, reading for the blind, aiding in mental or physical health projects, assisting in community projects, assisting in classroom teaching, and other similar projects. Twenty-four hours of volunteer time is required for each .5 unit. May be taken for a total of 6 units of credit. (CSU)

**Real Estate Internship:** See catalog Real Estate listings.

**Honors Internship:** Check with the Co-op Office or the Honors Program to see if you are eligible to earn transferable honors credit for your Co-op Internship.

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## Cosmetology

The courses described below are open only to those students accepted in the Cosmetology Program. Completion of the tenth grade or equivalent required by California Bureau of Cosmetology; completion of the twelfth grade is recommended. A grade of C or higher is necessary for progression in the sequence of courses. Concurrent enrollment in ESL classes is strongly advised for non-native speakers. Upon successful completion of the program, including satisfactory performance on a comprehensive “mock board” examination including both theory and practical performance, the candidate receives a Certificate in Cosmetology and is eligible to write for the California Bureau of Cosmetology licensing examination. Note: Applicants for the California Bureau of Cosmetology licensure must be 17 years of age or older.

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.)

**712 Fundamentals of Cosmetology I** (4.5-9)

**722 Fundamentals of Cosmetology II** (4.5-9) *Five lecture and fifteen lab hours per week. Prerequisites: admission to and registration in the Cosmetology program. Recommended Preparation: Eligibility for READ 400.* All subjects covered in COSM 712 and 722 are required for licensing as a cosmetologist by the California Bureau of Cosmetology. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (May be repeated for a maximum of 18 units.)

**732 Advanced Cosmetology I** (4.5-9)

**742 Advanced Cosmetology II** (4.5-9) *Five lecture and fifteen lab hours per week. Prerequisites: minimum of 5.5 units with a grade of C or higher in COSM 712 and 722.* Continuation of Cosmetology 712 and 722. Cosmetology 732 and 742 are required for licensing as a cosmetologist. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (May be repeated for a maximum of 27 units.)

**750 Brush-Up** (4.5-9) *Up to five lecture and fifteen lab hours per week by arrangement for a total of 400 hours per year. Prerequisite: Cosmetology license or COSM 732 and 742 with a grade of C or higher.* For supplemental training requirements or out-of-state requirements. Course requirements must be met satisfactorily prior to state examination. (May be taken for a maximum of 18 units of credit.)

**752 Esthetics I** (1-8) *Five lecture and fifteen lab hours per week. Prerequisite: Admission to and registration in the Cosmetology Program; completion of 10th grade or equivalent is required by the California Bureau of Cosmetology Program.* Covers fundamentals of skin care, facial treatments, massage, hair removal and makeup application. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (May be repeated for a maximum of 18 units.)

**753 Esthetics II** (1-8) *Five lecture and fifteen lab hours per week. Prerequisite: COSM 752 or 300 hours of equivalent coursework.* Advanced course that includes a continuation of skin care, facial treatments, massage, hair removal and makeup application, as well as all theoretical subjects of health and safety, skin diseases and disorders, chemistry, State rules and regulations, business and salon retailing. Students perform advanced services on each other and on clients. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (May be repeated for a maximum of 18 units.)

**760 Cosmetology Instruction Preparation** (.5-20) *Up to ten lecture and thirty lab hours per week by arrangement for a total of 600 hours. Prerequisites: satisfactory completion of an approved program of Cosmetology training with a minimum of 1600 hours or a California Cosmetologist license.* Preparatory course of teaching techniques designed to qualify the student for the California Bureau of Cosmetology Instructor examination. Requires the student to complete a 600-hour instructor training certificate program.

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Dance

(See *Physical Education, Dance*)

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## Dental Assisting

A grade of C or higher is necessary for progression in sequence. Upon successful completion of the program, the candidate is eligible to apply to the Office of Admissions and Records for a Certificate in Dental Assisting and to write for the National Certification Examination and the California Registered Dental Assistant Examination. The program is open to part-time students.

**647 Cooperative Education** (4) (See first page of Description of Courses section.)

**716 Dental Office Procedures** (2.5) *Two lecture and two lab hours per week.* Perform basic dental office procedures, including telephone management, letter writing, appointment control, use of dental office software, dental office accounting procedures, management of recall systems, operation of office equipment, ethics, and jurisprudence. A materials fee as shown in the *Schedule of Classes* is payable upon registration.

**721 Dental Materials I** (3) *Two lecture and three lab hours per week.* Equipment and safety procedures necessary in the dental laboratory and operator. Physical properties, with study in dental cements, restorative impression materials, and gypsum products. Designed to develop skills necessary for manipulation in both the dental treatment rooms and laboratory. Study of the principles of prosthodontics. Extra supplies may be required. (Fall only.)

**722 Dental Materials II** (2) *One lecture hour and three lab hours per week.* Study of impression materials, dental casting alloys, removable prosthodontics, with special emphasis on dental assisting and registered dental assisting duties pertaining to dental materials. Extra supplies may be required. (Spring only.)

**731 Dental Science I** (3) *Three lecture hours per week.* Basic introduction to the hard and soft tissues of the oral cavity, tooth morphology, oral embryology, and oral histology. Pathological disturbances and pharmacology, with an introduction to oral health principles including nutrition. (Fall only.)

**732 Dental Science II** (3) *Three lecture hours per week.* Further 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. (Spring only.)

**735 Communication in Allied Health Professions** (1) *One lecture hour per week.* Prepares allied health students to work and communicate effectively with patients, auxiliaries, practitioners, and other health professionals. (Fall only.)

**740 Chairside Assisting I** (3) *Two lecture hours and three lab hours per week.* Introduction to chairside procedures to be performed at the University of the Pacific School of Dentistry and the Veterans Affairs Dental Clinic. Beginning clinical application of chairside assisting techniques. Preparation of the patient and operator area. Study of instrumentation, dental armamentarium, operative and fixed prosthodontic procedures, dental office emergencies, and public health dentistry. (Fall only.)

**742 Chairside Assisting II** (3) *Two lecture and three lab hours per week.* Further study in chairside procedures. Emphasizes students' individual development. Study of dental specialties; instrumentation, application, procedure, and patient instruction. Introduction to intra-oral functions. DA and RDA levels. Coronal Polish by arrangement. (Spring only.)

**743 Coronal Polish** (.5) *(Credit/No Credit grading.) Total of eight lecture and six lab hours. Prerequisites: concurrent enrollment in or completion of DENT 716, 721, 722, 731, 732, 735, 740, 742, 749, 751, and 763; ENGL 830; SPCH 850; COOP 647.* Designed to meet the requirements of the Cali-

fornia State Board of Dental Examiners for the removal of stains and soft deposits from the coronal surfaces of teeth.

**749 Preclinical Dental Science Laboratory** (.5) *Seven lab hours per week for six weeks. Prerequisites: concurrent enrollment in or completion of DENT 716, 721, 731, 735, 740, 751, 763; ENGL 830; SPCH 850.* Introduction to chairside skills, dental charting, classification of cavities, prefixes, suffixes, rubber dam, local anesthesia, dental units, preparing and dismissing the dental patient, oral evacuation, and instrumentation. Prepares the dental assisting student for clinical procedures performed at the local dental schools.

**751 Dental Clinic** (1.5) *Seven lab hours per week for twelve weeks. Prerequisite: completion of or concurrent enrollment in DENT 749.* Introduction to and application of chairside skills; manipulation of dental materials and care of the dental patient. Held at local dental schools. (Fall only.)

**763 Dental Radiology** (2) *One lecture hour and three lab hours per week.* Designed to meet the standards established by the Board of Dental Examiners for the operation of dental radiographic equipment in California. Includes both didactic and clinic application, utilizing both DXTRR mannikin and patients. Study of radiation, legislation, effects and protection, exposing techniques for the adult, pedodontic, mixed dentition, and edentulous patients, utilizing the various types of dental films, identification and correction of faulty films, developing and processing procedures, record maintenance, mounting and evaluation of films. Emphasizes the student's individual development. (A California State Dental X-ray License will be issued by the Dental Assisting Department to students who successfully complete this course with a grade of C or higher.) Extra supplies may be required.

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Developmental Skills

**811 Specific Learning Skills Assessment** (.5) *(Credit/No Credit grading.) (Open entry/open exit) Eight lecture hours by arrangement.* Use of an assessment battery to determine specific learning capacity as well as academic skill levels in reading, spelling, and mathematics. Following

assessment, students will design and implement, with the assistance of instructors, individual learning programs. (Units do not apply toward AA/AS degree.)

**817 Assistive Computer Access** (.5-3) *(Credit/No Credit grading.) (Open entry/open exit) One and one-half to nine lab hours per week. Recommended Preparation: touch typing familiarity with the keyboard.* Designed primarily for students with disabilities, this course provides training in the use of computer access technologies that enhance a student's ability to access and use microcomputers. Training in the use of computer access technologies will occur within the context of word processing. No previous computer experience is required. (Units do not apply toward AA/AS degree.)

**819 Study Skills for Academic Success** (1) *(Credit/No Credit grading.) Two lecture hours per week for eight weeks.*

Designed to assist students with specific learning problems to obtain study skills and develop learning strategies to reach their educational objectives. Includes understanding learning styles, intervention strategies, time management, note taking, test preparation, memory techniques, critical thinking, and problem solving. (Units do not apply toward AA/AS degree.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) See first page of Description of Courses section.

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## Drafting Technology

*(Also see Machine Tool Technology and Manufacturing and Industrial Technology.)*

Extra supplies required in all Drafting Technology courses.

**100 Introduction to Computer-Aided Drafting** (2) *One lecture hour and three lab hours plus one lab hour by arrangement per week. Prerequisite: one semester of college drafting with a grade of C or higher or equivalent.* Introduction to computer-aided drafting for students majoring in technical arts and graphics, architecture, engineering, and related majors. Basic operations of a personal computer and the application of CAD software. (CSU/UC)

**120 Principles of Technical Drawing (3)**  
Two lecture and four lab hours plus one lab hour by arrangement per week. *Recommended Preparation:* BUSW 105 or 114; eligibility for ENGL 848. Basic mechanical drawing with instruction surveying the field of graphic communications. Technical sketching, visualization, descriptive geometry, orthographic projection, geometric construction, pictorial drawing methods, and sectional views; electromechanical and computer-aided drafting. (CSU)

**121 Computer-Aided Drafting I (3)** Two lecture and four lab hours plus one lab hour by arrangement per week. *Prerequisite:* one semester of college drafting or equivalent. *Recommended Preparation:* BUSW 105 or 114. A beginning AutoCAD course for students who have completed one semester of college drafting. Covers basic entities, edit commands, display controls, layering, text, dimensioning and isometric drawing. (CSU/UC)

**122 Computer-Aided Drafting II (3)**  
Two lecture and four lab hours plus one lab hour by arrangement per week. *Prerequisite:* DRAF 100 or 121 or equivalent with a grade of C or higher. 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. (CSU)

**123 Computer-Aided Drafting III (3)**  
Two lecture and four lab hours plus one lab hour by arrangement per week. *Prerequisite:* DRAF 122 or equivalent with a grade of C or higher. Advanced AutoCAD course. Covers advanced applications of AutoCAD including customizing menus and tablets and the use of Autolisp routines. (CSU)

**124 Computer-Aided Drafting IV (3)**  
Two lecture and four lab hours plus one lab hour by arrangement per week. *Prerequisite:* DRAF 122 or equivalent with a grade of C or higher. Advanced CAD course covering links between AutoCAD data and third-party software applications such as Microsoft's Word, Excel, and Access. Also includes an Introduction to Mechanical Desktop, Architectural and Rendering Programs. (CSU)

**130 Mechanical Design with Computer-Aided Drafting (CAD) (3)** Two lecture and four lab hours plus one lab hour by arrangement per week. *Prerequisite:* DRAF

120 and 121 or equivalent with a grade of C or higher. Preparation of working drawings including detail, assembly drawings and engineering change procedures; threads and fasteners; dimensioning and tolerancing; pictorial projections; intersections and developments. (CSU)

**641 Cooperative Education (1-4)** (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**690 Special Projects (1-2)** (See first page of Description of Courses section.) (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** (See first page of Description of Courses section.)

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## Earth Systems

**100 Introduction to Earth Systems (3.0)**  
Three lecture hours per week. *Recommended Preparation:* eligibility for ENGL 848 and MATH 110. Introduction to maps, the Internet as resource, global positioning systems (GPS), remote sensing, image file formats, and geographic information systems (GIS). Extra supplies may be required. (CSU)

**680 - 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

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## Economics

**100 Principles of Macroeconomics (3)**  
Three lecture hours per week. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. The American economy; the 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 in an international economy. (CSU/UC) (CAN ECON 2)

**102 Principles of Microeconomics (3)**  
Three lecture hours per week. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. 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. (CSU/UC) (CAN ECON 4)

**123 Business-Economic Statistics (4)**  
Four lecture hours per week. *Prerequisite:* MATH 120 or equivalent with a grade of C or higher, or high school preparation including two years of algebra with grades of C or higher. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Designed for the Business and Economics major. Graphic presentation, measures of central tendency, dispersion, index numbers, time series, seasonal indexes, probability, hypotheses testing, type I and type II error, Chi-square goodness-of-fit test, contingency tables, regression and correlation analysis, and non-parametric methods. Introduction to using a computer. (CSU/UC\*)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**690 Special Projects (1-2)** (See first page of Description of Courses section.) (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** (See first page of Description of Courses section.)

## Electronics Technology

Extra supplies/lab fee may be required in all Electronics Technology courses.

**100 Introduction to Electronics** (3) *Three lecture hours per week. Open to all students except those who are currently enrolled in or have completed a college electronics course.* Study of basic electronics with a descriptive presentation and a non-mathematical approach. Stresses the influence of electronics in all phases of business, science, and daily life. (CSU)

**110 Introduction to Fundamentals of Electronics** (3) *Two lecture and three lab hours per week plus one lab hour per week by arrangement.* Reading simple schematic diagrams and constructing elementary electrical/electronics circuits; making measurements with multimeter and oscilloscopes; using DC power supplies and AC power sources; basic digital principles. Emphasizes laboratory experiments and techniques. For non-Electronics Technology majors. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**131 Copper-Based Network Cabling Fundamentals** (4.5) *Three and one-half lecture and four lab hours plus one lab hour by arrangement per week. Recommended Preparation: completion of or concurrent enrollment in CIS 110 and ELEC 110 or equivalent.* Covers the planning, site preparation, installation, troubleshooting, and certification of copper-based network cabling systems. Industry workmanship standards dealing with cable preparation and installation govern student skill development and the evaluation process. Uses industry standard troubleshooting techniques and test equipment to develop diagnostic skill. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**133 Fiber Optic Network Cabling Fundamentals** (2) *One lecture hour and three lab hours plus one lab hour by arrangement per week. Prerequisite: ELEC 131 or equivalent with a grade of C or higher.* A study of the planning for, preparation of, installation of, and troubleshooting of fiber optic network cabling systems. Industry workmanship standards of cable preparation and installation govern skill development and the evaluation process. Uses industry-based troubleshooting techniques and test equipment to develop diagnostic skills. A

materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**201 D.C. Electronics** (3) *Two lecture and three lab hours plus one lab hour by arrangement per week. Prerequisite: concurrent enrollment in or completion of ELEC 231 with a grade of C or higher.* Study of direct current and its effect on resistors, inductors, and capacitors. The nature of electricity, resistance, basic circuit laws, Ohm's Law, magnetism, inductance, capacitance, and the use of power supplies, multimeters, and oscilloscopes. (CSU)

**202 A.C. Electronics** (3) *Two lecture and three lab hours plus one lab hour by arrangement per week. Prerequisite: ELEC 201 or equivalent with a grade of C or higher.* Study of alternating current and its effect on resistors, inductors, and capacitors. The nature of AC, AC and resistance, inductive and capacitive reactance, transformers, resonance, and the use of power supplies, multimeters, and oscilloscopes. (CSU)

**215 Introduction to PC Hardware** (3) *Two and one-half lecture and one and one-half lab hours plus one lab hour by arrangement per week. Prerequisite: CIS 110; ELEC 110 or their equivalent, all with a grade of C or higher. Corequisite: completion of or concurrent enrollment in BUSW 114 or its equivalent.* Installation and configuration of the board-level electronic systems that make up an IBM compatible personal computer. Includes motherboard architecture, processors, memory systems, BIOS, bus architectures, systems resources, floppy and hard disk systems, keyboard and mouse video systems, I/O ports, and power supplies. (CSU)

**216 PC Troubleshooting and System Maintenance** (3) *Two and one-half lecture and one and one-half lab hours plus one lab hour by arrangement per week. Prerequisite: BUSW 114 and ELEC 215 or their equivalent, both with a grade of C or higher.* Troubleshooting and maintenance of PC hardware including motherboards, memory, video display systems, mass storage, keyboards, and pointing devices. High level and low diagnostic software used extensively. Commercial optimization tools are installed and configured. Emphasizes hardware/firmware/software relationships. (CSU)

**217 PC Peripheral Troubleshooting and Maintenance** (3) *Two and one-half lecture and one and one-half lab hours plus one lab hour by arrangement per week. Prerequisite: ELEC 216 or equivalent with a grade of C or higher.* Installation, troubleshooting, and maintenance of PC peripheral hardware, including dot-matrix printers, ink-jet printers, laser printers, plotters, modems, scanners, and projection equipment. Serial, parallel, and game port high-level and low-level diagnostic software used extensively. Commercial optimization tools are installed and configured. Emphasizes hardware/firmware/software relationships. (CSU)

**218 Network Hardware Installation** (3) *Two and one-half lecture and one and one-half lab hours plus one lab hour by arrangement per week. Prerequisite: CIS 474; ELEC 215 or equivalent, both with a grade of C or higher.* Network hardware components and their relationship to PC hardware and software. Includes Ethernet (10BaseT, 100BaseT, Gigabit) ATM, and token ring; network cabling and fiber optics; SNMP; hubs, switches, bridges and routers; and overall performance and reliability of network system hardware/software. Helps students prepare for Novell Service & Support CNE exam and Microsoft MCSE "Networking Essentials". (CSU)

**220 DC/AC Circuits** (4) *Three lecture and four lab hours per week plus one lab hour per week by arrangement. Prerequisite: MATH 110 or MATH 111/112 or one year of high school algebra with a grade of C or higher; completion of or concurrent enrollment in ELEC 231 or equivalent.* Study of the circuit behavior of various combinations of resistance, capacitance, and inductance, when DC and/or AC voltage is applied. Emphasizes verification of basic circuit laws through experiments, lab procedures, basic electronic measuring equipment, and computer-based simulation. (CSU)

**230 Applied Electronics Mathematics** (3) *Three lecture hours per week. Prerequisite: one year of high school algebra concepts with a grade of C or higher within the last three years.* Basic applications of algebra to the solution of problems involving direct-current circuits. Elements of trigonometry, logarithms, complex numbers, and vector methods as applied to alternating current circuits and high-transmission lines. (CSU)



**231 Basic Applied Electronic Mathematics** (2) *Two lecture hours per week. Prerequisite: one year of high school mathematics with a grade of C or higher within the past three years.* Basic principles: algebra, trigonometry, logarithms, graphing, and scientific calculator use as applied to DC/AC circuits. (This course will transfer to CSU upon successful completion of ELEC 232.) (CSU)

**232 Advanced Electronics Mathematics** (1) *One lecture hour per week. Prerequisite: ELEC 231 with a grade of C or higher. Corequisite: concurrent enrollment in ELEC 302.* In-depth study of algebra, trigonometry, logarithms, and graphing, as applied to amplifier, oscillator, and microwave circuits. (CSU)

**262 Digital Electronics** (4) *Three lecture and four lab hours plus one hour by arrangement per week. Prerequisite: ELEC 220 or the equivalent with a grade of C or higher.* Covers the analysis and troubleshooting of combinational and sequential logic circuits. Includes basic gates, symbols, equations, truth tables, gate applications, number systems, mux and demux, encoders, decoders, adders, flip-flops, counters, and shift registers. (CSU)

**275 Active Devices** (4) *Three lecture and four lab hours per week plus one lab hour per week by arrangement. Prerequisite: ELEC 220 or equivalent with a grade of C or higher.* Study of circuit behavior when DC and/or AC voltage is applied to various combinations of diodes and bi-polar and field-effect transistors. Emphasizes verification of basic circuit laws through experiments, lab procedures, basic electronic measuring equipment, and computer-based simulation. (CSU)

**282 Introduction to Soldering and Rework** (2) *One lecture hour and three lab hours plus one hour by arrangement per week. Recommended Preparation: ELEC 110 or 220 or their equivalent with a grade of C or higher.* Introduces high reliability soldering and rework techniques including point-to-point, through-hole, and surface mount technologies. Stresses identification of workmanship standards and self- or peer-evaluation against said standards. Includes preparation and care of soldering equipment. (CSU)

**290 Introduction to Communications Systems** (3) *Two lecture and three lab hours plus one hour by arrangement per week. Prerequisite: ELEC 220 or equivalent with a grade of C or higher. Recommended Preparation: concurrent enrollment in or completion of ELEC 275 or equivalent with a grade of C or higher.* Study of the reception and transmission of electromagnetic waves containing information. Includes AM and FM signal processing, television broadcasting, fiber optics, digital and satellite communications technologies, and PCS (cellular/pager) related technologies. (CSU)

**302 Modulation/Demodulation and Signal Processing Systems** (3) *Two lecture and three lab hours per week plus one lab hour per week by arrangement. Prerequisite: ELEC 250 or 275 with a grade of C or higher or equivalent qualification. Corequisite: completion of or concurrent enrollment in ELEC 232.* Study of the signal-processing functions in modulation and demodulation of intelligence signals as used in audio and video communications systems. (CSU)

**310 Introduction to Microprocessors** (3) *Two lecture and three lab hours per week plus one lab hour per week by arrangement. Prerequisite: ELEC 260 with a grade of C or higher or equivalent qualification.* Covers the 16-bit microprocessor: the CPU instructional set, basic system hardware, chip select systems, memory, and direct I/O. Emphasizes assembly language programming and software control of hardware. (CSU)

**320 Linear Circuit Analysis** (4) *Three lecture and four lab hours per week plus one lab hour per week by arrangement. Prerequisite: ELEC 275 or equivalent with a grade of C or higher; completion of or concurrent enrollment in ELEC 232 or equivalent.* Circuit parameter analysis, including frequency response techniques and computer-based simulation, of discrete and monolithic multi-stage audio voltage and power amplifiers and operational amplifiers. (CSU)

**332 Prototype Project Development** (2) *One lecture hour and three lab hours plus one hour by arrangement per week. Prerequisite: BUSW 530; ELEC 110 or 220; ELEC 282 or their equivalent with a grade of C or higher.* An introduction to the process of prototype project development in the electronics industry. Includes catalog research, parts identification and sizing, layout for functionality and style, circuit board layout and fabrication, final assembly and construction, final testing, and product documentation. (CSU)

**346 Radiotelephone Principles I** (2) *Two lecture hours per week. Prerequisites: ELEC 275 or 320 with a grade of C or higher.* Basic theories and principles of radiotelephone operation. (CSU)

**360 Microcomputer Interfacing** (3) *Two lecture and three lab hours per week plus one lab hour per week by arrangement. Prerequisite: ELEC 310 with a grade of C or higher or equivalent qualification.* Programmable microprocessor compatible support chips. Interrupts, parallel data transfer techniques, serial data communications, A-to-D and D-to-A conversion, and software diagnostics. (CSU)

**362 Radio-Frequency Communication** (4) *Three lecture and three lab hours per week plus one lab hour per week by arrangement. Prerequisites: ELEC 232 or higher level math course; ELEC 320 and 302 with a grade of C or higher or equivalent qualification.* Principles and techniques of radio frequency/microwave transmission and reception, including transmission lines and antennas. (CSU)

**370 Nonlinear Circuit Analysis** (4) *Three lecture and four lab hours per week plus one lab hour per week by arrangement. Prerequisite: ELEC 320 or equivalent with a grade of C or higher.* Analysis and computer-based simulation of discrete and monolithic applications of fixed and variable regulated power supplies, sine wave and non-sine wave RC oscillators, phase-locked loop circuits, and RF amplifiers/oscillators. (CSU)

**421 Fundamentals of Electric Motor Control** (4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: ELEC 262 and 275 or equivalent with a grade of C or higher.* Theory, construction, and operation of fractional- and multi-horse power DC and AC electric motors. Investigates various types of motor controls, including start/brake/stop switching, forward/reverse switching, and speed control systems. (CSU)

**422 Introduction to Programmable Logic Controllers** (4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: ELEC 421 or equivalent with a grade of C or higher.* 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 (CSU)

**424 Hydraulic, Pneumatic and Vacuum Power Systems** (4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: ELEC 422 or equivalent with a grade of C or higher.* Theory, construction, installation, and operation of hydraulic, pneumatic, and vacuum power systems in an automated controls environment. Investigates various types of devices, including those that produce linear and rotary power, check valves, flow valves, and electrical activators. The various fundamental laws of physical science that govern fluid flow are also reviewed with respect to operation and troubleshooting. (CSU)

**441 Sensors and Data Transmission Systems** (4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: ELEC 262 and 275 or equivalent with a grade of C or higher.* A practical course in industrial measurement of temperature, flow, pressure, and level, focusing on their physical basis and fundamental laws. Describes application concepts in industrial instrumentation systems, sensor troubleshooting, and factors that influence sensor and system accuracy, performance, and calibration while stressing basic sensor theory of operation, faults, and calibration. (CSU)

**442 Electronic and Pneumatic Process Control Systems** (4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: ELEC 441 or equivalent with a grade of C or higher.* A practical course in industrial electronic and industrial pneumatic control systems. Stresses calibration theory, a review of transmitter calibration, electronic systems, pneumatic systems, controller operation, control loop theory, PID, loop tuning, and control loop troubleshooting. (CSU)

**444 Automated Process Control System Design** (4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: ELEC 442 or equivalent with a grade of C or higher.* A practical course in process control system design and tuning. Covers integration of sensors, transmitters, indicators, controllers and final control elements. Stresses documentation of system (PCSU.ID), control loop theory, PID, loop tuning, and control loop troubleshooting. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Engineering

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**140 Introduction to Engineering** (1.5) (*Credit/No Credit or letter grade option.*) *One lecture and one and one-half lab hours plus one hour by arrangement per week. Prerequisite: MATH 115; MATH 120; or equivalent. Recommended Preparation: eligibility for ENGL 848.* Introduction to the engineering profession, engineering design, ethics in engineering, courses of study for engineering majors, and resources for engineering students. Individual and group work; oral and written presentations. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**205 Graphics in Engineering** (2) *One lecture and three lab hours per week. Recommended Preparation: experience with a Windows-based computer environment.* Development of visual and technical drawing skills including the principles of descriptive geometry with applications in engineering design. The use of 2D and 3D computer-aided drafting/design (CAD) is emphasized. Extra supplies may be required. A

materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**210 Engineering Graphics** (4) *Three lecture and four lab hours per week. Prerequisites: MATH 130; DRAF 120 or one year of high school mechanical drawing.* Fundamental principles of descriptive geometry with applications. Graphic mathematics, nomography, and graphical calculus. Introduction to Computer-Aided Design (CAD) using IBM-PC/AT-type computers and CADKEY software. (CSU/UC\*) (CAN ENGR 2)

**215 Computational Methods for Engineers and Scientists** (3) *Two lecture and three lab hours per week. Prerequisite: completion of or concurrent enrollment in MATH 241 or 251. Recommended Preparation: experience with a Windows-based computer environment.* Introduces and develops computer programming principles and problem solving skills within the environment of the scientific computer application MATLAB. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration (CSU/UC\*)

**230 Engineering Statics** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisites: PHYS 250; MATH 252. Corequisite: concurrent enrollment in MATH 253. Recommended Preparation: ENGR 210.* Plane and space force-moment systems, equivalent systems, and couples; equilibrium problems covering structures, machines, distributed force systems, and friction; free body diagrams and design concepts analyzed on CAD. (CSU/UC\*) (CAN ENGR 8)

**240 Engineering Dynamics** (3) *Three lecture hours per week. Prerequisite: ENGR 230; MATH 253* Focuses on the motion of particles, system of particles and rigid bodies. Applies engineering principles to describe the effects of forces acting on a body and system of bodies. (CSU/UC\*)

**260 Circuits and Devices** (4) *Three lecture and three lab hours per week. Prerequisites: PHYS 260; MATH 253. Concurrent enrollment in MATH 275 is recommended.* Introduction to circuits. Natural and forced response, network theorems; characteristics and circuit models of electronic devices and transistor amplifiers. Laboratory assignments include both standard bench techniques and computer-aided analysis. (Spring only.) (CSU/UC\*) (CAN ENGR 6)

**270 Materials Science** (3) *Two lecture and three lab hours plus one hour by arrangement per week. Prerequisites: MATH 241 or 251; CHEM 210 or 224. Recommended Preparation: PHYS 250.* Introduction to mechanics of solids with theory and ASTM standard tests. Atomic and crystal structure, imperfections, and resulting physical and chemical properties; phase transformations, microstructures, and heat treating. Structure and properties of metals, ceramics, polymers, semiconductors, and composites. Crystal modeling including interstitial sites and slip systems using CAD. Computer treatment of lab data and microstructural analysis. (CSU/UC\*) (CAN ENGR 4)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## English and Literature

(Also see *Film, Reading, and Speech Communication*.)

**A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration for English courses.**

The English Placement Test is required of all entering freshmen. Students transferring to College of San Mateo with credit in college English will not be required to take the test. They must, however, take the Reading Test if they have not completed English 100 or equivalent with a grade of C or higher. Designed to measure the entrant's ability in reading, the mechanics of writing, and composition, the English Placement Test is used (in addition to other information) to determine placement of students in English 100 and other English courses.

## The English Program

The English program consists of transfer and nontransfer courses in composition, film, language, literature, reading, and speech communication. Entering students should enroll first in one of the following courses in composition:

<i>Transfer Courses</i>	<i>Nontransfer Courses</i>
English 100	English 828, 838, 848
ESL 400	ESL 825, 826, 827, or 828

The English requirement for the AA/AS degree may be completed with additional units chosen from the following courses:

<i>Transfer courses</i>	<i>Nontransfer Courses</i>
English 110, 120, 130, or 140	English 875
ESL 400	Speech 855
Speech 100, 111, 112, 120, 140, 150, 170	

Note that English 100 with a grade of C or higher is the prerequisite for English 110, 120, 130, and 140 and for all transfer-level literature courses.

For those students who do not place into ENGL 100 on the placement tests, the following course options satisfy the prerequisite for ENGL 100 (all must be completed with a grade of C or higher): ENGL 838 or 848 or 400; or ESL 400; or ENGL 836 **and** READ 836.

For those students who do not place into ENGL 838 or 848 on the placement tests, the following course options satisfy the prerequisite for ENGL 838 or 848 (all must be completed with a grade of C or higher): ENGL 828 or 400; or ESL 400; or ENGL 826 **and** READ 826.

Reading courses may be taken concurrently with any of the other courses in the English and Literature program.

Other English/Literature transfer courses are those numbered below 800; other English/Literature nontransfer courses are those 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 AA/AS degree: 828, 830, 850, 875.

**100 Composition and Reading** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: ENGL 838 or 848 or 400; or ESL 400, with a grade of C or*

*higher (or appropriate skill level indicated by the English placement tests and other measures); or ENGL 836 with a grade of C or higher and READ 836 with Credit or a grade of C or higher or eligibility for 400-level reading courses (indicated by the reading placement tests and other measures). Recommended Preparation: reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses. Intensive reading and writing based on a study of primarily nonfiction materials. Students write a minimum of 8,000 words; writing emphasizes expository forms. (CSU/UC) (CAN ENGL 2) (ENGL 100 and 110 or ENGL 100 and 165 = CAN ENGL SEQ A)*

**101 English Practicum** (1) (*Credit/No Credit grading.*) *Two lecture hours per week. Corequisite: concurrent enrollment in ENGL 100. Combined with English 100, English 101 provides extensive practice in sentence structure and grammar as well as a review of paragraph organization and development. (CSU)*

**110 Composition, Literature, and Critical Thinking** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: ENGL 100 with a grade of C or higher. Introduction to the major imaginative genres of poetry, drama, and fiction. Students write 8,000 to 10,000 words in expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. (CSU/UC) (CAN ENGL 4) (ENGL 100 and 110 = CAN ENGL SEQ A)*

**120 Composition and Poetry** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: ENGL 100 with a grade of C or higher. Study of selected poetry with extensive critical writing (a minimum of 8,000 words). (CSU/UC)*

**130 Composition and Fiction** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: ENGL 100 with a grade of C or higher. Study of the short story and the novel with extensive critical writing (a minimum of 8,000 words). (CSU/UC)*

**140 Composition and Drama** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: ENGL 100 with a grade of C or higher. Study of selected dramatic works with extensive critical writing (a minimum of 8,000 words). (CSU/UC)*

**161 Creative Writing I** (3) (Credit/No Credit or letter grade option.) *Three lecture hours per week. Prerequisite: ENGL 100 with a grade of C or higher.* The craft of writing short fiction and poetry. Students write a minimum of two short stories and complete a poetry project. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC) (CAN ENGL 6)

**162 Creative Writing II** (3) (Credit/No Credit or letter grade option.) *Three lecture hours per week. Prerequisite: ENGL 161 with a grade of C or higher.* Further instruction in the writing of fiction and/or poetry. Students plan and complete an extensive creative writing project through agreement with the instructor. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**163 Creative Writing III** (3) (Credit/No Credit or letter grade option) *Three lecture hours per week. Prerequisite: ENGL 162 with a grade of C or higher.* Instruction in the writing of fiction or poetry for advanced students, with an emphasis on longer works. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (To increase competency, may be taken twice for a maximum of 6 units.) (CSU/UC)

**164 Creative Non-Fiction** (3.0) (Credit/No Credit or letter grade option.) *Three lecture hours per week. Prerequisite: ENGL 100 with a grade of C or higher. Recommended Preparation: ENGL 110 and/or ENGL 165.* Workshop for students interested in writing non-fiction as art. Discussion of works by established authors; writing and critiquing narrative non-fiction genres, such as memoir, journal, travel literature, biography, history, or sports. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU/UC)

**165 Advanced Composition** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: ENGL 100 with a grade of C or higher.* Advanced techniques of essay and report writing with particular emphasis on critical thinking, persuasive and other rhetorical strategies, and research methods. Includes formal instruction in principles of logical thinking—inductive and deductive reasoning, the relationship of language to logic, common logical fallacies, and methods of analysis and evaluation. Students write a minimum of 8,000 words of graded prose. (Fulfills critical thinking

(CSU) Transferable to California State Universities, (UC) Transferable to University of California, (\*) With limitations (see page 52)

requirement for transfer students.) (CSU/UC) (CAN ENGL 4) (ENGL 100 and 165 = CAN ENGL SEQ A)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**828 Basic Composition and Reading** (5) *Five lecture hours plus one hour by arrangement per week. Recommended Preparation: appropriate skill level indicated by the English placement tests and other measures or READ 816 or 825 with a grade of C or higher.* Practice in composition and reading based on the study of essays and other reading material. Composition of short essays, with focused work on reading, paragraph development, and sentence structure. (Units do not apply toward AA/AS degree.)

**830 Writing for Dental Assistants** (1.5) *One and one-half lecture hours per week. Offered primarily for students in the Dental Assisting Program.* Training of dental assistants in the basic principles of technical and business writing; review of grammar, usage, and composition skills. (Units do not apply toward AA/AS degree and cannot be used as a prerequisite for ENGL 100.)

**838 Intensive Introduction to Composition and Reading** (5) *Five lecture hours plus one hour by arrangement per week. All students who received a grade of C in ENGL 828 are strongly advised to enroll in ENGL 838. Prerequisite: appropriate skill level indicated by the English placement tests and other measures; OR ENGL 828 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher; OR ENGL 826 with a grade of C or higher and READ 826 with Credit or a grade of C or higher (or eligibility for READ 836 or 400-level reading course).* Intensive practice in reading, writing, listening, speaking, and thinking to develop and refine composition proficiency. Includes intensive instruction in reading comprehension and vocabulary development, elements of the essay, and composing techniques necessary for college writing (writing from source materials, analytical reading, and English usage and mechanics). Designed mainly to prepare students to meet competency standards required for entrance into English 100.

**848 Introduction to Composition and Reading** (4) *Four lecture hours plus one lab hour by arrangement per week. All students who received a grade of C in ENGL 828 are strongly advised to enroll in ENGL 838. Prerequisite: appropriate skill level indicated by the English placement tests and other measures OR ENGL 828 or 400 with a grade of C or higher OR ESL 400 with a grade of C or higher OR ENGL 826 with a grade of C or higher and READ 826 with Credit or a grade of C or higher (or eligibility for READ 836 or 400-level reading course).* Practice in composition and reading to develop and refine specific composition skills. Includes instruction in reading comprehension and vocabulary development, elements of the essay, and composing techniques necessary for college writing (writing from source materials, analytical reading, and English usage and mechanics). Designed mainly to prepare students to meet competency standards required for entrance into English 100.

**850 Writing Workshop** (.5-3) (Credit/No Credit grading.) (Open entry/open exit) *One and one-half to nine lab hours per week.* Includes individual appointments with a faculty member who will help students solve writing problems and correct writing errors. May include organization, development, and mechanics, with help tailored to the specific needs of the student. (To increase competency, may be taken four times for a maximum of 12 units.) (Units do not apply toward AA/AS degree.)

**875 English Grammar** (3) *Three lecture hours per week.* Study of basic grammar, including such topics as sentence structure, diction, agreement, punctuation, and troublesome verbs. (Units do not apply toward AA/AS degree.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Literature

**101 Twentieth-Century Literature** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of selected fiction, poetry, and drama of the 20th Century. Lectures, discussions, related reading, and writing of critical papers. (CSU/UC)

**105 The Bible as Literature** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of the significant writings of the Old and New Testaments and of the Apocrypha. (CSU/UC)

**111 The Short Story** (2) *Two lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of short stories. Class discussion and occasional writing, both analytical and creative. (CSU/UC)

**113 The Novel** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of novels of the late 19th and 20th Centuries and of various aspects of literary criticism. Reading, discussion, and writing of critical papers. (CSU/UC)

**115 Introduction to Poetry** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of poetry from the time of Chaucer to the present. Lectures, discussions, related reading, and writing of critical papers. (CSU/UC)

**143 Modern Drama** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study—from a theatrical as well as a literary point of view—of the outstanding masterpieces of the modern theater. Lectures, discussions, writing of critical papers, and recorded performances by professional actors. (CSU/UC)

**151 Shakespeare** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of representative plays and poems. Reading, discussion, writing of critical papers, tests. (CSU/UC)

**201 American Literature I** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of American literature from the beginning through the period of Mark Twain. Lectures, reading, analysis and discussion of selected works, and writing of critical papers. (Recommended for English majors.) (CSU/UC) (CAN ENGL 14) (LIT. 201 and 202 = CAN ENGL SEQ C)

**202 American Literature II** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of American literature since Mark Twain. Lectures, reading, analysis and discussion of selected works, and writing of critical papers. (Recommended for English majors.) (CSU/UC) (CAN ENGL 16) (LIT. 201 and 202 = CAN ENGL SEQ C)

**231 Survey of English Literature I** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of the typical works of major English writers from the time of Chaucer to the end of the 18th Century. Lectures, discussions, recorded readings, and writing of critical papers. (Recommended for English majors.) (CSU/UC) (CAN ENGL 8) (LIT. 231 and 232 = CAN ENGL SEQ B)

**232 Survey of English Literature II** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of the typical works of major English writers of the 19th and 20th Centuries. Lectures, discussions, recorded readings, and writing of critical papers. (Recommended for English majors.) (CSU/UC) (CAN ENGL 10) (LIT. 231 and 232 = CAN ENGL SEQ B)

**240 Latino Literature** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Study of fiction, drama, and poetry by Latino authors. Lectures, readings, discussions, and writing of critical papers. (CSU/UC)

**256-9 Individual Authors** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent with a grade of C or higher.* Intensive study of the works of a single author or two or more related authors. Content of course will vary according to selected author(s). Descriptions of the specific author(s) taught each semester will be listed in the Schedule of Classes. Lectures, discussion, related readings, and writing of critical papers. (May be taken four times for a maximum of 12 units.) (CSU)

**260 African-American Literature** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent with a grade of C or higher.* Survey of African-American literature. Acquaints students with literary and aesthetic qualities of African-American literature as well as personal and cultural concerns prevalent in the body of work, such as slavery, emancipation, race relations, civil rights, heritage, and identity. Material presented from a variety of genres. Lectures, discussions, analysis and writing of critical papers. (CSU)

**261-3 Topics in Literature** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent with a grade of C or higher.* Study of selected topics in literature, focusing on representative literary texts. Content of course varies according to selected topic. Descriptions of the specific

topics taught each semester will be listed in the Schedule of Classes. Lectures, discussion, related readings, and writing of critical papers. (May be taken four times for a maximum of 12 units.) (CSU)

**265 Asian-American Literature** (3.0) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent with a grade of C or higher.* Survey of Asian-American writing of the 20th Century to acquaint students with the distinct literary and aesthetic qualities and the personal and cultural concerns, such as relocation and dislocation, of writers deriving from two cultures. Authors may include Chinese-, Japanese-, Filipino-, Korean-, Vietnamese-, and Indian-Americans. Materials will be presented in a variety of genres. Lectures, readings, discussions, and critical essays. (CSU/UC)

**271 Irish Literature: Mythology** (1.0) *Two lecture hours per week for eight weeks. Prerequisite: ENGL 100 or equivalent with a grade of C or higher.* Study of selected texts relating to Ireland's mythology and the role it has played in the reconstruction of the present-day Irish national identity. Lectures, discussions, readings, and writing projects. (CSU)

**272 Irish Literature: Novel and Short Story** (1.0) *Two lecture hours per week for eight weeks. Prerequisite: ENGL 100 or equivalent with a grade of C or higher.* Study of selected classic and modern novels and short stories written by Irish authors, relating to Irish times and interests. Lectures, discussions, readings, and writing projects. (CSU)

**273 Irish Literature: Resistance Literature** (1.0) *Two lecture hours per week for eight weeks. Prerequisite: ENGL 100 or equivalent with a grade of C or higher.* Study of selected texts relating to Ireland's continued struggle for national independence from medieval times through the present. Lectures, discussions, readings, and writing projects. (CSU)

**276 Irish Authors** (1) *Two lecture hours per week for eight weeks. Prerequisite: ENGL 100.* Study of texts related to one Irish author and the role this author has played in the construction of the present-day Irish national identity. Readings, lectures, discussions, and writing projects. (May be taken three times for a maximum of 3 units.) (CSU)

**277 Film and Literature** (3) *Three lecture hours and one-half lab hour per week. Prerequisite: ENGL 100 or equivalent with a grade of C or higher.* Comparative study of film and literature, emphasizing similarities and differences between the two artistic modes. Focus on film adaptations of novels, authors and directors, genres, international works, period pieces, etc. Topic varies with each semester offering. Lecture, screenings, discussion, quizzes, and critical papers. (May be taken three times for a maximum of 9 units.) (CSU/UC)

**278 Introduction to Literary Criticism and Theory** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent with a grade of C or higher.* Introduction to critical thought in relation to literature, focusing on major developments in the 20th century. This beginning course introduces student to influential critical approaches, seminal texts, and prominent figures of 20th century literary criticism. Reading, lecture, discussion, and writing of critical essays. (CSU)

**430 Mythology and Folklore** (3) *Three lecture hours per week. Prerequisite: ENGL 100 or equivalent.* Survey of major deities and heroes, recurring mythological themes, and relationships between man and his deities, primarily in the Greek and Roman cultures. (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**804 Twentieth-Century Literature** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Introduction to selected fiction, poetry, and drama of the 20th Century. Lectures, discussions, readings, and optional essays.

**809 Bible as Literature** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Study of selected texts from the Old and New Testaments and from the Apocrypha. Lectures, discussions, related readings, quizzes, and optional special project.

**823 American Literature I** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Study of American literature from its beginning through Mark Twain. Lectures, reading, discussions, and writing of optional critical essays.

**824 American Literature II** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Study of American literature since Mark Twain. Lectures, readings, discussions, and writing of optional critical essays.

**830 Mythology and Folklore** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Survey of major deities and heroes, recurring mythological themes, and relationships between people and deities, especially in Greek and Roman cultures. Readings, discussions, and writing of optional critical essays.

**835 Shakespeare** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Study of representative plays and poems, with emphasis on Shakespeare's poetic and dramatic skills and his understanding of human nature. Readings, discussions, and writing of optional critical papers.

**837 Survey of English Literature I** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Lectures, discussions, recorded readings, and optional writing projects.

**838 Survey of English Literature II** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Study of the typical works of major English writers of the 19th and 20th Centuries. Lectures, discussions, recorded readings, and optional writing projects.

**856-9 Individual Authors** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Intensive study of the works of a single author or two or more related authors. Content of course will vary according to selected author(s). Descriptions of the specific author(s) taught each semester will be listed in the Schedule of Classes. Lectures, discussion, related readings, and writing of optional critical papers. (May be taken four times for a maximum of 12 units.)

**860 African-American Literature** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Survey of African-American literature. Acquaints students with literary and aesthetic qualities of African-American literature as well as personal and cultural concerns prevalent in the body of work, such as slavery, emancipation, race relations, civil rights, heritage, and identity. Material presented from a variety of genres. Lectures, discussions, analysis and writing of optional critical papers.

**861-3 Topics in Literature** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Study of selected topics in literature, focusing on representative literary texts. Content of course varies according to selected topic. Descriptions of the specific topics taught each semester will be listed in the Schedule of Classes. Lectures, discussion, related readings, and writing of optional critical papers. (May be taken four times for a maximum of 12 units.)

**865 Asian-American Literature** (3) *(Credit/No Credit grading.) Three lecture hours per week.* Survey of Asian-American writing of the 20th Century to acquaint students with the distinct literary and aesthetic qualities and the personal and cultural concerns, such as relocation and dislocation, of writers deriving from two cultures. Authors may include Chinese-, Japanese-, Filipino-, Korean-, Vietnamese-, and Indian-Americans. Materials will be presented in a variety of genres. Lectures, readings, discussions, and writing of optional critical essays.

**871 Irish Literature: Mythology** (1) *(Credit/No Credit grading.) Two lecture hours per week for eight weeks.* Study of selected texts relating to Ireland's mythology and the role it has played in the reconstruction of the present-day Irish national identity. Lectures, discussions, readings, and optional writing projects.

**872 Irish Literature: Novel and Short Story** (1) *(Credit/No Credit grading.) Two lecture hours per week for eight weeks.* Study of selected classic and modern novels and short stories written by Irish authors, relating to Irish times and interests. Lectures, discussions, readings, and optional writing projects.

**873 Irish Literature: Resistance Literature** (1) *(Credit/No Credit grading.) Two lecture hours per week for eight weeks.* Study of selected texts relating to Ireland's continued struggle for national independence from medieval times through the present. Lectures, discussions, readings, and optional writing projects.

**876 Irish Authors** (1) *(Credit/No Credit grading.) Two lecture hours per week for eight weeks.* Study of texts related to one Irish author and the role this author has played in the construction of the present-day Irish national identity. Readings, lectures, discussions, and writing projects. (May be taken three times for a maximum of 3 units.)

**877 Film and Literature** (3) (*Credit/No Credit grading.*) *Three lecture hours and one-half lab hour per week.* Comparative study of film and literature, emphasizing similarities and differences between the two artistic modes. Focus on film adaptations of novels, authors and directors, genres, international works, period pieces, etc. Topic varies with each semester offering. Lecture, screenings, discussions, quizzes, and short writing assignments. (May be taken four times for a maximum of 12 units.)

**878 Introduction to Literary Criticism and Theory** (3) (*Credit/No Credit grading.*) *Three lecture hours per week.* Introduction to critical thought in relation to literature, focusing on major developments in the 20th century. This beginning course introduces student to influential critical approaches, seminal texts, and prominent figures of 20th century literary criticism. Reading, lecture, discussion, and writing of optional critical essays.

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## English as a Second Language

**A materials fee in the amount shown in the Schedule of Classes is payable upon registration for ESL courses.**

**400 Composition for Non-Native Speakers** (5) *Five lecture hours plus one hour by arrangement per week. Prerequisite: ESL 828 with a grade of C or higher (or appropriate skill level indicated by the English placement tests and other measures). Recommended Preparation: READ 830 (or appropriate skill level indicated by the English as a Second Language placement test and other measures). It is recommended that students enroll concurrently in READ 400 or 405 and SPCH 120.* Intensive practice in the writing of expository essays based on the analysis of complex pieces of writing, both fiction and non-fiction. The student is expected to conform to the conventions of standard English by demonstrating an ability to use proper punctuation, mechanics, structures, and grammar and to employ a variety of sentence patterns. (Meets the competency standards required for the AA/AS degree and for entrance into English 100 or 100/101 or 838 or 848.) (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**825 Writing for Non-Native Speakers I** (5) (*Credit/No Credit grading.*) *Five lecture hours per week. Recommended Preparation: appropriate skill level indicated by placement tests and other measures. It is recommended that students enroll concurrently in ESL 855 or higher course, ESL 845 or higher course, and READ 807.* Designed to initiate the study of written academic English. Introduces, explains, and offers practice in the following: simple present, past, future, and the progressive tenses in statement/question formats; adverbs of frequency; SOME and ANY; articles; count and noncount nouns; quantity expressions; demonstratives; possessives; OTHER and ANOTHER; object pronouns; prepositional phrases; contractions; and punctuation. (Units do not apply toward AA/AS degree.)

**826 Writing for Non-Native Speakers II** (5) (*Credit/No Credit grading.*) *Five lecture hours per week. Recommended Preparation: Credit in ESL 825 (or appropriate skill level indicated by placement tests and other measures). It is recommended that students enroll concurrently in ESL 855 or higher course, ESL 845 or higher course, and READ 807.* Introduces beginning rhetoric in the form of a connected series of simple sentences on topics of daily life and continues the study of English sentence types, imperatives, four basic tenses (past, present, future, and progressive), models, expletives, contractions, special verbs, count/noncount nouns, plurals (regular/irregular), articles, pronouns, prepositions, adjectives, adverbs, correct word order, punctuation, and spelling. (Units do not apply toward AA/AS degree.)

**827 Writing for Non-Native Speakers III** (5) (*Credit/No Credit or letter grade option.*) *Five lecture hours per week. Recommended Preparation: Credit in ESL 826 (or appropriate skill level indicated by placement tests and other measures). Students are strongly advised to enroll concurrently in ESL 857, READ 825 or 830, and ESL 847 or higher course.* Focuses on writing organized and well-developed academic paragraphs. Covers intermediate level grammar structures, form, meaning, and use. (Units do not apply toward AA/AS degree.)

**828 Writing for Non-Native Speakers IV** (5) *Five lecture hours per week. Recommended Preparation: ESL 827 with a grade of C or higher (or appropriate skill level indicated by placement tests and other measures). It is recommended that students enroll concurrently in READ 825 or higher course and ESL 848.* Covers mechanical operations such as spelling, punctuation, sentence structure, and grammatical structures in the context of the student's own writing. Practice in writing paragraphs and essays to develop composition skills. (Units do not apply toward AA/AS degree.)

**845 Conversation for Non-Native Speakers I** (3) (*Credit/No Credit grading.*) *Three lecture hours plus one lab hour by arrangement per week. It is recommended that students enroll concurrently in ESL 825 or higher course, ESL 855 or higher course, and READ 807.* Introduction, comprehension, and practice of listening and speaking skills: listening skills in discrimination, recognition, and understanding of consonants, intonation, and questions-statements-requests respectively; speaking skills in the appropriate language for specific functions, in consonant and vowel production in all positions, and in the imitation of stress and intonation patterns of native English speakers. (To increase competency, may be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**846 Conversation for Non-Native Speakers II** (3) (*Credit/No Credit grading.*) *Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: ESL 845 with Credit (or appropriate skill level indicated by placement tests and other measures). It is recommended that students enroll concurrently in ESL 825 or higher course, ESL 855 or higher course, and READ 807.* Continued introduction, comprehension, and practice in listening and speaking skills: listening skills in discrimination of vowels, in recognition of English sentence rhythm, in extraction of information of articulated speech, and identification of a variety of intonation patterns; speaking skills in appropriate language for specific functions, in practicing vowel contrasts and consonant clusters, in articulation of grammatical suffixes, and in correct usage of stress and intonation patterns. (To increase competency, may be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**847 Conversation for Non-Native Speakers III** (3) (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: ESL 846 with Credit (or appropriate skill level as indicated by placement tests and other measures). It is recommended that students enroll concurrently in ESL 827 or higher course and ESL 857. Advanced practice in conversational, listening, and pronunciation skills. (May be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**848 Conversation for Non-native Speakers IV** (3) (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. Prerequisite: Recommended Preparation: ESL 847 with Credit or a grade of C or higher (or appropriate skill level indicated by placement tests and other measures). Students are strongly advised to enroll concurrently in ESL 828 or higher course and READ 825 or higher course. Advanced practice in conversation, listening, and the use of idiomatic expressions on a range of academic and informal topics. (To increase competency, may be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**855 Reading for Non-Native Speakers I** (3) (*Credit/No Credit grading.*) Three lecture hours plus one lab hour by arrangement per week. It is recommended that students enroll concurrently in ESL 825 or higher course, ESL 845 or higher course, and READ 807. Designed to build basic vocabulary skills, improve the understanding of written instructions, and introduce main ideas and details. (To increase competency, may be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**856 Reading for Non-Native Speakers II** (3) (*Credit/No Credit grading.*) Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: Credit in ESL 855 (or appropriate skill level indicated by the reading placement tests and other measures). It is recommended that students enroll concurrently in ESL 825 or higher course, ESL 845 or higher course, and READ 807. Designed to improve vocabulary, build general background knowledge, and strengthen literal and inferential reading skills. (To increase competency, may be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**857 Reading for Non-Native Speakers III** (3) (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: Credit in ESL 856 (or appropriate skill level indicated by the reading placement tests and other measures). It is recommended that students enroll concurrently in ESL 825 or higher course and ESL 845 or higher course. Designed to emphasize higher-level vocabulary, focus on critical reading, increase basic reading speed, and introduce fiction. (To increase competency, may be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**866 ESL Summer Writing Workshop I** (3.5) (*Credit/No Credit or letter grade option.*) Eight lecture hours per week for seven weeks. Recommended Preparation: ESL 825, 826, or 827 (or appropriate skill level indicated by placement tests and other measures). A maintenance and/or advancement course designed specifically for new and continuing ESL students. Practice in grammatical structures appropriate to these levels and academic writing from a connected series of simple sentences on topics of daily life to expository paragraphs based on class reading material. (To increase competency, may be taken three times for a maximum of 10.5 units.) (Units do not apply toward AA/AS degree.)

**867 ESL Summer Writing Workshop II** (3.5) (*Credit/No Credit or letter grade option.*) Eight lecture hours per week for seven weeks. Recommended Preparation: ESL 828 or 400 (or appropriate skill level indicated by placement tests and other measures). A maintenance and/or advancement course designed specifically for new and continuing ESL students. Practice in academic writing from short informal pieces to formal expository essays based on the analysis of complex texts. (To increase competency, may be taken twice for a maximum of 7 units.) (Units do not apply toward AA/AS degree.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

**891 Accent Reduction for Non-Native Speakers** (3) (*Credit/No Credit grading.*) Three lecture hours plus one lab hour by arrangement per week. Prerequisite: SPCH 842 or ESL 846 or equivalent with Credit or eligibility for SPCH 843 or ESL 847 or higher. Designed for non-native speakers of English. Accent reduction focusing on the production of vowels, diphthongs, and consonants and on the correct use of pitch, rate, volume, vocal quality, and vocal image. (Units do not apply toward AA/AS degree.)

**895 Individualized Reading Improvement for Non-Native Speakers** (.5-3) (*Credit/No Credit grading.*) (*Open entry/open exit.*) One and one-half to nine lab hours per week. Recommended Preparation: SLEP Reading Placement Score of 15 or higher. Improve reading skills. Practice methods of increasing comprehension and vocabulary to meet specific student needs. May include computer-assisted and audiovisual instruction. Open to all non-native speakers of English. Students may enroll in this self-paced course any time through the 13th week of the semester. (May be taken up to four times for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**896 Essential Vocabulary for Non-Native Speakers of English** (.5-1) (*Credit/No Credit grading.*) (*Open entry/open exit.*) One and one-half to three lab hours per week. A self-paced, individualized course designed to help non-native speakers of English build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. (Units do not apply toward AA/AS degree.)

**897 Vocabulary for Non-Native Speakers of English** (.5-1) (*Credit/No Credit grading.*) (*Open entry/open exit.*) One and one-half to three lab hours per week. A self-paced, individualized course designed to help non-native speakers of English build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. (Units do not apply toward AA/AS degree.)



## Ethnic Studies

### 101 Introduction to Ethnic Studies I (3)

Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Study of the historical and cultural presence of Native and Latin Americans in the United States, with special emphasis on their contributions to California's social, political, and economic institutions. Studies the roots of these groups from California and national perspectives. Provides the student with the general background of two of California's oldest ethnic groups and stimulates dialogue related to contemporary issues in California's institutional processes. (Satisfies State and Local Government requirement.) (CSU/UC)

### 102 Introduction to Ethnic Studies II (3)

Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Study of the historical and cultural presence of African-Americans and Asians in the United States, with special emphasis on their contributions to California's social, political, and economic institutions. Studies their roots in California and in the United States. Provides the student with general background of these two California groups and stimulates dialogue related to contemporary issues in California's institutional processes. (Satisfies State and Local Government requirement.) (CSU/UC)

### 150 Social Dynamics of People of Color

(3) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Social structure and dynamics of Third World institutions, with emphasis upon development and effectiveness of these institutions among Third World communities in the United States. Concentrates on the family, education, religion, and business. (CSU/UC)

### 151 Patterns of Prejudice and Racism I

(3) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Analyzes patterns of prejudice and racism from a social-psychological perspective. Focuses on the prejudiced personality and how it develops, functions, and affects both the prejudiced individual and the victim. Examines both external and internal dynamics of prejudice and its manifestation in discriminatory behavior. (CSU/UC\*)

### 152 Patterns of Prejudice and Racism II

(3) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Sociological analysis of how major American institutions create, facilitate, support, and systematically reinforce patterns of racism and discrimination. Specifically, how these institutions function, are organized, and operate against Asians, African-Americans, Hispanics, Native Americans, women, and other oppressed groups in the U.S. and how they can be modified structurally and functionally to eliminate instead of foster racism. (CSU/UC)

### 160 Psychology of People of Color (3)

(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Psychological theories that provide viable alternative methods of analyzing the ideational and behavioral mechanisms operative among Third World persons. Explores methods of treatment of the major mental illnesses affecting each culture. (CSU/UC)

### 161 Issues Facing People of Color in Contemporary American Society (2)

(Credit/No Credit or letter grade option.) Four lecture hours per week for eight weeks. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405,

or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Covers some major social issues confronting people of color in the United States. Recognizes differences and examines similarities among people of color. Introduces issues such as health, education, conflict, the family, prejudice, and criminal justice. (CSU)

### 261 African-American Culture I (3)

Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Relevance of African culture to the study of African-American life, including the African diaspora and its impact on contemporary African-American cultural institutions. (CSU/UC)

### 262 African-American Culture II (3)

Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Emergence of modern African-American social movements in the United States, their leaders and philosophies, and contemporary issues, including the African-American consciousness movement, Pan-Africanism, counter-cultural forms of expression, and social problems. (CSU/UC)

### 265 Evolution of Hip Hop Culture: A Socio-Economic and Political Perspective

(3) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. 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 analyzes Hip Hop from a social, economic, and political perspective. Explores it as a product of the African American struggle as reflected in music, poetry, lyrics, dance, artists, and major issues associated with Hip Hop. (CSU)

**288 African-American Cinema** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Contributions of African-Americans in the film industry and their historical relationship to the industry. Extensive use of films, supplemented by lecture and presentations by African-Americans involved in the film industry. (CSU/UC)

**290 Law and the African-American Community** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Nature and extent of crime among African-Americans in the U.S. Seeks to understand crime, suggest methods of control, and predict criminality within the African-American community. Covers crimes against persons and property, conviction rates among African-Americans, and application of penal codes. (CSU/UC)

**300 Introduction to La Raza Studies** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to the philosophy, methodology, and structure of La Raza Studies (Chicano/Chicana, Latino/Latina studies). Analyzes the relationships between social institutions and their effects upon the La Raza individual, especially in the United States setting. (CSU/UC)

**350 Native American Way of Life** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of Native American philosophy, customs, and spiritual practices based on the works of Dr. Carlos Castaneda. Introduces the mystical knowledge of the Yaqui Indians and comparative study of Hindu vedas, Buddhism, Heraclitus, and Sufism. (CSU/UC)

**351 The Primal Mind and Cultural Diversity** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Theory of origin and evolution of life. Migration from Africa. Comparative study of Native Americans with Eurasians. Origin of consciousness, self image and ego. Primal mind of the child; conception, pregnancy and birth. Intuitive mind and development of linear thinking. (CSU/UC)

**360 The People and Cultures of Polynesia: An Introduction** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to the history and cultures of the Polynesian islands. Focuses on the history, geography, social institutions, languages, traditions, and recent issues affecting the people, both on the islands and the United States mainland. Compares and contrasts selected islands of the Pacific. (CSU/UC)

**425 The History of Asian People in the United States** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Asian-American history from 1840 to the present, with special attention to the contemporary issues and problems prevalent in Asian-American communities. (CSU/UC)

**430 Asian-American Communities in the United States** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to Asian-American communities in the United States. Includes community structure and social institutions; comparison of Asian-American community with other minorities and with the majority society. (CSU/UC)

**440 Cultural Experience of Asian-American Writers** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to Asian American writers' experiences as shaped by the treatment of minorities in the U.S. and by institutional racism. Analyzes writers' works in the context of historical, social and political influences and compares Asian Americans with other ethnic groups and the majority society. (CSU/UC)

**585 Third World Cinema** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of the history of film by and about Third World people and their contributions to the development of cinema. Focus on films by and about Third World people in Africa, Asia, the Caribbean, and the Americas. (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Film

**100 Introduction to Film** (3) *(Credit/No Credit or letter grade option.) Three lecture hours and one-half lab hour per week. Recommended Preparation: ENGL 848.* 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. (CSU/UC)

**101-106 Film Studies Focus** (1-1-1-1-1) *(Credit/No Credit grading.) Total of sixteen lecture hours per one-unit module. Recommended Preparation: ENGL 848.* Introduction

to specific film history topics, such as directors, genres, periods, and cultural issues. Offered in self-contained, one-unit modules. Descriptions of the specific modules offered each semester will be printed in the *Schedule of Classes*. Lectures, screenings, discussions, quizzes, and writing of critical papers. (Each one-unit module may be taken twice for a total of 2 units.) (CSU)

**110 American Cinema** (3) (*Telecourse*) *Recommended Preparation: ENGL 848.* Familiarizes students with the history of American Cinema, focusing on the studio system, the star system, genres, and directors. Develops film vocabulary and critical viewing skills. (CSU)

**120 History of Film I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours and one-half lab hour per week. Recommended Preparation: ENGL 848.* Chronological survey of important American and international films from 1895 to World War II. Emphasizes 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. (CSU/UC)

**121 History of Film II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours and one-half lab hour per week. Recommended Preparation: ENGL 848.* Chronological survey of important American and international films from World War II to the present. Emphasizes 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. (CSU/UC)

**150 Filmmaking I** (4) *Three lecture and three lab hours plus three hours by arrangement per week.* Introduction to all aspects of film and digital video production, including screenplay writing, storyboarding, lighting, cinematography, sound recording, sound mixing, and crew work. Students create a crew film and an individual film. Students also conceive and shoot a digital video, which they complete in FILM 250, Filmmaking II. Emphasizes collaborative work, technical fundamentals, understanding the filmmaking process, and developing individual ideas. (CSU/UC\*)

**153 Screenwriting** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 100.* Study of the craft of writing screenplays with 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. (To increase competency, may be taken twice for a maximum of 6 units.) (CSU)

**155 Digital Filmmaking** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus three hours by arrangement per week. Recommended Preparation: Film 461 or 150 or MULT 181 or equivalent.* Covers new digital technologies that have recently impacted film production. Beyond developing a critical appreciation of the history and theory of digital filmmaking, students are introduced to the basics of digital filmmaking practice and engage in various production projects. (May be taken two times for a maximum of 6 units.) (CSU)

**200 Advanced Film Study** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours and one-half lab hour per week. Prerequisite: FILM 100, 110, 120, or 121 or equivalent. Recommended Preparation: ENGL 848.* Further study of the evolution of the motion picture. Topics vary from semester to semester; may emphasize one or more of the following: genres, directors, stars, gender, race, national cinemas, or film and literature. Lectures, screenings, discussions, quizzes, and writing of critical papers. (May be taken three times for a maximum of 9 units.) (CSU/UC)

**250 Filmmaking II** (4) *Three lecture and three lab hours plus three hours by arrangement per week. Prerequisite: FILM 150.* Advanced production in Super 8 film and digital video. Students lead a crew production, and complete individual film and digital video projects. Further development of skills in editing, directing, producing, and writing. Emphasizes critical analysis, collaboration, technical proficiency, and artistic expression. (To increase competency, may be taken three times for a maximum of 12 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**251 Advanced Production** (1) *Three lecture hours plus two hours by arrangement per week for five and one-half weeks. Prerequisite: completion of or concurrent enrollment in FILM 462.* A sixteen-hour module that introduces principles and techniques of 16mm production. Includes cinematography, editing, double-system sound, film stocks, working with labs, and A and B rolling. Final projects can be 16mm film, super-

8 film or "found footage." (To increase competency, may be taken twice for a maximum of 2 units.) (CSU)

**252 Video Editing** (1) *Three lecture hours plus two hours by arrangement per week for five and one-half weeks. Prerequisite: FILM 464 or equivalent.* A sixteen-hour module introducing the principles and techniques of video-editing, with film footage transferred to videotape for editing image and adding sound. (To increase competency, may be taken twice for a maximum of 2 units.) (CSU)

**260 Documentary Filmmaking** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Prerequisite: FILM 150 or 461 or FILM 155 or ART 351 or equivalent with a grade of C or higher.* Introduces students to the history and practice of documentary filmmaking. The first half of the semester provides an historical overview of documentary film, while the second half concentrates on student production. Through lectures, screenings, and class discussions, students engage in a critical dialogue around documentary film. Students should have access to and experience with film, video, or photographic equipment. Final projects will be in one of these three forms. (May be taken two times for a maximum of 6 units.) (CSU)

**277 Film and Literature** (3) *Three lecture hours and one-half lab hour per week. Prerequisite: FILM 100, 110, 120, or 121 or equivalent with Credit or a grade of C or higher.* Comparative study of film and literature, emphasizing similarities and differences between the two artistic modes. Focus on film adaptations of novels, authors and directors, genres, international works, period pieces, etc. Topic varies with each semester offering. Lectures, screenings, discussions, quizzes, and writing of critical papers. (May be taken three times for a maximum of 9 units.) (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**800 Advanced Film Study** (3) (*Credit/No Credit grading.*) *Three lecture hours per week.* Further study of the evolution of the motion picture. Course topic varies from semester to semester and may emphasize one or more of the following: genres, directors, stars, gender, race, national cinemas, or

film and literature. (May be taken four times for a maximum of 12 units.)

**877 Film and Literature** (3) (*Credit/No Credit grading.*) *Three lecture hours and one-half lab hour per week.* Comparative study of film and literature, emphasizing similarities and differences between the two artistic modes. Focus on film adaptations of novels, authors and directors, genres, international works, period pieces, etc. Topic varies with each semester offering. Lectures, screenings, discussions, quizzes, and short written assignments. (May be taken four times for a maximum of 12 units.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Fire Technology

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**705 Fire Hydraulics** (3) *Three lecture hours per week.* Basic mathematics, principles of hydraulics, calculations of engine and nozzle pressures, discharge, fire streams, friction loss, and pump operation and characteristics. Application of formulas to hydraulics and water supply problems. (CSU)

**714 Wildland Fire Control** (3) *Three lecture hours per week.* Focuses on the principles and techniques used to extinguish wildland fires and to prevent and control their occurrence. Subjects include: California's wildland fire problem, safety, weather effects, wildland fuels, fire behavior, attack methods, urban-interfaces, and investigation. (CSU)

**715 (FT1) Fire Protection Organization** (3) *Three lecture hours per week.* History and philosophy of fire protection; organization of public and private fire protection services; laws and regulations affecting the fire service; basic fire chemistry and physics; and basic fire systems, fire strategy, and tactics. (CSU)

**720 (FT2) Fire Prevention Technology** (3) *Three lecture hours per week.* Provides fundamental information regarding the history and philosophy of fire protection; organization and operation of a fire prevention bureau; use of fire codes; identification and correction of fire hazards; and the relationship of fire prevention to fire safety education and detection and suppression systems. (CSU)

**725 Fire Apparatus and Equipment** (3) *Three lecture hours per week.* Covers the operation, care and maintenance, specifications, capabilities, and effective use of fire service apparatus and related equipment. (CSU)

**730 (FT5) Fire Behavior and Combustion** (3) *Three lecture hours per week.* Theory and fundamentals of how fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. (CSU)

**740 (FT4) Building Construction for Fire Protection** (3) *Three lecture hours per week.* Components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. Covers the development and evolution of building codes in relationship to past fires in residential, commercial, and industrial occupancies. (CSU)

**745 (FT3) Fire Protection Systems and Equipment** (3) *Three lecture hours per week.* Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. (CSU)

**783 Firefighter I Academy** (9) *Eight lecture and nine lab hours per week.* *Prerequisite: six units of Fire Technology coursework (excluding EMT) with a grade of C or higher.* Designed for pre-service instruction in basic fire fighting knowledge and skills. Lecture and manipulative instruction in all areas of responsibility for a fire fighter. (Certificate of completion will be issued by the Fire Technology Department.)

**785 Emergency Medical Technician 1 Basic** (6) *Eighty-six lecture and sixty-four lab hours per semester.* Basic life support services under field emergency conditions, including cardiopulmonary resuscitation and preparation of victims for transport to an acute care hospital. (To increase compe-

tency, may be taken twice for a maximum of 12 units.)

**787 Emergency Medical Technician 1 Basic: Recent Advances** (.5-1.5) (*Credit/No Credit grading.*) (*Open entry/open exit*) *Eight to twenty-four lecture hours per semester.* *Prerequisite: possession of a valid EMT-1 Certificate.* Refresher course in preparation for EMT-1 recertification. Presents updated and new technology in the areas of emergency pre-hospital care. (May be taken four times to maintain skills and certification.)

**789 Recruit Firefighter Training** (15.5) (*Credit/No Credit grading.*) *Total of one hundred sixty lecture and four hundred forty-four lab hours.* *Prerequisite: sponsorship by a fire service agency as a professional firefighter.* In-service and pre-service instruction in basic firefighter skills and knowledge. Includes all areas of 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. For State certification as a firefighter and/or to receive a "Certificate of Completion" for firefighter training from College of San Mateo, the student must be EMT certified.

**790 Wildland Fire Academy** (3) *Eleven lecture and six lab hours per week for four weeks.* *Recommended Preparation: completion of one or more Fire Technology courses; appropriate physical condition to handle hoses, hand tools, and other firefighting equipment.* Covers basic firefighting knowledge and skills specific to wildland firefighters. Includes lecture and manipulative instruction in all areas of responsibility for a wildland firefighter (State Certified) except medical care.

**800 Fire Service Entrance Test Preparation** (3) *Three lecture hours per week.* Covers models for written examinations and oral interviews for firefighter positions; mathematical concepts relating to fire service; reading and writing skills for resumes and applications; physical requirements; test preparation; and career opportunities.

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Fire Technology– Public Safety Training Courses (FTPS)

In-service training courses offered for fire personnel through the Public Safety Training Consortium. Course numbers will be assigned as needed, and Consortium titles will be used. The curriculum for each course offered adheres to Title V requirements.

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## Foreign Languages

Students who expect to transfer to a four-year institution are strongly advised to study a foreign language at CSM. See information on Foreign Language Certificates of Completion in the Major and Certificate Requirements section.

For information on specific languages, see American Sign Language, Chinese, French, German, Italian, Japanese, and Spanish.

### Numbers and Levels

The beginning courses in the classroom transfer sequences are numbered 110 (often offered as 111 and 112), 120 (often offered as 121 and 122), 130 (often offered as 131 and 132), and 140. Higher-level classes have higher numbers in the 100 and 200 range.

If you have completed one semester of a language in high school, consider beginning at CSM with a 112 class. If you have completed one year, consider 120. If you have completed two years, consider 130.

Some languages also offer a telecourse transfer sequence beginning with a course numbered 115.

Non-transfer courses focusing on spoken language are numbered 801, 802, 803, etc. The first class is for those with little or no knowledge of the language.

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## French

### Language Laboratory and Listening

**Requirement:** since imitation, response, and independent practice are integral features of the study of a foreign language at the College, students enrolled in certain courses in foreign language are required to use the language laboratory as prescribed by each department.

Note: To be transferable to UC, French courses must be taken for letter grade.

**110 Elementary French (5)** (*Credit/No Credit or letter grade option.*) Five lecture hours plus two lab hours by arrangement per week. *Recommended Preparation:* eligibility for ENGL 848 or a higher English course. Introduction to the French language and Francophone cultures with emphasis on practical vocabulary, basic sentence structures, and clear pronunciation. Skills in speaking, listening, reading, and writing are developed through practice, including prepared work, role-playing, and other activities. Laboratory work includes audio, video, and computerized resources to improve proficiency. (CSU/UC)

**111 Elementary French I (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Recommended Preparation:* eligibility for ENGL 848 or a higher English course. Introduction to the French language and Francophone cultures with emphasis on practical vocabulary, basic sentence structures, and clear pronunciation. Skills in speaking, listening, reading, and writing are developed through practice, including prepared work, role-playing, and other activities. Laboratory work includes audio, video, and computerized resources to improve proficiency. (Covers approximately the first half of the semester's work in French 110.) (CSU/UC\*)

**112 Elementary French II (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Prerequisite:* FREN 111 or equivalent with Credit or a grade of C or higher. Elementary study of the French language and Francophone cultures with emphasis on practical vocabulary, basic sentence structures, and clear pronunciation. Skills in speaking, listening, reading, and writing are developed through practice, including prepared work, role-playing, and other activities. Laboratory work includes audio, video, and computerized resources to improve proficiency. (French 111 and 112 are equivalent to French 110.) (CSU/UC\*)

**115 Beginning French I (3)** (*Telecourse*) (*Credit/No Credit or letter grade option.*) A televised, entry-level course that introduces basic French vocabulary and language structures and enhances appreciation of worldwide Francophone cultures. Workbook and audio tape exercises focus on reading, writing, and listening comprehension. This course parallels French 111 but without the oral component. (CSU)

**116 Beginning French II (3)** (*Telecourse*) (*Credit/No Credit or letter grade option.*) *Prerequisite:* FREN 115 or equivalent with Credit or a grade of C or higher. The second semester of a televised, entry-level course that introduces basic French vocabulary and language structures and enhances appreciation of worldwide Francophone cultures. Workbook and audio tape exercises focus on reading, writing, and listening comprehension. This course parallels French 112 but without the oral component. (CSU)

**117 Advanced Beginning French I (3)** (*Telecourse*) (*Credit/No Credit or letter grade option.*) *Prerequisite:* FREN 116 or equivalent with Credit or a grade of C or higher. The third semester of a televised, entry-level course that introduces basic French vocabulary and language structures and enhances appreciation of worldwide Francophone cultures. Workbook and audio tape exercises focus on reading, writing, and listening comprehension. This course parallels French 121 but without the oral component. (CSU)

**118 Advanced Beginning French II (3)** (*Telecourse*) (*Credit/No Credit or letter grade option.*) *Prerequisite:* FREN 117 or equivalent with Credit or a grade of C or higher. The fourth semester of a televised, entry-level course that introduces basic French vocabulary and language structures and enhances appreciation of worldwide Francophone cultures. Workbook and audio tape exercises focus on reading, writing, and listening comprehension. This course parallels French 122 but without the oral component. (CSU)

**120 Advanced Elementary French (5)** (*Credit/No Credit or letter grade option.*) Five lecture hours plus two lab hours by arrangement per week. *Prerequisite:* FREN 110 or 112 or equivalent with Credit or a grade of C or higher. Continued study of the basics of the French language and Francophone cultures with emphasis on practical vocabulary, common sentence structures, and clear pronunciation. Skills in speaking, listening, reading, and writing are developed through practice, including prepared work, role-playing, and other activities. Laboratory work includes audio, video, and computerized resources to improve proficiency. (CSU/UC\*)

**121 Advanced Elementary French I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: FREN 110 or 112 or equivalent with Credit or a grade of C or higher.* Continued study of the basics of the French language and Francophone cultures with emphasis on practical vocabulary, common sentence structures, and clear pronunciation. Skills in speaking, listening, reading, and writing are developed through practice, including prepared work, role-playing, and other activities. Laboratory work includes audio, video, and computerized resources to improve proficiency. (CSU/UC\*)

**122 Advanced Elementary French II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: FREN 121 or equivalent with Credit or a grade of C or higher.* Advanced study of the basics of the French language and Francophone cultures with emphasis on practical vocabulary, common sentence structures, and clear pronunciation. Skills in speaking, listening, reading, and writing are developed through practice, including prepared work, role-playing, and other activities. Laboratory work includes audio, video, and computerized resources to improve proficiency. (French 121 and 122 are equivalent to French 120.) (CSU/UC\*)

**130 Intermediate French** (5) (*Credit/No Credit or letter grade option.*) *Five lecture hours plus one lab hour by arrangement per week. Prerequisite: FREN 120 or 122 or equivalent with a grade of C or higher.* Reading of short stories, plays, or novels; review of grammar; conversation, composition, and dictation. (CSU/UC)

**131 Intermediate French I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one-half lab hour by arrangement per week. Prerequisite: FREN 120 or 122 or equivalent with a grade of C or higher.* Covers approximately the first half of the semester's work in French 130. (CSU/UC\*)

**132 Intermediate French II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one-half lab hour by arrangement per week. Prerequisite: FREN 131 or equivalent with a grade of C or higher.* Covers approximately the second half of the semester's work in French 130. (French 131 and French 132 are equivalent to French 130.) (CSU/UC\*)

**140 Advanced Intermediate French** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Prerequisite: FREN 130 or 132 or equivalent with a grade of C or higher.* Reading of selections from French literature, including a contemporary novel; further practice in conversation and composition; continued review of principles of grammar; analysis of idioms. (CSU/UC)

**161 Reading in French Literature I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Prerequisite: FREN 140 or equivalent with a grade of C or higher.* Reading and discussion of works of French literature. Continued review of principles of grammar. (CSU/UC)

**162 Reading in French Literature II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Prerequisite: FREN 161 or equivalent with a grade of C or higher.* Further reading and discussion of works of French literature. Continued review of principles of grammar. (CSU/UC)

**203 French Literature in Translation** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week.* Reading and discussion of French and French-language literature chosen from such forms as novels, short stories, memoirs, plays, and other writings, presented in the context of French and Francophone history and culture, with emphasis on recent works. Readings will change from one semester to the next. (May be taken twice for a total of 6 units.) (CSU/UC\*)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**801 Conversational French I, Elementary** (2) (*Credit/No Credit grading.*) *Three lecture hours per week.* A practical course in French language and Francophone cultures approached through the spoken language. Practice in the expressions of daily speech, supported by enough grammar study and authentic materials to allow for flexibility and accuracy in communication. An appropriate course for those who have never studied a foreign language. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**802 Conversational French II, Advanced Elementary** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: FREN 801 or equivalent with Credit.* A practical course in French language and Francophone cultures approached through the spoken language, on a more advanced level than French 801. Further practice in the expressions of daily speech, supported by enough grammar study and authentic materials to allow for flexibility and accuracy in communication. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**803 Conversational French III, Intermediate** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: FREN 802 or equivalent with Credit.* More advanced work in conversation following the model of French 802. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**804 Conversational French IV, Advanced Intermediate** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: FREN 803 or equivalent with Credit.* Further advanced work in conversation following the model of French 803. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**810 Basic French Communication** (.5) (*Credit/No Credit grading.*) *Two lecture hours per week for four weeks.* Introduction to the basics of communicating in French and to the cultural expectations of French speakers in business and tourism relationships. Designed to help those with little or no knowledge of French culture communicate successfully via words and culturally appropriate actions.

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Geography

**100 Physical Geography** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week plus field trips. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Basic characteristics of physical features

and their interrelationships; environmental systems and their interactions with man. Maps, photos, and the regional concept are the primary tools for this study. (Satisfies the General Education requirement for Physical Science.) (CSU/UC) (CAN GEOG 2)

**110 Cultural Geography** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Aerial distribution of the most important parts of human culture. Emphasizes the way people make a living resulting from their interaction with their environment in various parts of the world. (Satisfies Social Science requirement.) (CSU/UC) (CAN GEOG 4)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Geology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**100 Survey of Geology** (3) *Three lecture hours plus one hour by arrangement per week. Not open to students who have taken or are taking GEOL 210.* Earthquakes, volcanoes, drifting continents, and plate tectonics; erosion of the land by water and glaciers. A sketch of the earth's history and the origin and evolution of life. One or more field trips may be required. (CSU/UC\*)

**101 Geology Laboratory** (1) *Three lab hours plus one hour by arrangement per week. Prerequisite: completion of or concurrent enrollment in GEOL 100.* Optional introductory geology laboratory course designed to be taken concurrently with or following GEOL 100. Identification of minerals, rocks, and fossils; seismographs; and geologic interpretation of maps and aerial photographs. Extra supplies may be required. One or more field trips may be required. (CSU/UC\*)

**118 Natural Disasters** (3) *Three lecture hours plus one hour by arrangement per week.* Study of the natural processes that have disastrous effects on human populations. Topics include earthquakes, volcanic eruptions, tsunamis, floods, meteorite impacts, landslides, and mass extinction. Explores the basic physical causes of these events, discusses the consequences, and critically reviews prediction/prevention methods. One Saturday field trip may be required. (CSU/UC)

**125 History of Life** (4.0) *Three lecture and three lab hours plus one hour by arrangement per week.* Study of the history of life on Earth from its origins 3.8 billion year ago to the present day. Examines the rock and fossil records that provide clues to the evolution, behavior, and extinction of past life forms and the changes in land distribution, climate, and environment through time. Includes two half-day field trips. (CSU/UC)

**210 General Geology** (4) *Three lecture and three lab hours plus one hour by arrangement per week.* The work of wind, water, gravity, and glaciers; earthquakes, the earth's interior, drifting continents, and plate tectonics. Rocks and minerals and their identification. Interpretation of maps and aerial photographs. Extra supplies may be required. One or more field trips may be required. (CSU/UC\*) (CAN GEOL 2)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## German

### *Language Laboratory and Listening*

**Requirement:** since imitation, response, and independent practice are integral features of the study of a foreign language at the College, students enrolled in certain courses in foreign language are required to use the language laboratory as prescribed by each department.

Note: To be transferable to UC, German courses must be taken for letter grade.

**110 Elementary German** (5) (*Credit/No Credit or letter grade option.*) *Five lecture hours plus two lab hours by arrangement per week. Recommended Preparation: eligibility for ENGL 848 or a higher English course.* Introduction to the German language and culture with emphasis on practical vocabulary, basic sentence structures, and clear pronunciation. Skills in listening, speaking, reading, and writing are developed through practice, including prepared work, small-group and paired activities, and other exercises. (CSU/UC)

**111 Elementary German I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week.* Covers approximately the first half of the semester's work in German 110. Recommended for those students without any background in foreign language study. (CSU/UC\*)

**112 Elementary German II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: GERM 111 or equivalent with Credit or a grade of C or higher.* Elementary study of the German language and culture with emphasis on practical vocabulary, basic sentence structures, and clear pronunciation. Skills in listening, speaking, reading, and writing are developed through practice, including prepared work, small-group and paired activities, and other exercises. Covers approximately the second half of the semester's work in German 110. (German 111 and 112 are equivalent to German 110.) (CSU/UC\*)

**120 Advanced Elementary German** (5) (*Credit/No Credit or letter grade option.*) *Five lecture hours plus two lab hours by arrangement per week. Prerequisite: GERM 110 or 112 or equivalent with Credit or a grade of C or higher.* Continuation of work begun in German 110 with further practice in listening, speaking, reading, and writing. (CSU/UC)

**121 Advanced Elementary German I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: GERM 110 or 112 or equivalent with Credit or a grade of C or higher.* Covers approximately the first half of the semester's work in German 120. (CSU/UC\*)

**122 Advanced Elementary German II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: GERM 121 or equivalent with Credit or a grade of C or higher.* Covers approximately the second half of the semester's work in German 120. (German 121 and 122 are equivalent to German 120.) (CSU/UC\*)

**130 Intermediate German** (5) (*Credit/No Credit or letter grade option.*) *Five lecture hours plus one lab hour by arrangement per week. Prerequisite: GERM 120 or 122 or equivalent with Credit or a grade of C or higher.* Review of grammar and syntax; reading of short works of fiction and nonfiction. (CSU/UC)

**131 Intermediate German I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: GERM 120 or 122 or equivalent with Credit or a grade of C or higher.* Covers approximately the first half of the semester's work in German 130. (CSU/UC\*)

**132 Intermediate German II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: GERM 131 or equivalent with Credit or a grade of C or higher.* Covers approximately the second half of the semester's work in German 130. (German 131 and 132 are equivalent to German 130.) (CSU/UC\*)

**140 Advanced Intermediate German** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Prerequisite: GERM 130 or 132 or equivalent with Credit or a grade of C or higher.* Reading and discussion of selections from German literature; further practice in conversation and composition; continued review of principles of grammar. (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**801 Conversational German I, Elementary** (2) (*Credit/No Credit grading.*) *Three lecture hours per week.* A practical course in the German language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech, supported with sufficient grammar to give flexibility in the spoken language. May be considered an excellent preparatory course for students

who have not taken a foreign language before. (This course will not fulfill the language requirement at California State Universities or at the University of California.)

**802 Conversational German II, Advanced Elementary** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: GERM 801 or equivalent with Credit.* Further work in conversation following the model of German 801. (This course will not fulfill the language requirement at California State Universities or at the University of California.)

**803 Conversational German III, Intermediate** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: GERM 802 or equivalent with Credit.* Advanced work in German following the model of German 802. (This course will not fulfill the language requirement at California State Universities or at the University of California.)

**804 Conversational German IV, Advanced Intermediate** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: GERM 803 or equivalent with Credit.* More advanced work in conversation following the model of German 803. (This course will not fulfill the language requirement at California State Universities or at the University of California.)

**810 Basic German Communication** (.5) (*Credit/No Credit grading.*) *Two lecture hours per week for four weeks.* Introduction to the basics of communicating in German and to the cultural expectations of German speakers in business and tourism relationships. Designed to help those with little or no knowledge of German culture communicate successfully via words and culturally appropriate actions.

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Graphics

**100 Adobe Illustrator I** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours and one lab hour plus two hours by arrangement per week for eight weeks. Prerequisite: MULT 107 or 111 or equivalent Macintosh and/or Windows operating system experience.* Creating digital illustrations, including preparing graphics for the web, using Adobe Illustrator drawing software. Extra supplies required. A materials fee in the amount

shown in the *Schedule of Classes* is payable upon registration. May be taken twice for a maximum of 3 units. (CSU)

**101 Adobe Illustrator II** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours and one lab hour plus two hours by arrangement per week for eight weeks. Prerequisite: GRA 100 or equivalent experience.* Advanced Illustrator techniques, including blends, gradients, transforming, gradient mesh, brushes, and working from scans. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**102 Adobe Illustrator III** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours and one lab hour plus two hours by arrangement per week. Prerequisite: GRA 100 or equivalent experience.* Covers advanced Illustrator techniques, including filters, complex blends, custom brushes and fills, transparency, color models, and creating separations. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**103 Digital Illustration Masters Class** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture and one lab hour per week plus two hours by arrangement. Prerequisite: GRA 101 and GRA 121 or equivalent required; GRA 102 recommended.* Illustrator and Photoshop skills are used to create unique illustrations for editorial, web, book, poster, card, and other uses. The work and techniques of prominent digital illustrators will be studied; students will learn six to eight unique illustration styles including cartoon, landscape, flat filled art, and technical illustration. Course may be taken two times for a maximum of three units. A materials fee in the amount shown in the *Schedule of classes* is payable upon registration. (CSU)

**105 QuarkXPress I** (2) (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus two hours by arrangement per week for eight weeks. Prerequisite: MULT 100 or 107 or 111 or equivalent Macintosh and/or Windows operating system experience.* Use of QuarkXPress page layout software for design and printing of documents. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. May be taken twice for a maximum of 4 units. (CSU)



**106 QuarkXPress II** (2) (*Credit/No Credit or letter grade option.*) Three lecture and three lab hours plus two hours by arrangement per week for eight weeks. *Prerequisite: GRA 105 or equivalent experience.* Covers working with illustrations and photos, text wraps, paragraph and character level style sheets, master pages in QuarkXPress. Also includes creating and applying color from Pantone and CMYK color models; preparing files for high resolution output and printing. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. May be taken twice for a maximum of 4 units. (CSU)

**107 Adobe InDesign I** (2) (*Credit/No Credit or letter grade option.*) Three lecture and three lab plus two hours by arrangement per week for eight weeks. *Prerequisite: MULT 111 or equivalent Macintosh and/or Windows operating system experience.* Use of Adobe InDesign page layout software for the creation of documents of simple to medium difficulty. Fundamental principles of typography and layout. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 4 units.) (CSU)

**108 Adobe InDesign II** (2) (*Credit/No Credit or letter grade option.*) Three lecture and three lab plus two hours by arrangement per week for eight weeks. *Prerequisite: GRA 107 or equivalent experience.* Advanced features of Adobe InDesign, including layers, tables, style sheets, typographic controls, color management, output and preflighting applied to difficult, practical projects. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 4 units.) (CSU)

**110 Typography I** (2) (*Credit/No Credit or letter grade option.*) Three lecture and three lab hours plus two hours by arrangement per week for eight weeks. *Prerequisite: GRA 100 or 105 or equivalent.* Introduction to typography with emphasis on designing with display (large) type. Includes type anatomy, nomenclature and measurement, type categories, choosing the correct voice, optical refinements, interpreting message, and developing contrasts. Also covers display type treatments and applying theory to practical typographic problems. Extra supplies

required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**111 Typography II** (2) (*Credit/No Credit or letter grade option.*) Three lecture and three lab hours plus two hours by arrangement per week for eight weeks. *Prerequisite: GRA 110 or equivalent.* Emphasizes designing with text type. Includes how we read, intelligent choice of typeface, size, tracking, line length, margins, gutters, and leading. Extracting a hierarchy, factors effecting readability, visual punctuation, encouraging readers, selecting and creating grids. Applying theory to practical typographic problems. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**120 Adobe Photoshop for Graphic Artists I** (1.5) (*Credit/No Credit or letter grade option.*) Three lecture hours and one lab hour plus two hours by arrangement per week for eight weeks. *Prerequisite: MULT 100 or 107 or 111 or equivalent Macintosh and/or Windows operating system experience.* Creating digital illustrations and photographs, including preparing graphics for the web, using Adobe Photoshop and scanners. Designed for the graphic arts generalist. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. May be taken twice for a maximum of 3 units. (CSU)

**121 Adobe Photoshop for Graphic Artists II** (1.5) (*Credit/No Credit or letter grade option.*) Three lecture hours and one lab hour plus two hours by arrangement per week for eight weeks. *Prerequisite: GRA 120 or equivalent.* Continuation of Adobe Photoshop I with emphasis on more advanced features of the software used in image creation and manipulation, including color correction for print and web. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**122 Adobe Photoshop for Graphic Artists III** (1.5) (*Credit/No Credit or letter grade option.*) Three lecture hours and one lab hour plus two hours by arrangement per week for eight weeks. *Prerequisite: GRA 121 or equivalent.* Advanced use of Adobe Photoshop. Advanced color correction and image

creation, including the preparation of images for print and web. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**130 Graphic Design Foundations I** (2) (*Credit/No Credit or letter grade option.*) Three lecture and three lab hours plus two hours by arrangement per week for eight weeks. *Prerequisite: GRA 100 or 105 or equivalent experience with comparable software.* Covers principles of design, evolution of a design, and the graphic problem-solving process from concept through presentation. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**131 Graphic Design Foundations II** (2) (*Credit/No Credit or letter grade option.*) Three lecture and three lab hours plus two hours by arrangement per week for eight weeks. *Prerequisite: GRA 130 or equivalent experience with comparable software.* Covers principles of design, symbolism, and typography. Includes the graphic problem-solving process from concept through presentation, using a variety of practical design problems. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**225 Publication Design** (2) Two lecture and two lab hours plus two hours by arrangement per week. *Prerequisite: GRA 106 and 131 or equivalent.* Examines the role in the marketplace of a wide variety of publication formats and provides practical experience creating them. Analyzes the best approaches for communicating editorial and informational messages. Explains editorial design and the expression of content through design as well as the dynamics and principles of page layout. Extra supplies required.

**230 Graphic Design: Theory and Application I** (2) (*Credit/No Credit or letter grade option.*) Three lecture and three lab hours plus two hours by arrangement per week for eight weeks. *Prerequisite: GRA 130/131 or equivalent experience.* Students visually express content and meaning while exploring and applying design principles. Applies conceptual problem solving to a variety of practical design problems. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

(CSU) Transferable to California State Universities,

(UC) Transferable to University of California, (\*) With limitations (see page 52)

**231 Graphic Design: Theory and Application II** (2) (*Credit/No Credit or letter grade option.*) *Three lecture and three lab hours plus two hours by arrangement per week for eight weeks. Prerequisite: GRA 230 or equivalent experience.* Students visually express content and meaning by applying design principles to a variety of projects of increasing difficulty. Covers a strategic approach to the design problem solving process, including the role of the designer and working with various types of clients. Extra supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**241 (formerly 240) Print Fundamentals** (3) (*Credit/No Credit or letter grade option.*) *Six lecture hours per week for eight weeks.* Comprehensive exploration and examination of the print production cycle, from concept through bindery. Enables production artists and designers to prepare artwork properly, communicate with printers more effectively, and provides a better understanding of the capabilities of printers and other printing industry vendors. (CSU)

**250 Digital Prepress** (4) *Three lecture and three lab hours plus two hours by arrangement per week. Prerequisite: GRA 102, 106, 122 and 241 or equivalent.* Digital mechanicals, digital prepress, digital color, and color reproduction. Working with service bureaus, proofing. Extra supplies required. (CSU)

**260 Portfolio** (1) *One lecture and one lab hour per week. Prerequisite: completion of three semesters of GRA curriculum or equivalent.* Students initiate, develop, and complete substantial individual projects in consultation with and under the direction of the instructor. Emphasizes development of a marketable portfolio. Extra supplies required. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Health Science

Two units of Health Science required for A.A./A.S. Degree. Health Science 100 or two units of Health Science 101-125 will satisfy the A.A./A.S. Degree requirement.

**100 General Health Science** (2) *Two lecture hours per week.* Survey of today's most prevalent health problems, including heart disease, cancer, venereal disease, birth control, drug abuse, and emotional disorders. Emphasizes detection, treatment, and prevention of personal and social health problems as well as the promotion of physical and emotional well-being. (CSU/UC\*)

**101 Heredity and Birth Defects** (1) *Two lecture hours per week for eight weeks.* Study of the principles of human genetics, cell division, and prenatal development. Emphasizes the causes, prevention, and treatment of the most common hereditary and environment-induced birth defects. (CSU)

**102 Human Reproduction** (1) *Two lecture hours per week for eight weeks.* Emphasizes the biological aspects of human reproduction and birth control. Also covers new fertilization techniques, population dynamics, predetermination of sex, and related topics. (CSU)

**103 Drugs: Use and Abuse** (1) *Two lecture hours per week for eight weeks.* Study of the general categories of drugs; discussion of beneficial and harmful effects that selected drugs have upon the individual and society. (CSU)

**105 Communicable Disease** (1) *Two lecture hours per week for eight weeks.* Study of the immune system and other defenses against infectious organisms. Emphasizes prevention and treatment of our most serious communicable disorders, with special consideration of AIDS and other sexually transmitted diseases. (CSU)

**106 Emotional Health** (1) *Two lecture hours per week for eight weeks.* Study of human needs and personality development. Includes discussions of emotional disorders and their causes but emphasizes positive approaches to developing and maintaining emotional stability. (CSU)

**109 Environmental Health** (1) *Two lecture hours per week for eight weeks.* Principles of ecology and critical appraisal of people's effect on the environment. Discussion of many types of environmental hazards and pollutants, emphasizing their effect on human health. (CSU)

**111 Heart Disease and Cancer** (1) *Two lecture hours per week for eight weeks.* Study of the two leading causes of death in the U.S. today, emphasizing prevention. Also covers causes, symptoms and warning signs, detection, and treatment. (CSU)

**112 Current Health Issues** (1) *Two lecture hours per week for eight weeks.* Analysis of the most important and most controversial health issues making today's headlines. Class discussions, supported by appropriate biological, medical, legal, and historical information. (CSU)

**113 Selected Topics in Nutrition** (1) *Two lecture hours per week for eight weeks.* Practical study of the principles of nutrition. Focuses on the concepts of nutritional wellness with an emphasis on the role of essential micro and macro nutrients, food guide pyramids, fad diets, nutritional label facts, food labels, caloric metabolism, and understanding body composition. (May not be taken for credit following P.E. 113.) (CSU)

**114 Fitness** (1) *Two lecture hours per week for eight weeks.* Practical study of the principles of fitness as a contributing factor to total wellness. Provides tools for the student to develop a self-directed and self-monitored fitness program. Includes cardiovascular fitness, muscle strength, muscle endurance, flexibility, body composition, ergogenic aids, and guidelines for exercise testing and prescription. (May not be taken for credit following P.E. 114.) (CSU)

**119 Exercise and the Aging Process** (3) *Three lecture hours per week.* Integrates exercise physiology and the effects of true aging versus secondary aging. Covers how physical activity can be preventive as well as an appropriate treatment for disabling conditions typically associated with the aging process. Designed for students considering the health care professions. (May not be taken for credit following P.E. 119.) (CSU)

**125 Principles of Exercise Physiology** (3) *Three lecture hours per week.* Introduces the fundamentals of exercise science. Includes aspects of scientific method; physiologic adaptations to training of pulmonary, cardiovascular, and neuromuscular function as well as principles of exercise training, ergogenic aids, fitness assessment, and human physiology as it pertains to fitness and training. (May not be taken for credit following P.E. 125.) (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## History

(Also see Humanities)

**100 History of Western Civilization I** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* The rise and decline of the civilization of the ancient world, the rise of Christianity, the growth and decline of Medieval society, the Renaissance, the Reformation, and the opening of the modern world. (HIST 100-102 fulfills American Institutions requirement.) (CSU/UC) (CAN HIST 2) (HIST 100 and 101 = CAN HIST SEQ A)

**101 History of Western Civilization II** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* The rise of modern Europe: the Enlightenment, the French Revolution, and the growth of Liberalism and nationalism. The emergence of modern society, economic problems of industrialization, development of modern ideologies, the World Wars, and international experiments of the 20th Century. (HIST 101-102 fulfills American Institutions requirement.) (CSU/UC) (CAN HIST 4) (HIST 100 and 101 = CAN HIST SEQ A)

**102 History of American Civilization** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the*

*reading placement tests or other measures.* Social, cultural, constitutional, and political development of the area of the United States from the colonial period through the age of revolution, early independence, reform and sectional crisis in the 19th Century to the problems of industrialization and the emergence of modern society. Effects of expansionism and immigration in the 19th and 20th Centuries upon the culture of America and the role of the United States in a pluralistic contemporary world. (HIST 100 or 101 plus HIST 102 fulfills American Institutions requirement.) (CSU/UC\*)

**103 Western Tradition I** (2) (*Telecourse*) (*Credit/No Credit or letter grade option.*) *Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Covers the rise and decline of the civilization of the ancient world, the rise of Christianity, the growth and decline of Medieval society, the renaissance, and the age of exploration. (May not be taken for credit following History 100.) (CSU)

**110 History of England** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Surveys the more important political, constitutional, economic, social, and cultural phases of the history of the English people. (CSU/UC)

**201 United States History I** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of European expansionism in America, Indian-White encounters, colonial culture and institutions, the Revolution, the implementation of the Constitution, the Federalist and Jeffersonian eras, the age of Jackson, the slavery issue, and the Civil War. Covers economic, political, social, and cultural developments of the period. (HIST 201-202 fulfills American Institutions requirement.) (CSU/UC\*) (CAN HIST 8) (HIST 201 and 202 = CAN HIST SEQ B)

**202 United States History II** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Continues the work of History 201; explores the Reconstruction period, industrial expansion, social, Constitutional, and economic development, and the foreign policies of the U.S. to the present. (HIST 201-202 fulfills American Institutions requirement.) (CSU/UC\*) (CAN HIST 10) (HIST 201 and 202 = CAN HIST SEQ B)

**242 The African-American in U.S. History** (3) *Three lecture hours per week. Recommended Preparation: HIST 201 and eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Social, economic, and political facts as they relate to the African-American. Analyzes race relations, with special emphasis on the history of the African-American. (HIST 201 or 202 plus HIST 242 fulfills American Institutions requirement.) (CSU/UC)

**260 Women in American History** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of the role played by American women from colonial times to the present. Explores the part played by American women of different racial and local origins. Examines attitudes of women as well as attitudes about women in America. (HIST 201 or 202 plus HIST 260 fulfills American Institutions requirement.) (CSU/UC)

**270 Civil War and Reconstruction** (3) *Three lecture hours per week. Recommended Preparation: HIST 201 or 202 and eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey and analysis of the political, social, and economic problems of the North and South during the antebellum, Civil

War, and Reconstruction eras. (HIST 201 or 202 plus HIST 270 fulfills American Institutions requirement.) (CSU/UC)

**310 California History** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of major topics in California's rapid growth, including the Indian culture; discovery and Spanish colonization; the Mexican period; the mission-ranchero era; the American takeover; the Gold Rush and the vigilante eras; the constitutional, political, and economic growth of the State; and contemporary social, multi-ethnic and economic issues as the most populous state in the Union. (Satisfies the requirement in California State and Local Government.) (CSU/UC)

**315 History of San Mateo County** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of the county's development to the present. The natural setting; discovery and exploration; mission-ranchero era; establishment of county government; advent of railroads; lumbering; industry; growth of Bayside and Coastside communities; and the Peninsula's relation to the state and the nation. (Satisfies the requirements in California State and Local Government.) (CSU)

**350 History of the American West** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* The movement of Americans west of the Mississippi River, with an emphasis on fur trading, cattle raising, farming, mining, railroads, community-building, Indian problems, and the character and image of the West and Westerners. (HIST 201 or 202 plus HIST 350 fulfills American Institutions requirement.) (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Horticulture

**311 Plant Materials I: Trees** (3) *(Credit/No Credit or letter grade option.) Two lecture and three lab hours plus one hour by arrangement per week.* Growth habits, cultural requirements, and landscape uses of ornamental trees adapted to the climates of California. (CSU/UC)

**312 Plant Materials II: Shrubs and Groundcovers** (3) *(Credit/No Credit or letter grade option.) Two lecture and three lab hours plus one hour by arrangement per week.* Growth habits, cultural requirements, and landscape; uses of ornamental shrubs and ground covers adapted to the climates of California. (CSU/UC)

**315 Landscape Management** (3) *(Credit/No Credit or letter grade option.) Two lecture and three lab hours per week (day class) or three lecture and two hours by arrangement per week (evening class).* Culture and maintenance of turf areas, ground covers, annuals, perennials, shrubs and trees. Landscape water management. Operation of landscape maintenance equipment. (CSU)

**320 Introductory Plant Science.** (3) *(Credit/No Credit or letter grade option.) Two lecture and three lab hours per week.* Introduction to scientific principles of higher plant structure, function, and reproduction to serve as a basis for further practical work in the field of horticulture. (CSU/UC)

**325 Interior Plantscape** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week.* Study of various types of plant materials, containers, and growing media and of the environmental factors that affect plants used in interior plantscaping of commercial offices, hotels, and shopping centers. (CSU)

**326 Growing Orchids** (1.0) *(Credit/No Credit grading.) Three lecture hours per week for six weeks.* Principles and techniques of growing orchids. Study of their history, growth habits, culture, media selection, potting techniques, diseases, pests,

fertilizer requirements and propagation. Identification and culture of popular orchids used in the nursery and floral design industries. Field trips to outstanding orchid growers' greenhouses. (CSU)

**327 Nursery Management** (3) *(Credit/No Credit or letter grade option.) Two lecture and three lab hours per week.* Overview of the nursery industry. Practical application of the principles of nursery practice, including location, greenhouse design, and equipment. Plant propagation and plant growing techniques, using the college greenhouse. Field trips to outstanding nurseries. (CSU)

**330 Integrated Pest Management** (3) *(Credit/No Credit or letter grade option.) Two lecture and three lab hours plus one hour by arrangement per week (day class) or three lecture and two hours by arrangement per week (evening class).* Symptoms, identification, and methods of control of the principal diseases, pests, and weeds important in California landscape industry. Emphasis on integrated pest management including biological, cultural, and chemical controls. Calibration and use of application equipment and pesticide safety. Preparation for State Applicator's License. (CSU)

**340 Principles of Landscape Design** (4) *(Credit/No Credit or letter grade option.) Two lecture and six lab hours plus three hours by arrangement per week.* Graphics, drafting, perspective, surveying, environmental planning, history, and design for the residential landscape. Extra supplies required. (CSU)

**342 Landscape Construction** (3) *(Credit/No Credit or letter grade option.) Two lecture and three lab hours per week (day class) or three lecture and two hours by arrangement per week (evening class).* Planting and construction techniques: design, installation, and maintenance of sprinkler systems; cost finding and estimating for the landscape trades, including legal aspects of contracting. (Assists students in preparing for Landscape Contractor's License Examination.) (CSU)

**400 Floral Arranging I** (1.5) *(Credit/No Credit or letter grade option.) One lecture and two lab hours plus one hour by arrangement per week.* In-depth study of Western Geometric floral design using current methods of fresh flower arranging and incorporating the principles and elements of the art of floral design. Covers industry standards of design and construction as well as correct care and handling techniques for

fresh floral materials. Includes historical as well as contemporary design styles. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**401 Floral Arranging II** (1.5) (*Credit/No Credit or letter grade option.*) *One lecture and two lab hours plus one hour by arrangement per week. Prerequisite: HORT 400 or equivalent.* Continuation of the study of floral arranging, emphasizing modern styles and techniques. Examines stylistic considerations and creative variety in the use of fresh floral material. Develops the practical application and construction of both decorative and natural design styles, with emphasis on the development of speed and efficiency. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 3 units.) (CSU)

**404 Flowers to Wear and Carry I** (.5) (*Credit/No Credit or letter grade option.*) *One lecture and two lab hours per week for eight weeks.* Study of the mechanics, techniques, skills, and designs of flowers to wear and carry. Includes history and meaning of body flowers, present styles, and use. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 1 units.) (CSU)

**405 Flowers to Wear and Carry II** (.5) (*Credit/No Credit or letter grade option.*) *One lecture and two lab hours per week for eight weeks. Prerequisite: HORT 404.* Continuing study of the mechanics, techniques, skills, and designs of flowers to wear and carry introduced in Horticulture 404. Emphasizes advanced styles and unique interpretations. Emphasizes the study of the history, uses, and construction methods of the hand-held nosegay and Hawaiian lei. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 1 unit.) (CSU)

**415 Retail Floristry Management** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week.* Principles and procedures of working in and owning a floral business. Covers employment, customer care and relations, product pricing, delivery, and handling fresh product. Introduces potential floral business owners to financing, purchasing and operating a business in the floral industry. Concepts dis-

cussed include: merchandising, cost of goods, inventory, wire services, delivery, accounting, profit and loss statements, advertising, employee relations, planning, buying and marketing. (CSU)

**417 European Floral Design** (1.5) (*Credit/No Credit or letter grade option.*) *One lecture hour and two lab hours per week. Prerequisite: HORT 401 or equivalent.* Study of floral design with emphasis on modern European styles. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 3 units.) (CSU)

**419 Bridal and Party Designs** (1.5) (*Credit/No Credit or letter grade option.*) *One lecture and two lab hours per week. Prerequisite: HORT 401 or equivalent.* Advanced study of floral design focusing on wedding and party work. Emphasizes reception, church, bridal party, theme parties, and centerpieces. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 3 units.) (CSU)

**421 Contemporary Ikebana** (1.5) (*Credit/No Credit or letter grade option.*) *One lecture and two lab hours per week.* Study of Japanese flower arranging, its history, philosophy, method and practice. Covers three schools of Ikebana (Ikenobo, Ohara, and Sogetsu) and includes work toward a certificate from the Sogetsu School. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken four times for a maximum of 6 units.) (CSU)

**422 Designs for Entertaining** (0.5) (*Credit/No Credit or letter grade option.*) *Two lecture and four lab hours per week for four weeks.* An in-depth study of creative application of floral design skills used in floral decorating for large and small events. Development of a theme, budget, and buying plan and coordination with event specialists. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**425 Cut Flower Identification** (1) (*Credit/No Credit or letter grade option.*) *Two lecture hours per week for eight weeks.* Study of the identification, care, and handling of cut floral materials. Covers the range of flowers and foliages most commonly used by retail florists. Includes proper care and handling of flowers from the grower to the retail shop as well as botanical and common names of cut flowers

and foliages. Covers special care and handling of floral materials, with an emphasis on proper handling techniques for designers in the shop environment. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 2 units.) (CSU)

**426 Sympathy Floral Design** (1.5) (*Credit/No Credit or letter grade option.*) *One lecture and two lab hours per week. Prerequisite: HORT 400.* In-depth study of historical and current styles, trends, and techniques used in the construction of floral designs for funeral tributes. Highlights stages of the grief process, correct salesmanship, and good relations with mortuaries. This is an intermediate level course. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**427 Floral Design with Everlasting Flowers** (1.5) (*Credit/No Credit or letter grade option.*) *One lecture and two lab hours plus one hour by arrangement per week. Prerequisite: HORT 400* Study of the commercial methods of flower arranging used to develop original design skills in the use of everlasting floral material. Highlights techniques, styles, and preservation uniquely suited to permanent botanicals and dried and pressed flowers. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**428 Display Design for Florists** (.5) (*Credit/No Credit or letter grade option.*) *One lecture and two lab hours plus one hour by arrangement per week for eight weeks.* Visual merchandising and display for retail florists. In-depth study of the purpose of display and rules of effective visual merchandising as used by successful retail florists. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 1 unit.) (CSU)

**429 Corporate Accounts and Tropical Designs** (.5) (*Credit/No Credit or letter grade option.*) *One lecture and two lab hours plus one hour by arrangement per week for eight weeks. Recommended Preparation: HORT 401 or equivalent.* Study of the methods of developing, servicing, and expanding corporate floral accounts currently in practice in the retail floral community. Emphasizes the care and handling of tropical floral materials, as well as appropriate design styles. This is an advanced

skill level course. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (May be taken twice for a maximum of 1 unit.) (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**701 Ornamental Horticulture I** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Soils, manures, and fertilizers; lawn establishment and management. (CSU)

**702 Ornamental Horticulture II** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Landscape management: pruning training of trees and shrubs; garden color using annuals, perennials, and bulbs. Basic pest control, including safety and storage of pesticides. (CSU)

**705 Soils and Plant Growing** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Fundamental principles of soils, soil management, fertility, and plant nutrition. Soil types, origins, characteristics, and biological relationships. Commercial and natural fertilizers; soil conditioners; growing media; crop rotation; and watering. (CSU)

**706 Plant Propagation** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Principles and practices of propagating plants for sale for landscape use, including laboratory work in making cuttings, grafting and budding, potting, and canning. Visits to wholesale and retail nurseries. Seedage, cuttage, layerage, and plant breeding and improvement. (CSU)

**709 Principles of Landscaping** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Introduction to principles of residential landscaping, emphasizing fundamental design and construction. (CSU)

**711 Landscape: Trees** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Tree classification, description, nomenclature, and morphology. Study in class of trees commonly used in California parks and gardens. Emphasizes plant identification. (CSU)

**712 Landscape: Shrubs** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Study of shrubs, ground covers, and vines commonly used in California. (CSU)

**721 Landscape Construction I** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Study of irrigation systems. Emphasizes piping, fittings, equipment, design, installation, and maintenance. (CSU)

**722 Landscape Construction II** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Emphasizes installation of lawns, decks, patios, paths, and related elements. Includes contractor's license requirements and estimating. (CSU)

**742 Greenhouse Management** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Propagation and culture of roses, carnations, chrysanthemums, orchids, potted plants, and other greenhouse crops. Pest and disease control. (CSU)

**777 Pest Control I** (2) (Credit/No Credit or letter grade option.) Two lecture hours and one lab hour per week. History and development of ornamental plant pesticides and biological controls. Emphasizes integrated pest management, especially San Francisco Bay Area pests and their control. Demonstrates testing and application equipment. Includes insect and related pests, their anatomy, growth, life cycles and classification. Preparation for State Applicator's License. (CSU)

**778 Pest Control II** (2) (Credit/No Credit or letter grade option.) Two lecture hours and one lab hour per week. Study of the biological (bacterial, fungal and viral) and abiotic (temperature, light, soil, water and air) causes of plant diseases. Study of the common weeds and vertebrate pests in ornamental gardens. Reviews controls, with an emphasis on Integrated Pest Management, including cultural, biological, and chemical. (CSU)

**803 Plant Disease** (1) (Credit/No Credit or letter grade option.) Three lecture hours per week for six weeks. Common diseases and abiotic ailments of ornamental plants grown in California. Includes the nature of the disease process; life cycle of pathogens; and integrated pest management of plant diseases, including biological, cultural and, when appropriate, chemical controls. (Units do not apply toward AA/AS degree.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Humanities

(Also see *History and Philosophy*)

**101 Introduction to Humanities: Greece through Reformation** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Explores the major cultural and intellectual movements of Western Civilization from Greece through the Reformation. Considers the development of literature, art, architecture, and music, along with their relationship to mythological, religious, and scientific attitudes toward man, nature, and God. (CSU/UC)

**102 Introduction to Humanities: Reformation to Present** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Explores the major cultural and intellectual movements of Western Civilization from the Reformation to the present. Considers the development of literature, art, architecture, and music, along with their relationship to mythological, religious, and scientific attitudes toward man, nature, and God. (CSU/UC)

**111 Religion, Literature, and Philosophy in Ancient Greece** (3) (Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Examples drawn from Greek tragedy and philosophy focus on changing attitudes toward the gods, the hero, nature, society, and personal development. Explores concepts of justice, the significance of suffering and attitudes toward fate, human freedom, and responsibility. (CSU/UC)

**112 Art and Architecture – Late Roman Empire to Renaissance** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* The development of art and architecture from the early centuries to the end of the Middle Ages. The rise of Christianity, church vs. state, Medievalism, the Renaissance, and Counter-Reformation. (CSU/UC)

**114 Film and Literature as Communication in the 20th Century** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Traces the part played by literature and film in reflecting and bringing about major changes in perception, consciousness, and thought and deals with some of the problems consequent to these changes. (CSU/UC)

**125 Technology/Contemporary Society/ Human Values** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Humanistic and critical analysis of the impact of contemporary technology on the environment, economic and political systems, warfare, education, medicine, genetics, behavior control, and information management. Examines reasons for the rise of technological civilization in the West, the phenomenology of modern technology, and the problem of control. (CSU/UC)

**127 Science and Art I: Prehistory to Renaissance** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Changing ideas of nature and the cosmos, from prehistory to the age of Newton. Development of scientific con-

cepts of nature and their effect on man's perceptions of the world, as reflected in changing styles of art, music, literature, and philosophy. Social and cultural values that influenced and were influenced by scientific and artistic events of the time. (Completion of HUM. 127 and 128 satisfies three units of Physical Science and three units of Humanities credit for the AA/AS degree. Either course taken alone satisfies three units of Humanities credit only.) (CSU/UC)

**128 Science and Art II: Renaissance to 20th Century** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Changing ideas of nature and the cosmos, from the Scientific Revolution to the 20th Century. Development of scientific concepts of nature and their effect on man's perceptions of the world, as reflected in changing styles of art, music, literature, and philosophy. Social and cultural values that influenced and were influenced by scientific and artistic events of the time. (Completion of HUM. 127 and 128 satisfies three units of Physical Science and three units of Humanities credit for the AA/AS degree. Either course taken alone satisfies three units of Humanities credit only.) (CSU/UC)

**131 Cultural Achievements of African-Americans** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to Black aesthetics, concentrating on the religious, philosophical, literary, musical, and art forms of Africa and African-Americans. Explores the relationship that philosophy, myth, religion and socio-political traditions have had with each other by examining the arts, literature, film, music, and other creative forces. (CSU/UC)

**133 Cultural Achievements of Asian Americans** (3) *Three lecture hours per week. Recommended Preparation: previous Ethnic Studies courses and eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415*

*OR appropriate skill level as indicated by the reading placement tests or other measures.* Develops an awareness and understanding of Asian cultures through study of the heritage in religion, family, literature, music, arts, crafts, and foods. Includes guest lecturers, tours, demonstrations, and hands-on experiences. (CSU/UC)

**136 Creative Women in Modern Times** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Explores the works and projects created by women in the Western world from the Renaissance to the present, including the achievements of women in statecraft, philosophy, the visual arts, music, photography, and filmmaking, especially in the 19th and 20th Centuries. (CSU/UC)

**140 Cultural Heritage of San Francisco and Its Environs** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of the history, art, architecture, music, literature, and geography of San Francisco. Covers early California as well as the present but emphasizes the decades from the Gold Rush to the early part of the 20th Century. (CSU)

**675 Honors Colloquium in Western Civilization I** (1) *One lecture hour per week. Prerequisite: limited to students in the Honors Program who have completed or are concurrently enrolled in an associated non-honors course in Western Civilization or the equivalent. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Readings, discussion, and lectures covering selected advanced topics in Western Civilization to be determined by the Humanities Department and the Honors Program. (CSU/UC\*)

**676 Honors Colloquium in Western Civilization II** (1) *One lecture hour per week. Prerequisite: limited to students in the Honors Program who have completed or are concurrently enrolled in an associated non-honors course in Western Civilization or the equivalent. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures* Readings, discussion, and lectures covering selected advanced topics in Western Civilization to be determined by the Humanities Department and the Honors Program. (CSU/UC\*)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Human Services

**100 Introduction to Human Services** (3) *Three lecture hours per week. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures* Introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory, and self-support techniques for Human Services workers. (CSU)

**110 Introduction to Counseling and Interviewing** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to the basic skills and techniques of counseling and interviewing. Covers listening, responding, building trust, questioning, assessment, re-

flecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. (CSU)

**115 Introduction to Case Management** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introductory course to familiarize students with the basic concepts and skills of case management. Covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring, and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Services settings. (CSU)

**120 Public Assistance and Benefits Programs** (1) *Eight lecture hours per week for two weeks. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Overview and examination of benefits awarded under state and federal assistance programs. Analyzes and evaluates TANF (Temporary Aid to Need Families), SSI and SSDI (Social Security Insurance), MediCal, Medicaid, Medicare, and foodstamps and examines their implications for self-sufficiency. Students will gain a working knowledge of the various benefit programs available to persons in need, including eligibility requirements, determination, and duration.

**130 Employment Support Strategies** (1-3) *One to three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* An introductory course for students preparing to work in Human Service agencies and other settings that assist individuals to secure and maintain employment. Covers the values and principles of employment support services, assessment for work readiness, strength identification, motivation,

removing barriers to employment, community training and employment resources, job search and match, job coaching, and support planning. Maybe taken up to four times for no more than 6 units. (CSU)

**131 Job Development** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to the values, theory, skills, and practices used by job developers to facilitate successful job placement for persons in need of employment. Covers the values and principles of job development, marketing, developing partnerships with employers, presentation skills, career counseling, vocational assessment, job match, job placement, and job retention. Designed for paraprofessionals currently working in Human Service agencies and students preparing for careers in Human Services. (CSU)

**150 Rehabilitation and Recovery** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to the principles and practices involved in providing support services to persons with psychiatric disabilities as they move through the process of rehabilitation and recovery. Covers the theory, values, and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, the development of rehabilitative environments and support systems, disabilities management, approaches to service delivery, skills, and ethics. (CSU)

**151 Current Trends and Issues in Psychosocial Rehabilitation** (1-3) *One to three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of current trends and issues affecting the field of psychosocial rehabilitation. Covers contemporary issues and service-delivery trends in rehabilitation as they are applied to a mental health setting. Designed for paraprofessionals currently work-



ing in Health and Human Service Agencies and student preparing for careers in Human Services. May be taken up to four times for no more than 6 units. (CSU)

**262 Empowerment Skills for Family Workers (3)** *Three lecture hours per week. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to family support services designed to prepare human services students and workers with the values, knowledge, and skills needed to empower families to achieve self-reliance. Focuses on the principles of family development, family empowerment skills, self-support for family workers, effective communication with families, and cultural competency. (CSU)

**264 Supporting Family Success (3)** *Three lecture hours per week. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* A skills-based course designed to prepare human services students and workers to provide support services to families in a community setting. Covers strength-based assessment, resource development, service coordination, collaboration and networking, home visitations, team building, goal setting, and family conference facilitation. (CSU)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**690 Special Projects (1-2)** (See first page of Description of Courses section.) (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**880 – 889 Selected Topics (1-3)** (See first page of Description of Courses section.)

## Italian

### *Language Laboratory and Listening*

**Requirement:** since imitation, response, and independent practice are integral features of the study of a foreign language at the College, students enrolled in certain courses in foreign language are required to use the language laboratory as prescribed by each department.

Note: To be transferable to UC, Italian courses must be taken for letter grade.

**110 Elementary Italian (5)** *(Credit/No Credit or letter grade option.) Five lecture hours plus two lab hours by arrangement per week.* Introduction to the language for beginners: basic grammar and vocabulary, conversation, reading, and writing. Presents cultural material in short readings. (CSU/UC)

**111 Elementary Italian I (3)** *(Credit/No Credit or letter grade option.) Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: eligibility for ENGL 838 or higher English course.* Introduction to elementary communication in Italian based on oral and written exercises; acquisition of basic vocabulary and structures as well as cultural material studied in graded readings. (CSU/UC\*)

**112 Elementary Italian II (3)** *(Credit/No Credit or letter grade option.) Three lecture hours plus one lab hour by arrangement per week. Prerequisite: ITAL 111 or equivalent with Credit or a grade of C or higher.* Continuation of ITAL 111. Further study in elementary Italian based on oral and written exercises; acquisition of basic vocabulary and structures as well as cultural material studied in graded readings. (CSU/UC\*)

**115 Beginning Italian I (3.0)** *(Telecourse.) (Credit/No Credit or letter grade option.)* Basic Italian vocabulary and language structures studied through text, audio-cassettes, and broadcast videotapes. Equivalent to Italian 111 but without the oral component. (CSU)

**116 Beginning Italian II (3.0)** *(Telecourse) (Credit/No Credit or letter grade option.) Prerequisite: ITAL 115 or equivalent with Credit or a grade of C or higher.* Continuation of a televised, entry-level course that introduces basic Italian vocabulary and language structures and enhances appreciation of Italian culture. Workbook and audiotape exercises focus on reading, writing, and listening comprehension. This course parallels Italian 112 but without the oral component. (CSU)

**117 Advanced Beginning Italian I (3.0)** *(Telecourse) (Credit/No Credit or letter grade option.) Prerequisite: ITAL 116 or equivalent with Credit or a grade of C or higher.* First half of a televised second-semester course that continues to introduce basic Italian vocabulary and language structures and enhances appreciation of Italian

culture. Workbook and audio tape exercises focus on reading, writing, and listening comprehension. This course parallels Italian 121 but without the oral component. (CSU)

**118 Advanced Beginning Italian II (3.0)** *(Telecourse) (Credit/No Credit or letter grade option.) Prerequisite: ITAL 117 or equivalent with Credit or a grade of C or higher.* Second half of a televised second-semester course that completes the introduction to basic Italian vocabulary and language structures and enhances appreciation of Italian culture. Workbook and audio tape exercises focus on reading, writing, and listening comprehension. This course parallels Italian 122 but without the oral component. (CSU)

**120 Advanced Elementary Italian (5)** *(Credit/No Credit or letter grade option.) Five lecture hours per week. Prerequisite: ITAL 110 or 112 or equivalent with Credit or a grade of C or higher.* Continuation of work begun in Italian 110. Emphasizes reading, writing, speaking, and introduction to Italian culture. (CSU/UC\*)

**121 Advanced Elementary Italian I (3)** *(Credit/No Credit or letter grade option.) Three lecture hours plus one lab hour by arrangement per week. Prerequisite: ITAL 112 or equivalent with Credit or a grade of C or higher.* Further study of grammar and sentence structure, oral and written exercises, conversation in Italian, and dictation. Further study of Italian culture. (CSU/UC\*)

**122 Advanced Elementary Italian II (3)** *(Credit/No Credit or letter grade option.) Three lecture hours plus one lab hour by arrangement per week. Prerequisite: ITAL 121 or equivalent with Credit or a grade of C or higher.* Further study of grammar and sentence structure, oral and written exercises, conversation in Italian, and dictation. Further study of Italian culture. (CSU/UC\*)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**690 Special Projects (1-2)** (See first page of Description of Courses section.) (CSU)

**879 Selected Topics (1-3)** (See first page of Description of Courses section.)

**801 Conversational Italian I, Elementary (2)** *(Credit/No Credit grading.) Three lecture hours per week.* A practical course in the Italian language. Intensive drill in the patterns and idioms of daily speech with sufficient grammar to give flexibility in the spoken language. May be considered an

excellent preparatory course for students who have not taken a foreign language before. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**802 Conversational Italian II, Advanced** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: ITAL 801 or equivalent with Credit.* Further work in conversation following the model of Italian 801. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**810 Basic Italian Communication** (.5) (*Credit/No Credit grading.*) *Two lecture hours per week for four weeks.* Introduction to the basics of communicating in Italian and to the cultural expectations of Italian speakers in business and tourism relationships. Designed to help those with little or no knowledge of Italian culture communicate successfully via words and culturally appropriate actions.

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Japanese

### *Language Laboratory and Listening*

**Requirement:** since imitation, response, and independent practice are integral features of the study of a foreign language at the College, students enrolled in certain courses in foreign language are required to use the language laboratory as prescribed by each department.

Note: To be transferable to UC, Japanese courses must be taken for letter grade.

**110 Elementary Japanese** (5) (*Credit/No Credit or letter grade option.*) *Five lecture hours plus two lab hours by arrangement per week.* A beginning course in Japanese emphasizing oral expression, reading, and written forms. (CSU/UC)

**111 Elementary Japanese I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week.* Covers approximately the first half of the semester's work in Japanese 110. (CSU/UC\*)

**112 Elementary Japanese II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: JAPN 111 or equivalent with Credit or a grade of C or higher.* Covers approximately the second half of the semester's work in Japanese 110. (Japanese 111 and 112 are equivalent to Japanese 110.) (CSU/UC\*)

**120 Advanced Elementary Japanese** (5) (*Credit/No Credit or letter grade option.*) *Five lecture hours plus two lab hours by arrangement per week. Prerequisite: JAPN 110 or 112 or equivalent with Credit or a grade of C or higher.* Further study of basic patterns of Japanese. (CSU/UC)

**121 Advanced Elementary Japanese I** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: JAPN 110 or 112 or equivalent with Credit or a grade of C or higher.* Covers approximately half of the semester's work in Japanese 120. (CSU/UC\*)

**122 Advanced Elementary Japanese II** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: JAPN 121 or equivalent with Credit or a grade of C or higher.* Covers approximately the second half of the semester's work in Japanese 120. (Japanese 121 and 122 are equivalent to Japanese 120.) (CSU/UC\*)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**801 Conversational Japanese I, Elementary** (2) (*Credit/No Credit grading.*) *Three lecture hours per week.* A practical course in the Japanese language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech, supported by sufficient grammar to give flexibility in the spoken language. (This course will not fulfill the language requirements at California State Universities or the University of California.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Journalism

**110 Mass Media in Society** (3) *Three lecture hours per week. Prerequisite: eligibility for ENGL 100.* Covers the historical roots and the influence of mass media on society. Analyzes electronic and print media forms; journalism, entertainment, and advertising as distinct media offerings; the rights, responsibilities, and ethical issues in mass media; and excesses and propaganda in media messages. Develops autonomous skills in discerning media messages and influences. (CSU/UC) (CAN JOUR 4)

**120 Newswriting** (4) *Three lecture and three lab hours per week. Prerequisite: eligibility for ENGL 848.* Techniques of news gathering, judging news values, and writing the news story. For practical experience, students write for the college paper, *The San Matean*, thus preparing them for future newspaper work. (CSU) (CAN JOUR 2)

**300 Newspaper Production** (2) *Six lab hours per week.* Production of the student newspaper, *The San Matean*. Discussion and criticism of staff organization and newspaper content. (To increase competency, may be taken four times for a maximum of 8 units.) (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Library Studies

**100 Introduction to Library Studies** (1) (*Open entry/open exit*) *Three lab hours per week.* A self-paced course in the use and mastery of standard library tools and resources. Provides practical, hands-on introduction to library organization, access tools (card catalogs and indexes), and reference materials. Outlines research strategies. (CSU/UC)

**105 Online Research Skills** (3) (*Credit/No Credit or letter grade option.*) *Three hours by arrangement per week.* Introduction to online research skills with an emphasis on effective techniques for accessing and searching online databases and other research tools to identify and evaluate quality information. (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Life Sciences

(See *Biology*)

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## Literature

(See *English and Literature*)

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## Machine Tool Technology

**200 Introduction to Machine Tool Technology** (2) *One lecture hour and three lab hours per week.* Survey course for students who requires a generalized experience in machine tools. Includes instruction in bench work, measurement, threads, cutting tools, lathe, mill, grinding, saws and, others. Lab supplies required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**701 Applied CNC Mathematics** (3) *Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: basic machine tool training or equivalent industrial experience. Recommended Preparation: three units of MATH 811 or equivalent skill level.* Mathematics focusing on skills needed for programming CNC

machine tools. Includes algebra, geometry, trigonometry and some analytic geometry. Emphasizes using math to solve the practical problems faced in the work world of a computer numerical control programmer/machinist. (CSU)

**702 Introduction to Numerical-Control Programming** (3) *Six lecture hours per week for eight weeks plus one lab hour per week by arrangement. Prerequisite: MTT 701.* Designed for experienced machinists or advanced technical students. Continuation of MTT 701. Basic concepts in programming machine tools. Covers cutter path (points of transition), motion commands, set ups, miscellaneous functions, canned cycles, program input, sub routines, program editing and debugging. (CSU)

**750 Machine Tool Theory and Practice I** (3) *Two lecture and four lab hours plus three lab hours per week by arrangement. Recommended Preparation: MTT 701.* Instruction in basic machine tool procedures. This course is equivalent to MTT 200. Designed for engineering and drafting students and machinist trainers. Instruction in the use, operation, set up of conventional machine tools. Topics covered include lathes, mills, grinders, tool geometry, physics of metal removal, measurement, and job planning. (CSU)

**755 Machine Tool Theory and Practice II** (2) *One lecture hour and three lab hours plus one lab hour by arrangement per week. Prerequisite: MTT 750.* Intermediate studies in machine tool. Allows skill development in individual areas of interest: tool and cutter grinding, E.D.M., tool design, numerical-control programming, thread cutting, and others. (Lab supplies required.) (CSU)

**760 Machine Tool Theory and Practice III** (2) *One lecture hour and three lab hours plus one lab hour by arrangement per week. Prerequisite: MTT 755.* Advanced studies in machine tool. Allows skill development in individual areas of interest: tool and cutter grinding, E.D.M., tool design, numerical-control programming, thread cutting, and others. (Lab supplies required.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Management

**100 Introduction to Business Management** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Study of the principal functions of modern management, including planning, organizing, staffing, controlling, and decision-making. (CSU)

**105 Financial Management** (3) *Three lecture hours per week. Prerequisite: ACTG 121 or equivalent.* Survey of the concepts of financial management. (CSU)

**110 Report Writing** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Principles of effective communication in a variety of business and industrial applications; emphasizes clarity, accuracy, and logic in the presentation of written, oral, and statistical materials. (CSU)

**120 Management Communications** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Communication processes, both oral and written. Lectures, discussion, case studies, and oral presentations on such topics as the relationship between communication and organizational climate, perception and motivation, and the causes and patterns of miscommunication. (CSU)

**215 Management of Human Resources** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Line supervision and personnel function in industry: selection and placement; wage and salary procedures; training and evaluation. (CSU)

**220 Organizational Behavior** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Individual motivation, interpersonal communication, organizational influence, group dynamics, and decision-making in the organization; the relationship between culture, structure, and technology; leadership and the managing of organization conflict. (CSU)

**235 Techniques of Supervision** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Role of the supervisor: understanding and motivating employees; leadership, communications, problem solving, and decision-making; employee training, performance evaluation, and labor relations; supervising differ-

ent types of workers; delegation; improving work methods; reducing costs; planning and managing time. (CSU)

**265 Project Management** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Principal functions of contemporary project management, including defining, organizing, tracking, and communicating information in order to meet project goals. Focuses on the science of project management as well as the art of managing projects. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Manufacturing and Industrial Technology

**100 Science for Technology** (3) *Three lecture hours per week. Recommended Preparation: one semester of high school algebra.* Study of applied physics phenomena as related to simple devices, including forces, stress, motion acceleration, velocity, friction, energy, and basic thermodynamics. (CSU)

**120 Industrial Materials and Processes** (3) *Three lecture hours per week.* The study of metals common to industry and related industrial manufacturing processes. Includes the removing, shaping, and joining of metals as well as the processing of plastics, rubber, glass, and some exotic materials currently used in local industries. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Mathematics

(Also see *Business 115, 810*)

The normal sequence of mathematics courses at CSM is 110, 115, 120, 130, 222, 251, 252, 253, 275. A student who qualifies for a particular mathematics course is eligible for any course lower in sequence. If the student has not taken a mathematics course during the previous two years, it is strongly recommended that the student enroll in a course below the one for which he or she would normally be eligible.

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

Extra supplies may be required in all Mathematics classes except MATH 811 and 812.

**110 Elementary Algebra** (5) *Day: five lecture hours per week; evening: six lecture hours per week; plus one hour by arrangement per week. Prerequisite: appropriate skill level as measured by a satisfactory score on Math Placement Test One in combination with previous math coursework. Students who have earned three units of credit in BUS. 810 (BUS. 110 at Cañada College) or MATH 811 at one of the SMCCCD colleges need not take the Math Placement Test. Recommended Preparation: completion of READ 825 with a grade of C or higher and concurrent enrollment in READ 830 OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of elementary algebra through quadratic equations.

**111 Elementary Algebra I** (FIRST HALF) (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: appropriate skill level as measured by a satisfactory score on Math Placement Test One in combination with previous math coursework. Students who have earned three units of credit in BUS. 810 (BUS. 110 at Cañada College) or MATH 811 at one of the SMCCCD colleges need not take the Math Placement Test. Recommended Preparation: completion of READ 825 with a grade of C or higher and concurrent enrollment in READ 830 OR appropriate skill level as indicated by the reading placement tests or other measures.* Covers the first half of the semester's work of MATH 110.

MATH 111-112 provides a two-semester study of MATH 110, a study of elementary algebra through quadratic equations.

**112 Elementary Algebra II** (SECOND HALF) (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: MATH 111 or an equivalent course at a postsecondary institution. Recommended Preparation: completion of READ 825 with a grade of C or higher and concurrent enrollment in READ 830 OR appropriate skill level as indicated by the reading placement tests or other measures.* Covers the second half of the semester's work of MATH 110.

**115 Geometry** (5) *Day: five lecture hours per week; evening: six lecture hours per week; plus one hour by arrangement per week. Prerequisite: MATH 110 or 112 or an equivalent course at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Two in combination with a high school course equivalent to MATH 110 or 112).* Study of the properties of plane and solid figures, using formal logic and the real number system. Includes some non-Euclidean, projective, and topological elements.

**120 Intermediate Algebra** (5) *Day: five lecture hours per week; evening: six lecture hours per week; plus one hour by arrangement per week. Prerequisite: MATH 110 or 112 or an equivalent course at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Two in combination with a high school course equivalent to MATH 110 or 112). Recommended Preparation: MATH 115 OR one year of high school geometry and completion of READ 830 with a grade of C or higher and concurrent enrollment in READ 400 or 405 OR appropriate skill level as indicated by the reading placement tests or other measures.* A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, equations in two variables, graphs, systems of equations, exponential and logarithmic functions, sequences, and series.

**122 Intermediate Algebra I (FIRST HALF)** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: MATH 110 or 112 or an equivalent course at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Two in combination with a high school course equivalent to MATH 110 or 112). Recommended Preparation: MATH 115 OR one year of high school geometry and completion of READ 830 with a grade of C or higher and concurrent enrollment in READ 400 or 405 OR appropriate skill level as indicated by the reading placement tests or other measures.* Covers the first half of the semester's work of MATH 120. MATH 122-123 provides a two-semester study of the material in MATH 120, a comprehensive review of elementary algebra with certain topics studied in greater depth.

**123 Intermediate Algebra II (SECOND HALF)** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: MATH 122 or an equivalent course at a postsecondary institution. Recommended Preparation: completion of READ 830 with a grade of C or higher and concurrent enrollment in READ 400 or 405 OR appropriate skill level as indicated by the reading placement tests or other measures.* Covers the second half of the semester's work of MATH 120.

**125 Elementary Finite Mathematics** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: MATH 120 or 123 or an equivalent course at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Three in combination with a high school course equivalent to MATH 120 or 123). Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to finite mathematics. Includes systems of linear equations and inequalities, matrices, set theory, logic, combinatorial techniques, elementary probability, linear programming, and mathematics of finance. Places particular emphasis on applications. (CSU/UC) (CAN MATH 12)

**130 Analytic Trigonometry** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisites: MATH 115 and MATH 120 or 123 or equivalent courses at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Three in combination with high school courses equivalent to MATH 115 and MATH 120 or 123). Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; function of multiple angles; identities and equations; radian measure; inverse functions; and solution of triangles. (CSU) (CAN MATH 8)

**200 Elementary Probability and Statistics** (4) *Day: four lecture hours per week; evening: five lecture hours per week; plus one hour by arrangement per week. Prerequisite: MATH 120 or 123 or an equivalent course at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Three in combination with a high school course equivalent to MATH 120 or 123). Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Representation of data, use and misuse of statistics, measures of central tendency and dispersion, probability, sampling distributions, statistical inference, regression and correlation, contingency tables, and nonparametric methods. (CSU/UC\*) (CAN STAT 2)

**222 Precalculus** (5) *Day: five lecture hours per week; evening: six lecture hours per week; plus one hour by arrangement per week. Prerequisite: MATH 130 or an equivalent course at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Three in combination with a high school course equivalent to MATH 130). Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of more advanced algebra including the theory of equations, complex numbers, logarithmic and exponential functions, matrices, determinant function, binomial theorem, sequences, and mathematical induction; review of trigonometry; topics of analytic geometry. (CSU/UC\*) (CAN MATH 16)

**231 Symbolic Logic and Mathematical Proof** (1) *(Credit/No Credit or letter grade option.) Two lecture hours plus one hour by arrangement per week for eight weeks. Prerequisite: MATH 130 or an equivalent course at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Three in combination with a high school course equivalent to MATH 130). Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures. Strongly recommended for students enrolled in or planning to take MATH 251 and math courses with numbers higher than 251.* Propositions, arguments and validity, truth-functional equivalence, axiomatic systems, quantifiers, direct and indirect proof, and proof strategy. (CSU)

**241 Applied Calculus I** (5) *Day: five lecture hours per week; evening: six lecture hours per week; plus one hour by arrangement per week. Prerequisites: MATH 120 or 123 or an equivalent course at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Three in combination with a high school course equivalent to MATH 120 or 123). Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures. Recommended for Business Majors: MATH 200.* 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.) (CSU/UC\*) (CAN MATH 30) (MATH 241 and 242 = CAN MATH SEQ D)

**242 Applied Calculus II** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisites: MATH 130 and 241 or the equivalent courses at a postsecondary institution. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Further work in differentiation and integration, trigonometric functions, calculus of functions of several variables, and selected topics from differential equations. (CSU/UC\*) (MATH 241 and 242 = CAN MATH SEQ D)

**251 Calculus with Analytic Geometry I**

(5) *Day: five lecture hours per week; evening: six lecture hours per week; plus one hour by arrangement per week. Prerequisites: completion of Precalculus/College Algebra or the equivalent courses at a postsecondary institution OR equivalent skill level (as measured by a satisfactory score on Math Placement Test Four in combination with a high school course equivalent to Precalculus/College Algebra). Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of limits, continuity, the derivative, applications of the derivative, and the definite integral. (CSU/UC\*) (MATH 251, 252, and 253 = CAN MATH SEQ C)

**252 Calculus with Analytic Geometry II**

(5) *Day: five lecture hours per week; evening: six lecture hours per week; plus one hour by arrangement per week. Prerequisite: MATH 251 or an equivalent course at a postsecondary institution. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of the antiderivative, techniques of integration, applications of the definite integral, exponential and logarithmic functions, parametric equations, polar coordinates, conic sections, Taylor polynomials and Taylor's formula, and infinite series. (CSU/UC\*) (MATH 251, 252, and 253 = CAN MATH SEQ C)

**253 Calculus with Analytic Geometry III**

(5) *Day: five lecture hours per week; evening: six lecture hours per week; plus one hour by arrangement per week. Prerequisite: MATH 252 or an equivalent course at a postsecondary institution. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of the calculus of functions of several independent variables, partial derivatives, multiple integration, vectors and vector calculus to include Green's theorem, Stokes' theorem, and the divergence theorem. (CSU/UC\*) (MATH 251, 252, and 253 = CAN MATH SEQ C)

**268 Discrete Mathematics** (4) *Day: four lecture hours per week; evening: five lecture hours per week; plus one hour by arrangement per week. Prerequisite: MATH 251 or an equivalent course at a postsecondary institution. Recommended Preparation:*

*Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* 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, probability, algebraic structures, statistics, graphs, counting, and combinatorics. Extra supplies may be required. (CSU/UC)

**270 Linear Algebra** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: MATH 252 or an equivalent course at a postsecondary institution. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Vectors and matrices applied to linear equations and linear transformations; real and inner product spaces. (CSU/UC) (CAN MATH 26)

**275 Ordinary Differential Equations** (3) *Three lecture hours plus one hour by arrangement per week. Prerequisite: MATH 253 or an equivalent course at a postsecondary institution. With permission of the instructor, may be taken concurrently with MATH 253. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. (CSU/UC) (CAN MATH 24)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**811 Arithmetic Review** (1-3) (*Credit/No Credit grading.*) (*Open entry/open exit*) *Three lecture hours plus one hour by arrangement per week. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures.* Basic arithmetic facts and operations of whole numbers, signed numbers, fractions, decimals, and percents; estimation, number sense, calculator skills, area and volume, and applications. (Units do not apply toward AA/AS degree.)

**812 Elementary Algebra Review** (1) (*Credit/No Credit grading.*) (*Open entry/open exit*) *Three hours per week of individualized instruction. Prerequisite: MATH 110 or 111/112.* A review of elementary algebra. (Units do not apply toward AA/AS degree.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Medical Assisting

**100 Introduction to Medical Assisting**

(3) *Three lecture hours per week.* Duties and responsibilities of a medical assistant, transcriptionist, and billing specialist in a physician's office, clinic, hospital, or other medical facility. Emphasizes desirable personality traits and human relationships as well as medical ethics, specialties in the medical field, and office maintenance.

**110 Basic Medical Terminology**

(3) *Three lecture hours per week. Recommended Preparation: eligibility for English 800 or equivalent skill level.* Development of a medical vocabulary through the study of the principles of word construction and word analysis, with emphasis on spelling and pronunciation. Medical abbreviations and symbols. (CSU)

**115 Medical Word Processing** (3) *Three lecture hours per week plus two lab hours per week by arrangement. Prerequisite: BUS 315 or equivalent skill level.* Training in production typing of medical letters, reports, and forms using the microcomputer. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**120 Clinical Procedures I** (4) *Three lecture and three lab hours per week. Prerequisites: BIOL 130 and MEDA 110.* Examination room techniques; asepsis and sterilization procedures; laboratory procedures and techniques of specimen collection; electrocardiograms; and injections and venipuncture. A materials fee as shown in the *Schedule of Classes* is payable upon registration.

**121 Clinical Procedures II** (4) *Three lecture and three lab hours per week. Prerequisite: MEDA 120 with a grade of C or higher.* Administering medications; eye and ear lavage; electroencephalograms; removal of sutures and staples; bandaging and dressings; and other examination and clinical

procedures. A materials fee as shown in the *Schedule of Classes* is payable upon registration.

**140 Medical Transcription: Basic** (3) *Three lecture hours per week plus two lab hours per week by arrangement. Prerequisites: MEDA 110 and 115. Recommended Preparation: BIOL 130.* Machine transcription of medical reports. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**141 Medical Transcription: Advanced** (3) *Three lecture hours per week plus two lab hours per week by arrangement. Prerequisites: MEDA 140. Recommended Preparation: MEDA 190 and BIOL 130.* Intensive transcription of hospital-type medical reports, including history and physical examinations, surgeries, discharge summaries, and radiologic and nuclear medicine reports. A materials fee as shown in the *Schedule of Classes* is payable upon registration.

**150 Medical Office Procedures** (3) *Three lecture hours per week plus two lab hours per week by arrangement. Prerequisites: completion of or concurrent enrollment in MEDA 100 and 110.* Fundamental office procedures applied to the medical field. Decision-making, setting priorities, finding information, coping with interruptions, and producing under pressure in medical office simulations. A materials fee as shown in the *Schedule of Classes* is payable upon registration.

**160 Medical Insurance Procedures** (3) *Three lecture hours per week plus two lab hours per week by arrangement. Prerequisites: BUS. 315 or equivalent.* Covers Blue Cross, Blue Shield, Medicare, Medi-Cal, Worker's Compensation, and other insurance programs. Coding resources used in claims preparation. Billing and bookkeeping methods using the microcomputer. A materials fee as shown in the *Schedule of Classes* is payable upon registration.

**161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Beginning Coding** (1) *(Credit/No Credit or letter grade option.) Four lecture hours per week for four weeks.* Development of nomenclature and classification systems of diseases. Basic coding principles of diseases and symptoms according to ICD-9-CM with emphasis on the coding of medical records. Use of indexes, sequencing of code numbers, and preparation of documents. (To increase competency, may be repeated one time.)

**162 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Intermediate Coding** (1) *(Credit/No Credit or letter grade option.) Four lecture hours per week for four weeks. Prerequisite: MEDA 161.* Intermediate principles and philosophy of coding logic according to ICD-9-CM. Emphasizes the use of UHDDS, source documents, multiple coding, sequencing, V codes, tables, neoplasms, and mental disorders.

**163 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Advanced Coding** (1) *(Credit/No Credit or letter grade option.) Four lecture hours per week for four weeks. Prerequisite: MEDA 162.* Advanced principles and philosophy of coding logic according to ICD-9-CM. Emphasizes diseases by body systems, complications, injuries, and adverse effects of drugs.

**164 CPT (Current Procedural Terminology) Beginning Coding** (1) *(Credit/No Credit or letter grade option.) Four lecture hours per week for four weeks.* Basic coding principles of medical procedures according to CPT and an introduction to ICD-9-CM procedural coding. Use of CPT, modifiers, appendices, and preparation of documents. (To increase competency, may be taken twice for a maximum of 2 units.)

**165 CPT (Current Procedural Terminology) Intermediate Coding** (1) *(Credit/No Credit or letter grade option.) Four lecture hours per week for four weeks. Prerequisite: MEDA 164.* Intermediate principles and philosophy of coding logic according to CPT. Emphasizes the understanding of terms and process. A materials fee as shown in the *Schedule of Classes* is payable upon registration.

**166 CPT (Current Procedural Terminology) Advanced Coding** (1) *(Credit/No Credit or letter grade option.) Four lecture hours per week for four weeks. Prerequisite: MEDA 165.* Advanced principles and philosophy of coding logic according to CPT. Emphasizes the understanding of terms and process.

**190 Introduction to Pharmacology** (3) *Three lecture hours per week.* Designed for medical assistants, medical transcribers, and other allied health personnel. Includes recognition and identification of commonly used drugs; classification of drugs according to action; modes of administration of drugs; and care and storage of drugs according to regulations of the Food and Drug Administration. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**801 Medical Assisting Exam Review** (1) *(Credit/No Credit or letter grade option.) Three lab hours per week. Prerequisite: MEDA 121 and 150 or equivalent.* Comprehensive review and testing of administrative/clinical procedures and laws and ethics to prepare students for biannual certification testing offered by various organizations. (To increase competency, may be taken three times for a maximum of 3 units.) (Units do not apply toward AA/AS degree.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Meteorology

**100 Elementary Meteorology** (3) *Three lecture hours plus one hour by arrangement per week.* Basic course in descriptive meteorology. Includes the atmosphere's structure, the earth's heat budget, cloud forms and precipitation, pressure systems and wind, and air mass and frontal weather. Leads to a better understanding of the obvious and subtle ways of the weather. (CSU/UC)

**101 Meteorology Laboratory** (1.0) *Three lab hours plus one hour by arrangement per week. Prerequisite: concurrent enrollment in or completion of METE 100 with a grade of C or higher.* Optional introductory meteorology laboratory course designed to be taken concurrently with or following Meteorology 100. Use of instruments, charts, and the Internet to observe and interpret weather phenomena. May require one or more field trips. (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Military Science

Qualified students may enroll through College of San Mateo in Military Science classes conducted by participating four-year universities at their campuses. For further information, contact the Office of the Dean of Admissions and Records, 574-6594.

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Multimedia

**105 Introduction to Multimedia** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week plus one lab hour by arrangement for eight weeks.* Multimedia is the integration of graphics, animation, text, audio, video, and interactivity. This course introduces students to the technologies that make up the world of multimedia. Covers Internet technologies, web design, animation, digital audio, digital video, motion graphics, and interactive presentations. (CSU)

**107 (formerly MULT 100) Multimedia Technology** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week for eight weeks.* The technology used to create multimedia productions can be intimidating. This course demystifies the hardware, software, and computer operating systems that are used by multimedia professionals. Introduces students to basic computer hardware, digital cameras, digital camcorders, and basic digital video production. (CSU)

**111 Mac OS** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour plus three lab hours by arrangement per week for eight weeks.* This hands-on class introduces students to the latest version of the Mac OS. Covers basic Macintosh computer skills including launching and quitting applications, managing files and folders, and system configuration. Introduces students to a web browser, iMovie, iPhoto, and iTunes. (May be taken twice for a maximum of 3 units.) (CSU)

**170 Dreamweaver I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks.* *Recommended Preparation: MULT 100 or*

*107 and 105 or the equivalent.* Covers web page structure and web page creation using Dreamweaver, a popular professional web design tool. Students use the basic tools of Dreamweaver to examine, create, and edit web pages under different browser environments. (CSU)

**171 Dreamweaver II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks.* *Prerequisite: MULT 170 or the equivalent.* Continuation of MULT 170. Covers the advanced features of Dreamweaver. Students assemble web pages using text, graphics, and other media components. In addition, the course covers advanced linking technologies. Students build a small web site as part of the course. (CSU)

**175 Photoshop and Illustrator for Multimedia I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks.* *Prerequisite: MULT 100 or 107 and 105 or the equivalent.* Introduction to professional graphics applications Photoshop and Illustrator. Covers the basics of these software applications and the characteristics of various graphic file formats as applied to multimedia productions. (CSU)

**176 Photoshop and Illustrator for Multimedia II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks.* *Prerequisite: MULT 175.* Continuation of MULT 175. Covers advanced multimedia and web design features of Photoshop and Illustrator, as well as workflow between the two applications. (CSU)

**180 Digital Video I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks.* *Recommended Preparation MULT 100 or 107 and 105 or equivalent.* Digital audio and video technology is used on the Internet in broadcasting, filmmaking, and commercial production. Introduces digital audio and video and its various uses. Focuses on Quick Time Pro as well as file formats, compression, and delivery. (CSU)

**181 Digital Video II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks.* *Prerequisite: MULT 180 or equivalent.*

Continuation of MULT 180. Students work with Apple's iMovie to create a short digital video project using digital audio, titling, transitions, and basic editing techniques. (CSU)

**182 Final Cut Pro I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour plus three lab hours by arrangement per week for eight weeks.* *Recommended Preparation: MULT 105 and 181; basic knowledge of a computer operating system.* Introduction to Apple Final Cut Pro, a video editing and compositing application used to create non-linear editing digital video. Covers basic editing principles, Final Cut Pro fundamentals, and software functionality. (May be taken twice for a maximum of 3 units.) (CSU)

**183 Final Cut Pro II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour plus three lab hours by arrangement per week for eight weeks.* *Recommended Preparation: MULT 182.* Continuation of MULT 182. Students work with Apple Final Cut Pro to learn advanced digital video production, including media management, storyboard editing techniques, advanced trimming, audio editing, and modifying timecode. Covers advanced editing principles, Final Cut Pro fundamentals, and software functionality. (May be taken twice for a maximum of 3 units.) (CSU)

**242 Multimedia Projects I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour plus three lab hours by arrangement per week for eight weeks.* *Recommended Preparation: MULT 171, 176, 183, and 291 or equivalent.* Project-based study of production in different multimedia specializations, such as Web Design, Digital Video, and DVD Interface Design combined to produce a multimedia projects. Introduction to the fundamental elements of production in a multimedia environment that includes workflow and use of multiple applications. (May be taken twice for a maximum of 3 units.) (CSU)

**243 Multimedia Projects II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour plus three lab hours by arrangement per week for eight weeks.* *Recommended Preparation: MULT 171, 183, 242, and 291 or equivalent.* Continuation of MULT 242. Advanced project-based study of production skills, including managing projects, solutions, processes and techniques used in web design, digital video, and DVD interface design to produce



a multimedia project or event. (May be taken twice for a maximum of 3 units.) (CSU)

**251 Multimedia Design I** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week for eight weeks. Recommended Preparation: MULT 171 and 176 or equivalent.* Covers user interface design for a web site, interactive digital video, or interactive Flash production. Explores the various design elements that create a compelling, intuitive user interface. Students design user interfaces for critique in class. (CSU)

**252 Multimedia Design II** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week for eight weeks. Prerequisite: MULT 251 or equivalent.* Continuation of MULT 252. Explores navigation, emotional content, and “visual communication” elements to create an entertaining and informative user experience. Students design small interactive productions (web, digital video, Flash) for critique in class. (CSU)

**270 Flash I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks. Recommended Preparation: MULT 171 and 176 or equivalent.* Introduces Macromedia Flash, which is used to create vector animations for use on the web. Covers basic animation principles, Flash fundamentals, and basic software functionality. (CSU)

**271 Flash II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks. Prerequisite: MULT 270 or equivalent.* Continuation of MULT 270. Covers the advanced features of Flash, such as interactivity and scripting. (CSU)

**272 Flash III** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour plus three lab hours by arrangement per week for eight weeks. Prerequisite: MULT 271 or equivalent.* This advanced Flash class focuses on dynamic content design and development, using Action Script, Clip Events, and Smart Clips. Also emphasizes production design and visual storytelling. (CSU)

**273 Flash IV** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour plus three lab hours by arrangement per week for eight weeks. Pre-*

*requisite: MULT 272 or equivalent. Continuation of MULT 271.* This advanced Flash class focuses on dynamic interface creation, using Flash content with HTML, QuickTime, and RealPlayer files. Also covers interface and content design for Internet devices such as hand-held computers. (CSU)

**280 After Effects I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks. Recommended Preparation: MULT 181 or equivalent.* Introduces Adobe After Effects, a 2D motion graphics application used to create animations using digital audio video, still images, and other media. Covers basic animation principles, After Effects fundamentals, and software functionality. (CSU)

**281 After Effects II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks. Prerequisite: MULT 280 or equivalent.* Continuation MULT 280. (CSU)

**290 DVD Studio Pro I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour plus three lab hours by arrangement per week for eight weeks. Prerequisite: MULT 271, 302, 382, and 386 or equivalent.* Introduction to DVD authoring. Covers the basic DVD principles, such as encoding, logical formats, and physical formats. Students work with Apple’s iDVD software and then move up to DVD Studio Pro. (May be taken twice for a maximum of 3 units.) (CSU)

**291 DVD Studio Pro II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour plus three lab hours by arrangement per week for eight weeks. Prerequisite: MULT 290 or equivalent.* Continuation of MULT 290. Students work with DVD Studio Pro to learn advanced DVD production, including multiple audio and video streams, animated menus, navigation hierarchies, subtitling, and slideshow features. (May be taken twice for a maximum of 3 units.) (CSU)

**302 Digital Cameras & Scanning** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks. Recommended Preparation: MULT 171 and 176; OR MULT 181 and GRA 121; OR the equivalent.* Covers capturing still images from a digital camera, digital video camcorders and flatbed scan-

ners into the computer. Use of Photoshop to make basic edits to the captured images and prepare them for use in a digital video production or DVD. Includes the basics of computer graphics such as color, pixel dimensions and file formats. (CSU)

**385 Digital Video Workflow I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lectures hours and one lab hour per week plus three lab hours by arrangement for eight weeks. Recommended Preparation: MULT 281 and GRA 121 or equivalent.* Covers the creation of a smooth workflow using various digital software applications together, including Photoshop, Final Cut Pro, After Effects and other related applications, to complete assigned projects. (CSU)

**386 Digital Video Workflow II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus three lab hours by arrangement for eight weeks. Prerequisite: MULT 385 or equivalent.* Continuation of MULT 385. Covers digital audio, digital audio editing and trans-coding digital video files. Students will create QuickTime movies, VHS tapes and DVDs. (CSU)

**390 Multimedia Internship I** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus four lab hours by arrangement for eight weeks. Prerequisites: MULT 276, 252, and 271; OR MULT 382 and 386; OR equivalent.* This is the first of two capstone courses to the Multimedia program. Students create multimedia projects using production and design techniques covered in previous courses. Students handle all aspects of design projects, including project planning, graphics, animations, web page creation and/or final output to other media. (CSU)

**391 Multimedia Internship II** (1.5) (*Credit/No Credit or letter grade option.*) *Two lecture hours and one lab hour per week plus four lab hours by arrangement for eight weeks. Prerequisite: MULT 390 or equivalent.* Continuation of MULT 390. Students create multimedia projects using production and design techniques covered in previous courses. Students are given “real” projects and work directly with a client. Students get hands-on experience in client interviewing and client management to produce multimedia projects. (CSU)

**395 Multimedia Portfolio Design** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus three hours by arrangement per week for eight weeks. Recommended Preparation: MULT 391.* An advanced course that exposes students to various ways of creating a web design portfolio or digital video demo reel. Students design several versions of their portfolio or demo reel and choose the one that best displays their work. (May be taken twice for a maximum of 3 units.) (CSU)

**397 (formerly MULT 115) Multimedia Careers** (1.5) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week for eight weeks.* Introduction to the multimedia profession. Includes job hunting, skill set assessment, full-time and contract work environments, freelancing, startup ventures, and career management. (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Selected Topics** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

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## Music

**100 Fundamentals of Music** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Designed for students who wish to learn how to read music and perform it at sight. Recommended for students with limited or no musical background who wish to begin the formal study of music theory. Also recommended for education majors. (CSU/UC)

**101 Musicianship I** (3) *Three lecture hours per week. Prerequisite: MUS. 100 or equivalent. Corequisite: concurrent enrollment in MUS. 131. Recommended Preparation: eligibility for ENGL 848.* Study of notations, keys, and intervals. Performance at sight of melodic and rhythmic examples. Dictation of melodic, harmonic, and rhythmic examples. Fundamentals of keyboard harmony. (CSU/UC)

**102 Musicianship II** (3) *Three lecture hours per week. Prerequisite: MUS. 101 or equivalent. Corequisite: concurrent enrollment in MUS. 132. Recommended Preparation:*

*eligibility for ENGL 848.* Continuation and advanced study of topics introduced in Music 101. (Nine units of Musicianship are recommended for students majoring in Music.) (CSU/UC)

**103 Musicianship III** (3) *Three lecture hours per week. Prerequisite: MUS. 102 or equivalent. Corequisite: concurrent enrollment in MUS. 133.* Continuation of Music 101-102. (CSU/UC)

**104 Musicianship IV** (3) *Three lecture hours per week. Prerequisite: MUS. 103. Corequisite: concurrent enrollment in MUS. 134.* Continuation of Music 103. (CSU/UC)

**131 Harmony I** (3) *Three lecture hours per week. Prerequisite: MUS. 100 or equivalent. Corequisite: concurrent enrollment in MUS. 101. Recommended Preparation: eligibility for ENGL 848.* Principles of scale, mode, and interval construction; triads in first, second, and third inversions; melodic and harmonic rhythm; root progressions and voice leading; seventh chords and secondary dominants; introduction to common harmonic practice through exercises, analysis, and creative work. (CSU/UC)

**132 Harmony II** (3) *Three lecture hours per week. Prerequisite: MUS. 131. Corequisite: concurrent enrollment in MUS. 102.* Continuation and advanced study of topics introduced in MUS. 131. (CSU/UC)

**133 Harmony III** (3) *Three lecture hours per week. Prerequisite: MUS. 132. Corequisite: concurrent enrollment in MUS. 103.* Continuation of the study of tonal and formal procedures; contextual investigations of diminished seventh, Neapolitan sixth, and augmented sixth chords; tonicization, modulation, and sequence; introduction to Impressionism and to 20th Century melody, harmony, and form. (CSU/UC)

**134 Harmony IV** (3) *Three lecture hours per week. Prerequisite: MUS. 133. Corequisite: concurrent enrollment in MUS. 104.* Continuation and advanced study of topics introduced in Music 133. (CSU/UC)

**170 Improvisation** (3.0) *Three lecture hours per week. Prerequisite: MUS. 131 or equivalent.* Study of improvisatory styles and techniques and the historical perspective of the practices; rhythmic, harmonic, and melodic foundations; and improvisatory ensemble. (To increase competency, may be repeated for a maximum of 12 units of credit, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**202 Music Listening and Enjoyment** (3) *Three lecture hours per week plus selected listening. No musical experience required. Recommended Preparation: eligibility for ENGL 848.* Survey of the music of Western civilization. Enhances enjoyment and appreciation of the world's great music and develops an understanding of today's concert music in a historical context. Attendance at one or more off-campus concerts may be required. (CSU/UC)

**240 Music of the Americas** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Survey of the musical styles of various American cultures, including Native American forms and expressions. Examines the contributions of African, Latin, and European influences to the musical heritage of the United States and explores jazz, folk, popular and classical traditions. (CSU/UC)

**250 World Music** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* 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. (CSU/UC)

**275 History of Jazz** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848.* Study of jazz since 1900, with emphasis on instrumental styles; the development of jazz since 1940 and contemporary trends. Attendance required at four jazz performances. (CSU/UC)

**290 Introduction to MIDI (Musical Instrument Digital Interface) Music** (3) *Two lecture and three lab hours per week.* Introductory course in the use and implementation of MIDI (Musical Instrument Digital Interface) musical instruments, including interfacing with computers and MIDI software. Ability to read music is desirable but not essential. (CSU)

**291 MIDI (Musical Instrument Digital Interface) Hardware and Software Sequencing** (2) (*Credit/No Credit or letter grade option*) *Two lecture and two lab hours per week. Prerequisite: MUS. 290.* Advanced MIDI applications, focusing on the uses of MIDI in music composition, music production, and multimedia. MIDI applications include MIDI sequencing programs for both the Macintosh and IBM plat-

forms and music printing software. (To increase competency, may be taken twice for a total of 4 units.) (CSU)

**292 Sound Creation: Sampling and Synthesis** (3) (*Credit/No Credit or letter grade option.*) Two lecture and three lab hours per week. Prerequisite: MUS. 290 or equivalent. Creating original sounds for composition, live performance, and sound effects. Practical musical instruction on fully utilizing the technical and artistic potential of samplers and synthesizers. (CSU)

**293 Audio for Visual Media** (2.5) (*Credit/No Credit or letter grade option.*) Two lecture and two lab hours per week. Prerequisite: MUS. 291 or equivalent. Production and synchronization of music, sound effects, and voice-overs for film and video. Study and use of various time codes, including SMPTE and MTC. Arranging, orchestrating, and composing for visuals using MIDI instruments, computer-based sequencing, and multi-track tape recording techniques. (CSU)

**301 Piano I** (1) Three lab hours plus two individual practice hours per week. 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. (CSU/UC\*)

**302 Piano II** (1) Three lab hours plus two individual practice hours per week. Prerequisite: MUS. 301 or equivalent. Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. (CSU/UC\*)

**303 Piano III** (1) Three lab hours plus two individual practice hours per week. Prerequisite: MUS. 302 or equivalent. Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. (CSU/UC\*)

**304 Piano IV** (1) Three lab hours plus two individual practice hours per week. Prerequisite: MUS. 303 or equivalent. Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. (To increase competency, may be taken four times for a maximum of 4 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**320 Study of Brass Instruments** (1) Three lab hours plus two individual practice hours per week. Techniques of playing the instrument of the student's choice, with in-

dividual and class instruction. (To increase competency, may be taken four times for a maximum of 4 units.) (CSU/UC\*)

**371 Guitar I** (1) Three lab hours plus two individual practice hours per week. 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. (CSU/UC\*)

**372 Guitar II** (1) Three lab hours plus two individual practice hours per week. Prerequisite: MUS. 371. Continuation of Music 371 with emphasis on solo performances. Students must supply their own instruments. (CSU/UC\*)

**373 Guitar III** (1) Three lab hours plus two individual practice hours per week. Prerequisite: MUS. 372. Continuation of MUS. 372 with emphasis on solo performances. Students must supply their own instruments. (CSU/UC\*)

**374 Guitar IV** (1) Three lab hours plus two individual practice hours per week. Prerequisite: MUS. 373. Continuation of Music 373 with emphasis on solo performances. Students must supply their own instruments. (To increase competency, may be taken four times for a maximum of 4 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**401 Voice I** (1) Three lab hours plus two practice room hours per week. Elementary vocal problems analyzed and corrected through exercises and songs. (CSU/UC\*)

**402 Voice II** (1) Three lab hours plus two practice room hours per week. Prerequisite: MUS. 401 or equivalent. Intermediate songs and recital performance as ability merits. (CSU/UC\*)

**403 Voice III** (1) Three lab hours plus two practice room hours per week. Prerequisite: MUS. 402 or equivalent. Advanced songs and recital performance as ability merits. (CSU/UC\*)

**404 Voice IV** (1) Three lab hours plus two practice room hours per week. Prerequisite: MUS. 403 or equivalent. Advanced songs and recital performance as ability merits. (To increase competency, may be taken four times for a maximum of 4 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**451 Jazz Workshop** (1) (*Credit/No Credit or letter grade option.*) Three lecture-critique hours per week. Workshop in jazz

interpretation and styles. Ensemble experience from "blues" to present-day jazz. (To increase competency, may be taken four times for a maximum of 4 units.) (CSU/UC\*)

**452 Repertory Jazz Band** (1) Three lecture-critique hours per week. Prerequisite: demonstration of proficiency in advanced reading and interpretation of jazz styles. Evening jazz ensemble for the experienced musician. Emphasizes advanced improvisational techniques. Performance required. (To increase competency, may be taken four times for a maximum of 4 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**453 Jazz Band** (2) Five lecture-critique hours per week. Prerequisites: MUS. 101 and 320 or equivalent. All phases of jazz performance, starting with beginner ensemble experience. Performance required. (To increase competency, may be taken four times for a maximum of 8 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**470 CSM Singers** (1) Three lecture-critique hours plus two hours by arrangement per week. Prerequisites: MUS. 402 or equivalent; demonstration of proficiency. Study and performance of choral literature for accompanied and unaccompanied choir. Performance may be required. (To increase competency, may be taken four times for a maximum of 4 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**490 Masterworks Chorale** (1) (*Credit/No Credit grading.*) Three lecture-critique hours per week plus two hours by arrangement. Prerequisite: MUS. 470 or equivalent; demonstration of proficiency. Study and performance of representative choral literature appropriate for a large chorus. Introduces different works each semester, providing a succession of new curriculum. (To increase competency, may be taken four times for a maximum of 4 units, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**800 Computer-Assisted Instruction in Music** (.5) Total of twenty-four lab hours per semester. Designed primarily for students enrolled in MUS. 100, 101, 102, 103, 104, 131, 132, 133, or 134 to improve their skills in music theory and musicianship through Computer-Assisted Instruction in Music (CAIM). No previous computer experience required; instructor is available for assistance/consultation. (To increase com-

petency, may be taken four times for a maximum of 2 units.)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Nursing

### Registered Nursing

The courses described are open only to those students accepted in the Associate Degree Nursing Program (see Index: Nursing, A. S. Degree for admission requirements). A grade of C or higher is necessary for progression in the sequence. Upon graduation, the candidate receives an Associate in Science degree and is eligible to take the California Board of Registered Nursing Licensing examination. Satisfactory completion of NURS 211, 212, 221, and 222 will satisfy the 2 units of Health Science General Education requirement for an A.A./A.S. degree.

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**211 Introduction to Nursing** (4.5) *Four lecture and fifteen lab hours plus two hours by arrangement per week for eight to nine weeks. Prerequisite: Admission to the A.S. Degree Nursing Program. Corequisite: concurrent enrollment in NURS 215.* 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.) (CSU)

**212 Concepts of Homeostasis in Nursing** (4.5) *Four lecture and fifteen hours plus two hours by arrangement per week for eight to nine weeks. Prerequisite: NURS 211. Corequisite: concurrent enrollment in NURS 215.* 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 ho-

meostasis. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Fall only.) (CSU)

**215 Nursing Skills Lab I** (.5) (*Credit/No Credit grading.*) *One and one-half lab hours per week. Prerequisite: admission to the A.S. Degree Nursing Program. Corequisite: concurrent enrollment in NURS 211 and 212.* Provides for nursing skill development and competency testing for skills identified for concurrent nursing courses. Extra supplies may be required. (Fall only.)

**221 Pediatric Nursing** (4.5) *Five lecture and twelve lab hours plus two hours by arrangement per week for eight to nine weeks. Prerequisites: NURS 212.. Corequisite: concurrent enrollment in NURS 225.* Developmental levels and common health needs and problems from infancy to young adult. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Spring only.) (CSU)

**222 Maternity Nursing** (4.5) *Five lecture and twelve lab hours per week plus two hours by arrangement for eight to nine weeks. Prerequisites: NURS 212. Corequisite: concurrent enrollment in NURS 225.* Needs and problems of the family during the maternity cycle along with identifying needs and problems of male and female reproduction. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Spring only.) (CSU)

**225 Nursing Skills Lab II** (.5) (*Credit/No Credit grading.*) *One and one-half lab hours per week. Prerequisite: NURS 212 or equivalent with a grade of C or higher. Corequisite: concurrent enrollment in NURS 221 and 222.* Provides for nursing skill development and competency testing for skills identified for concurrent nursing courses. Extra supplies may be required. (Spring only.)

**231 Psychiatric Nursing** (5) *Five lecture and fifteen lab hours plus two hours by arrangement per week for eight to nine weeks. Prerequisite: NURS 222. Corequisite: concurrent enrollment in NURS 235.* 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.) (CSU)

**232 Medical/Surgical Nursing** (5) *Five lecture and fifteen lab hours plus two hours by arrangement per week for eight to nine weeks. Prerequisite: NURS 231.*

*Corequisite: concurrent enrollment in NURS 235.* 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.) (CSU)

**235 Nursing Skills Lab III** (.5) (*Credit/No Credit grading.*) *One and one-half lab hours per week. Prerequisite: NURS 222 or equivalent. Corequisite: concurrent enrollment in NURS 231 and 232.* Provides for nursing skill development and competency testing for skills identified for concurrent nursing courses. Extra supplies may be required. (Fall only.)

**241 Advanced Medical/Surgical Nursing** (5) *Five lecture and fifteen lab hours plus two hours by arrangement per week for eight to nine weeks. Prerequisite: NURS 232. Corequisite: concurrent enrollment in NURS 245.* 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.) (CSU)

**242 Leadership/Management in Nursing** (5) *Five lecture and fifteen lab hours plus two hours by arrangement per week for eight to nine weeks. Prerequisite: NURS 241. Corequisite: concurrent enrollment in NURS 245.* Transition to the graduate role. Student 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.) (CSU)

**245 Nursing Skills Lab IV** (.5) (*Credit/No Credit grading.*) *One and one-half lab hours per week. Prerequisite: NURS 232 or equivalent. Corequisite: concurrent enrollment in NURS 241 and 242.* Provides for nursing skill development and competency testing for skills identified for concurrent nursing courses. Extra supplies may be required. (Spring only.)

**261 Perioperative Nursing** (6) *Seven lecture hours per week for fourteen weeks. Prerequisite: Current RN license or acceptance into the course by the Nursing Department. Recommended Preparation: one*

year of recent clinical experience in nursing. Covers entry-level knowledge required to work as a beginning-level practitioner in perioperative nursing. Focuses on the theoretical framework of perioperative nursing practice and is intended to be taken in conjunction with NURS 261, the clinical preceptorship. (CSU)

**262 Perioperative Nursing Preceptorship** (9) (Credit/No Credit grading.) *Thirty-two lab hours per week for fourteen weeks. Prerequisite: Current RN license or acceptance into the course by the Nursing Department. Recommended Preparation: one year of recent clinical experience in nursing.* Covers entry-level knowledge and skills required to work as a beginning-level practitioner in perioperative nursing. Focuses on learning in the perioperative clinical setting. Students apply learned concepts in an operating room under the supervision of a preceptor. This course is intended to be taken in conjunction with NURS 261. Extra supplies may be required. (CSU)

**610 Basic Medication Dosage Calculations for Nurses** (1.0) (Credit/No Credit grading.) *Total of sixteen lecture hours. Prerequisite: MATH 110 or 112 or equivalent with a grade of C of higher OR equivalent skill level (as measured by a satisfactory score on Math Placement test Two).* Designed to meet the needs of current and potential practitioners of nursing. Covers the safe and accurate administration of medications, an important and primary responsibility of the nurse. Includes a step-by-step approach to medication dosage calculations by various routes of administration. Assists students in applying basic mathematical concepts to real world clinical situations. Emphasizes dosage accuracy in clinical scenarios that require critical thinking skills. (May be taken four times for a maximum of 4 units) (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**666 Careers in Nursing** (1) (Credit/No Credit grading.) *One lecture hour per week.* Designed for potential nursing majors and non-nursing majors. Provides an overview of nursing roles, educational requirements, responsibilities, job opportunities, and settings for nursing practice. (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**800 Success Strategies for an RN Program** (1) (Credit/No Credit grading.) *Total of sixteen lecture hours. Recommended Preparation: BIOL 250; Math 110; eligibility for ENGL 100.* Provides interested students with a safe transitional time prior to beginning an RN program to maximize personal and educational strengths, resources, and experiences in preparation to successfully meet the expectations of a Nursing Program. The goal of this course is to offer additional preparation opportunities to socialize students to the student nurse role. Includes preparing for nursing; refining existing educational skills; aspects of the student role; and stress management.

**845 Review: Registered Nurse Exam** (.5) (Credit/No Credit grading.) *One-half hour lecture and one and one-half hours lab per week for eight weeks. Prerequisite: concurrent enrollment in NURS 241 or equivalent OR eligibility to take the State Board exam.* This course is designed to assist senior level nursing students to prepare for Nursing State Board examination through the use of a computer program and audio and video tapes which provide content review and test taking skills. (Spring only.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Nutrition

(See *Consumer Arts and Science*)

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## Oceanography

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**100 Oceanography** (3) *Three lecture hours plus one hour by arrangement per week plus two field trips.* 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 seafloor spreading. (CSU/UC)

**101 Oceanography Laboratory/Field Study** (1) *Three lab hours plus one hour by arrangement per week. Prerequisite: concurrent enrollment in or completion of OCEN 100.* Introductory exercises in ocean currents, sedimentation, marine life forms, materials of the oceanic crust and sea floor, physical and chemical properties of sea water, and plate tectonics. Field trips required. (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Office Administration

(See *Business*)

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## Paleontology

(Also see *Geology 125*)

**110 General Paleontology** (3) *Three lecture/recitation hours plus one hour by arrangement per week.* Evolution of life through the past 3.8 billion years of earth history. Includes the study of fossils as evidence of the history of life; animals and plants related to modern and ancient environments; methods of interpreting the fossil record; and the impact of drifting continents on speciation and mass extinction. Emphasizes the complexity and diversity of life with an environmental and ecological approach. One or more field trips may be required. (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Philosophy

(Also see Humanities)

**100 Introduction to Philosophy** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. (CSU/UC) (CAN PHIL 2)

**103 Critical Thinking** (3.0) *Three lecture hours per week. Recommended Preparation: ENGL 100 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. (CSU/UC)

**160 History of Western Philosophy: Ancient to Medieval** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* History of ancient philosophy, the early Greek philosophers through the medieval period. Special emphasis on the Pre-Socratics, Plato, Aristotle, Augustine, and Aquinas. Topics include philosophy and religion, myth, science, and society. (CSU/UC)

**175 History of Western Philosophy: 16th-18th Century** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligi-*

*bility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Covers the history of Western Philosophy from Descartes and the rise of the scientific revolution through Kant. Includes Erasmus, Bacon, Pascal, Hobbes, Spinoza, Locke, Leibniz, Berkeley, Hume, and Rousseau. (CSU/UC)

**200 Introduction to Logic** (3) *Three lecture hours per week. Recommended Preparation: ENGL 800 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduces students to elementary formal logic. Emphasizes translation of English statements and arguments into formal language and the procedures for proving arguments valid. Covers all of sentential logic and monadic predicate logic. (CSU/UC)

**244 Contemporary Social and Moral Issues** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Discussion and analysis of contemporary controversial issues in medical, business, and professional ethics, law enforcement, and politics. Issues include abortion, euthanasia, truth-telling in advertising, corporate responsibilities, capital punishment, victimless crimes, freedom of the press, the uses of war and terrorism as instruments of national policy, animal rights, and world hunger. (CSU/UC)

**246 Ethics in America** (3) *(Telecourse) (Credit/No Credit or letter grade option.) Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Examines contemporary ethical conflicts in journalism, government, medicine, law, business, and the criminal justice system. Provides a grounding in the language, concepts, and traditions of ethics. (CSU) (CAN PHIL 4)

**300 Introduction to World Religions** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 100 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of major contemporary Eastern and Western religions. Includes theories, practices, history, and leaders of each religion studied. Emphasizes the similarities behind the differences between various religions. (CSU/UC)

**320 Asian Philosophy** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of ideas and issues that traditionally concern philosophic minds. Emphasizes doing philosophy as a means of understanding it. Critical evaluation of such philosophical topics as values and ethics, logic, political ideologies, human existence, science and religion, cosmology, and knowledge. (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Photography

(See Art)

## Physical Education

The Physical Education Division offers a wide variety of physical activities that students can participate in according to individual interests and needs, activities that have carry-over value for the students' leisure time, now and in the future. Instruction is provided in progressive levels of competency, offering opportunities for specialization. A recommended preparation for all physical education courses is a recent physical examination.

Courses will normally be offered for the number of units specified in this catalog. However, units allowed for a given Physical Education class may be adjusted to conform with an increase or a decrease in the number of hours for which the class will be offered. Units are earned on the basis of 1 unit per three class hours per semester.

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

### Adapted (ADAP)

**100 Adapted Aquatics** (.5-1) (*Credit/No Credit grading.*) *One and one-half to three lab hours plus one lab hour by arrangement per week.* Offered primarily for students with physical limitations. Disability verification recommended. Students practice techniques to increase range of motion and strengthen weakened extremities through water-oriented exercises and swim instruction. (May be repeated according to results of individual testing.) (CSU/UC\*)

**110 Adapted General Conditioning** (.5-1) (*Credit/No Credit grading.*) *One and one-half to three lab hours plus one lab hour by arrangement per week.* Offered primarily for students with physical limitations. Disability verification recommended. Prescription and implementation of adapted exercises for a number of limiting conditions, ranging from stroke injuries to orthopedic problems. (May be repeated according to results of individual testing.) (CSU/UC\*)

**140 Adapted Circuit Weight Training** (.5-1) (*Credit/No Credit grading.*) *One and one-half to three lab hours plus one lab*

*hour by arrangement per week.* Offered primarily for students with physical limitations. Disability verification recommended. Instruction in the use of fitness equipment; individualized training to develop muscular endurance using specific exercises in circuit training. (May be repeated according to results of individual testing.) (CSU/UC\*)

**150 Wellness** (1.0) *Two lecture hours per week for eight weeks. Recommended Corequisite: concurrent enrollment in one or more Workplace Wellness activity courses.* Concepts, attitudes, and skills necessary for the student to develop a self-directed and self-monitored fitness program and prepare to re-enter the workplace. Includes nutrition, principles of physical fitness, stress management, and a survey of resources on fitness. Part of the Workplace Wellness Program to help prepare students to return to the workplace. This is NOT an activity course. (CSU)

**155 Adapted Back Care** (.5-1.0) (*Credit/No Credit grading.*) *Two to four lab hours plus one lab hour by arrangement per week. Recommended Preparation: recent physical examination and disability verification.* Designed for students who would like to improve their back health, this course includes structure of the healthy spine, common deviations and back injuries, and proper body mechanics. Students participate in flexibility training and a progressive exercise program to build musculature and correct posture and learn how to perform daily living activities while maintaining back health. Part of the Workplace Wellness Program to help prepare students to return to the workplace. (CSU)

**160 Advanced Adapted Weight Training** (.5-1.0) (*Credit/No Credit grading.*) *Two to four lab hours plus one lab hour by arrangement per week. Recommended Preparation: recent physical examination and disability verification.* Designed for students who have already completed an adapted weight training class and are able to perform lifts independently. Includes various weight lifting techniques and exercises to enhance the student's physical preparation for the workplace. An individualized exercise program includes: circuit weight training, whole body movement lifts, set training, single muscle isolation and stabilization lifts, lower back and stomach isolation exercises, and stretching techniques. Part of the Workplace Wellness Program to help prepare students to return to the workplace. (CSU)

**165 Adapted Lifelong Fitness** (.5-1.0) (*Credit/No Credit grading.*) *Two to four lab hours plus one lab hour by arrangement per week. Recommended Preparation: recent physical examination and disability verification.* Designed to increase the student's personal fitness through a comprehensive stretching and walking program. Includes proper stretching techniques, proper training principles, correct walking techniques, and heart rate monitoring to assist the student in developing a realistic cardiovascular program in preparation for the workplace. Upon completion of the course, the student will be able to successfully design and implement a cardiovascular training program. Part of the Workplace Wellness Program to help prepare students to return to the workplace. (CSU)

**170 Adapted Fitness-Evening** (1.0) (*Credit/No Credit grading.*) *Four lab hours plus one lab hour by arrangement per week. Recommended Preparation: recent physical examination and disability verification.* Designed to address the individual exercise needs of the student who is preparing to re-enter the workplace. Includes development of an overall fitness routine involving all aspects of body conditioning: cardiovascular training, muscular strength and endurance training, and flexibility and balance exercises. Part of the Workplace Wellness Program to help prepare students to return to the workplace. (CSU)

### Aquatics (AQUA)

**109 Intermediate Swimming and Beginning Water Polo** (1) *Three lab hours per week. Prerequisite: ability to swim comfortably in deep water.* Instruction in the basic swimming strokes, water polo fundamentals, and intra-class competition. Progressive skill development in picking up the ball in water, passing, catching, shooting, dribbling. Introduction to basic strategies and water polo rules. (To increase competency, may be taken four times.) (CSU/UC\*)

**127 Swim for Conditioning** (.5-1) *One and one-half to three lab hours plus one lab hour by arrangement per week. Prerequisite: ability to swim.* Endurance swimming for all swimmers at all levels of fitness. Interval training using all strokes. (To increase competency, may be taken four times.) (CSU/UC\*)

**Dance (DANC)**

**121 Contemporary Modern Dance** (1) *Three lab hours plus one lab hour by arrangement per week.* Fundamentals of contemporary dance technique, body alignment, and basic movements. (To increase competency, may be taken four times.) (CSU/UC\*)

**131 Jazz Dance I** (1) *Three lab hours plus one lab hour by arrangement per week.* Beginning techniques in jazz-stage, jazz movements, fast jazz, jazz rock, jazz blues, and various other jazz combinations. (CSU/UC\*)

**132 Jazz Dance II** (1) *Three lab hours plus one lab hour by arrangement per week.* Prerequisite: DANC 131 or equivalent. Continuation of Dance 131 with more complex routines and refining of basic skills. (To increase competency, may be taken three times.) (CSU/UC\*)

**141 Beginning Ballet I** (1) *Three lab hours plus one lab hour by arrangement per week.* Beginning study of ballet techniques and style, including barre, center floor, and dance variations. Explores modern ballet works. (CSU/UC\*)

**143 Intermediate Ballet II** (1) *Three lab hours plus one lab hour by arrangement per week.* Prerequisite: DANC 141. Continuation of Dance 141, concentrating on barre, center floor, and dance variations. Explores classic ballet works. (To increase competency, may be taken three times.) (CSU/UC\*)

**Fitness (FITN)**

**114 Fitness for Life** (.5-1) *One and a half to three lab hours plus one lab hour by arrangement per week.* Recommended Preparation: approval of physician if there is any indication of condition that would prohibit or restrict the student from active participation. Warm-up and cool-down calisthenics, stretching exercises, free-weight dumb bell circuit, and aerobics using exercycles, rowing machines, treadmill, stair-master and walking. Emphasizes establishing and monitoring an acceptable training-pulse rate. (To increase competency, may be taken four times.) (CSU/UC\*)

**116 Body Conditioning** (.5-1) *One and one-half to three lab hours plus one lab hour by arrangement per week.* Individual flexibility, agility, strength, aerobic fitness, and relaxation. (To increase competency, may be taken four times.) (CSU/UC\*)

**127 Aerobic Dance** (.5-1) *One and one-half to three hours plus one lab hour by arrangement per week.* Recommended Preparation: recent physical examination. Dance and exercise to music to increase cardiovascular efficiency, flexibility, and coordination; strengthen heart muscle; lower resting hear rate; and tone the body. (To increase competency, may be taken four times.) (CSU/UC\*)

**205 Weight Conditioning** (1-1.5) *Two to three lab hours plus one lab hour by arrangement per week.* Recommended Preparation: recent physical examination. Individualized weight conditioning for all levels of ability using specialized machines and free weights. Instruction on safety, form, technique, and muscle development. Participation will increase muscle strength, tone, and endurance. Body composition assessment and fitness-related research support achievement of fitness goals. Most sections team taught. Coeducation class format. (To increase competency, may be taken four times.) (CSU)

**215 Weight Conditioning for Varsity Track** (.5-1) *(Open entry/open exit.) One and one-half to three lab hours plus one lab hour by arrangement per week.* Recommended only for members of intercollegiate track and field team. Weight-conditioning course designed for the individual development of the eighteen different events in Track and Field. (To increase competency, may be taken four times.) (CSU/UC\*)

**220 Weight Conditioning for Varsity Football** (.5-2) *(Open entry/open exit.) One and one-half to six lab hours per week.* Recommended only for Varsity Football candidates. Designed to teach students to use overload weight training to build bulk and strength. Students work on major muscle groups, emphasizing leg and upper-body development. (To increase competency, may be taken four times.) (CSU/UC\*)

**Individual Sports (INDV)**

**120 Badminton** (.5-1) *One and one-half to three lab hours plus one lab hour by arrangement per week.* Skill techniques, proper footwork, rules of play, strategies, and doubles and singles play for various skill levels of ability. Tournaments in singles and doubles. (To increase competency, may be taken four times, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**160 Golf** (.5-1) *One and one-half to three lab hours plus one lab hour by arrangement per week.* Lectures on techniques, rules, etiquette, and philosophy for the beginning golfer; practical experience associated with grip, stance, and swings relative to iron and wood shots. (To increase competency, may be taken four times, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**251 Beginning Tennis** (.5-1) *One and one-half to three lab hours plus one lab hour by arrangement per week.* Rules and strategies of tennis, including the fundamentals of grip, strokes, footwork, and court coverage through drills and competition. Testing on rules and the various techniques taught. Class play in singles and doubles. (CSU/UC\*)

**252 Beginning/Intermediate Tennis** (.5-1) *One and one-half to three lab hours plus one lab hour by arrangement per week.* Emphasizes service, forehand, and backhand strokes. Includes rules of play, net play, and doubles and singles strategy. (CSU/UC\*)

**254 Intermediate/Advanced Tennis** (.5-1) *One and one-half to three lab hours plus one lab hour by arrangement per week.* Recommended Preparation: successful completion of college level beginning tennis course. Techniques and skills of basic tennis strokes used in playing doubles and singles. Philosophy and strategy of playing doubles and singles. (To increase competency, may be taken twice, after which students may petition to audit. See Index: "Audit Policy.") (CSU/UC\*)

**Team Sports (TEAM)**

**105 Advanced Baseball** (.5-4) *(Open entry/open exit.) One and one-half to twelve lab hours plus one lab hour by arrangement per week.* Recommended Preparation: interscholastic baseball or equivalent. 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. (To increase competency, may be taken four times.) (CSU/UC\*)

**110 Basketball** (.5-1) *One and one-half to three lab hours plus one lab hour by arrangement per week.* Recommended Preparation: high school team play or equivalent. Basketball for students with previous experience and knowledge of basketball. Permanent teams participate in round-robin league concluded by tournament play. Advanced



drills to work on and improve skills. Advanced techniques in strategy, team play, and defenses. (To increase competency, may be taken four times.) (CSU/UC\*)

**118 Advanced Basketball: Women** (.5-3) (Open entry/open exit.) Three to nine lab hours plus one lab hour by arrangement per week. Recommended Preparation: interscholastic basketball or equivalent. A class for women wishing to compete on Women's Varsity Basketball Team. Advanced skills of basketball play; development of team play. (To increase competency, may be taken four times.) (CSU/UC\*)

**135 Advanced Football and Conditioning** (.5-2.5) (Open entry/open exit.) One and one-half to seven and one-half lab hours per week. Recommended Preparation: interscholastic varsity football experience or equivalent. Review of basic skills and introduction to advanced techniques and strategies in offensive and defensive football. Stresses conditioning necessary to play the game and to achieve life-long health goals. Includes weight training. (To increase competency, may be taken four times.) (CSU/UC\*)

**150 Softball** (.5-1) One and one-half to three lab hours plus one lab hour by arrangement per week. Basic skills, strategy, and practice in softball. Includes batting, catching, throwing, rules of play, and team strategy through round-robin competition. (To increase competency, may be taken four times.) (CSU/UC\*)

**158 Advanced Softball: Women** (.5-2) (Open entry/open exit.) One and one-half to six lab hours plus one lab hour by arrangement per week. Recommended Preparation: interscholastic softball or equivalent. 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. (To increase competency, may be taken four times.) (CSU/UC\*)

**165 Advanced Track and Field: Men and Women** (.5-2) (Open entry/open exit.) One and one-half to six hours plus one lab hour by arrangement per week. Recommended Preparation: interscholastic participation in track and field or cross country or equivalent. 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. (To in-

crease competency, may be taken four times.) (CSU/UC\*)

**171 Beginning Volleyball** (.5-1) One and one-half to three lab hours plus one lab hour by arrangement per week. Fundamentals of serving, passing, setting, spiking, and team play. Emphasizes knowledge of rules. Round-robin team play, including class-ending tournaments. (CSU/UC\*)

**173 Intermediate Volleyball** (.5-1) One and one-half to three lab hours plus one lab hour by arrangement per week. Prerequisite: TEAM 171 or demonstration of competency. Continuation of Team 171. Emphasizes fundamentals, team set-ups, play, and knowledge of the rules. Round-robin team play with concluding tournament. (CSU/UC\*)

**175 Advanced Volleyball** (.5-1) One and one-half to three lab hours plus one lab hour by arrangement per week. Prerequisite: TEAM 173, high school team participation, or demonstration of competency. Volleyball play for advanced students of superior ability. Continuation of fundamental skills. Emphasizes team play, advanced strategy, court coverage, and rules. Round-robin and tournament play. (To increase competency, may be taken two times.) (CSU/UC\*)

**179 Tournament Volleyball** (.5-1) One and one-half to three lab hours per week. Prerequisite: beginning course in volleyball or equivalent. For advanced beginners and intermediate level volleyball players. Emphasizes the team aspects of sports. Includes participation in organized intra-class tournaments preceded by stretching and appropriate warm-up activities. (To increase competency, may be taken four times.) (CSU/UC\*)

### Intercollegiate Sports (VARS)

These courses are designed for students who wish to compete in intercollegiate athletics and may be limited to those who demonstrate the highest level of athletic proficiency. Students must pass a physical exam. Sufficient skill to reduce the likelihood of injury is also required. Most varsity sports entail practice from 2-5 p.m. daily.

**100 Varsity Baseball** (.5-2) (Open entry/open exit.) Fifteen lab hours per week by arrangement. Recommended Preparation: interscholastic participation in varsity baseball or equivalent. Intercollegiate varsity baseball competition in the Coast Conference and with other community colleges. (CSU/UC\*)

**120 Varsity Cross Country: Men** (.5-2) (Open entry/open exit.) Fifteen lab hours per week by arrangement. Recommended Preparation: interscholastic participation in varsity cross country or equivalent. Running against local and state-wide competition. Competitive distance: four miles. (CSU/UC\*)

**130 Varsity Football** (.5-2) (Open entry/open exit.) Fifteen lab hours per week by arrangement. Recommended Preparation: interscholastic participation or equivalent. Intercollegiate varsity football competition in the Golden Gate 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. (CSU/UC\*)

**185 Varsity Track and Field: Men and Women** (.5-2) (Open entry/open exit.) Fifteen lab hours per week by arrangement. Recommended Preparation: interscholastic participation in track and field or cross country or equivalent. Varsity Track and Field competition for men and women in the Coast Conference. (CSU/UC\*)

**300 Varsity Basketball: Women** (.5-2) (Open entry/open exit.) Fifteen lab hours per week minimum. Recommended Preparation: interscholastic participation in basketball or equivalent. Intercollegiate competition in the Coast Conference and California Championships. (CSU/UC\*)

**310 Varsity Cross Country: Women** (.5-2) (Open entry/open exit.) Fifteen lab hours per week by arrangement. Recommended Preparation: interscholastic participation in cross country or track or equivalent. Cross-country and distance running competition on an intercollegiate level in the Coast Conference; participation in conference meets, invitational meets, and State Championship meets for those who qualify. Racing distance is three miles. (CSU/UC\*)

**320 Varsity Softball: Women** (.5-2) (Open entry/open exit.) Fifteen lab hours per week minimum. Recommended Preparation: interscholastic participation in softball and completion of Team 158, Advanced Softball for Women. Intercollegiate women's varsity softball competition in the Coast Conference and State championships. (CSU/UC\*)

**330 Varsity Tennis: Women** (.5-2)  
(Open entry/open exit.) Fifteen lab hours per week minimum. Recommended Preparation: interscholastic participation in tennis or equivalent. Intercollegiate competition in the Coast Conference, Northern California championships, and California State championships. (CSU/UC\*)

Students interested in participating in the following varsity sports not offered at CSM may attend CSM and participate at Cañada or Skyline. The student must be enrolled in a minimum of 12 units to establish eligibility.

Cañada	Skyline
Soccer: Men	Badminton: Women
Soccer: Women	Basketball: Men
Tennis: Men	Soccer: Men
Volleyball: Women	Soccer: Women
	Volleyball: Women
	Wrestling: Men

## Theory (P.E.)

**113 Selected Topics in Nutrition** (1)  
*Two lecture hours per week for eight weeks.* Practical study of the principles of nutrition. Focuses on the concepts of nutritional wellness with an emphasis on the role of essential micro and macro nutrients, food guide pyramids, fad diets, nutritional label facts, food labels, caloric metabolism, and understanding body composition. This is NOT an activity class. (May not be taken for credit following HSCI 113.) (CSU)

**114 Fitness** (1) *Two lecture hours per week for eight weeks.* Practical study of the principles of fitness as a contributing factor to total wellness. Provides tools for the student to develop a self-directed and self-monitored fitness program. Includes cardiovascular fitness, muscle strength, muscle endurance, flexibility, body composition, ergogenic aids, and guidelines for exercise testing and prescription. This is NOT an activity class. (May not be taken for credit following HSCI 114.) (CSU)

**115 Theory of Adapted Physical Education** (4) *Three lecture and three lab hours per week.* Therapeutic practices and principles in the physical conditioning of students disabled by physical or psychological disorders. Includes practical experience in working with the disabled. This is NOT an activity course. (CSU)

**119 Exercise and the Aging Process** (3)  
*Three lecture hours per week.* Integrates exercise physiology and the effects of true aging versus secondary aging. Studies the

way in which physical activity can prevent or treat disabling conditions typically associated with the aging process. Designed for students considering the health care professions. This is NOT an activity course. (May not be taken for credit following HSCI 119.) (CSU)

**125 Principles of Exercise Physiology** (3)  
*Three lecture hours per week.* Introduces the fundamentals of exercise science. Includes aspects of scientific method; physiologic adaptations to training of pulmonary, cardiovascular, and neuromuscular function as well as principles of exercise training, ergogenic aids, fitness assessment, and human physiology as it pertains to fitness and training. This is NOT an activity class. (May not be taken for credit following HSCI 125.) (CSU)

**150 Wellness** (1.0) *Two lecture hours per week for eight weeks.* Concepts, attitudes, and skills necessary for the student to develop a self-directed and self-monitored fitness program and prepare to re-enter the workplace. Includes nutrition, principles of physical fitness, stress management, and a survey of resources on fitness. Part of the Workplace Wellness Program to help prepare students to return to the workplace. This is NOT an activity class. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**810 Adapted P.E. Assistant Lab** (1-3)  
(Open entry/open exit.) *Three to nine lab hours per week.* Designed to provide hands-on experience for pre-therapy students. Includes practical experience working with disabled students in the Adapted Physical Education Program.

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Physical Science

(Also see Humanities 127 and 128)

**100 Introduction to the Physical Sciences** (3) *Three lecture hours per week.* Open to all students except those who are currently enrolled in or have completed a college course in physics, astronomy, or chemistry. Survey of topics in physics, astronomy and chemistry. Emphasizes interdisciplinary aspects of science. (Intended for non-science majors.) (CSU/UC\*)

**675 Honors Colloquium in Physical Science** (1) *One lecture hour per week.* Prerequisite: limited to students in the Honors Program who have completed or are concurrently enrolled in an associated non-honors course in physical science. Readings, discussion, and lectures covering selected advanced topics in physical science to be determined by the Physical Science Department and the Honors Program. (CSU/UC\*)

**676 Physical Reality and Measurement - Honors Colloquium** (1) *Two lecture hours per week for eight weeks.* Prerequisite: eligibility for the Honors Program and completion of or enrollment in any physical science course that includes a laboratory. Covers the nature of measurement, particularly the effects of objectivity versus subjectivity upon the observer and hence upon the observed. Discusses the reality of concepts, the quantum dilemma, and the prospect of having a perfect, "God's-Eye" view of the physical universe. (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Physics

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### 100 Descriptive Introduction to Physics

(3) *Three lecture hours plus one hour by arrangement per week. Recommended Preparation: equivalent of at least one semester of high school-level algebra.* Open to all students except those who have completed or are taking PHYS 210 or 250. Description with experimental demonstrations of the more important phenomena of physics. (CSU/UC\*)

### 150 Preparation for Physics (4.0)

(Credit/No Credit grading.) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: completion of or concurrent enrollment in MATH 130 or equivalent.* Focuses on review of algebra and trigonometry required for physics; problem solving; study skills; description of motion; and Newton's Laws of Motion. Designed for students planning to take PHYS 210 or 250.

The Physics 210-220 sequence is designed for students majoring in some field of letters and science. It is required for students planning to enter Medicine, Dentistry, Pharmacy, Optometry, Agriculture, or Forestry. Some programs require completion of Physics 210-211-220-221.

**210 General Physics I** (4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: MATH 130; PHYS 150 or equivalent.* Mechanics, heat, and sound. (CSU/UC\*) (PHYS 210 and 220 = CAN PHYS SEQ A)

**211 General Physics I - Calculus Supplement** (1) *One lecture hour per week. Prerequisites: completion of or concurrent enrollment in MATH 242 or 252; completion of or concurrent enrollment in PHYS 210.* Application of calculus to topics in Physics 210. Primarily intended for majors requiring one year of calculus-based physics. (CSU/UC)

**220 General Physics II** (4) *Three lecture and three lab hours plus one hour by arrangement per week. Prerequisite: PHYS 210.* Magnetism, electricity, light, and modern physics. (CSU/UC\*) (PHYS 210 and 220 = CAN PHYS SEQ A)

**221 General Physics II - Calculus Supplement** (1) *One lecture hour per week. Prerequisites: MATH 242 or 252;*

*PHYS 211; completion of or concurrent enrollment in PHYS 220.* Application of calculus to topics in Physics 220. Primarily intended for majors requiring one year of calculus-based physics. (CSU/UC)

Physics 250-260-270 constitute a three-semester program designed to give students majoring in Engineering, Physics or Chemistry a thorough foundation in the fundamentals of physics. Students in other majors should consider Physics 210-211-220-221 sequence.

**250 Physics with Calculus I** (4) *Three lecture and three lab hours plus two hours by arrangement per week. Prerequisite: PHYS 150 or equivalent and completion of or concurrent enrollment in MATH 252 or 242.* Mechanics, wave motion, and special relativity. Extra supplies required. (CSU/UC\*) (PHYS 250, 260 and 270 = CAN PHYS SEQ B)

**260 Physics with Calculus II** (4) *Three lecture and three lab hours plus two hours by arrangement per week. Prerequisites: PHYS 250; MATH 242 or completion of or concurrent enrollment in MATH 253.* Electricity and magnetism. Extra supplies required. (CSU/UC\*) (PHYS 250, 260 and 270 = CAN PHYS SEQ B)

**270 Physics with Calculus III** (4) *Three lecture and three lab hours plus two hours by arrangement per week. Prerequisites: PHYS 250; MATH 242 or completion of or concurrent enrollment in MATH 253.* Heat, light, and modern physics. Extra supplies required. (CSU/UC\*) (PHYS 250, 260 and 270 = CAN PHYS SEQ B)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

*appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to the nature of politics and to political science as a field of study. Examines the nature of the state, forms of government and political institutions, political theory and ideology, public law and administration, and international relations. (CSU/UC)

### 110 Contemporary Foreign Governments

(3) (Credit/No Credit or letter grade option.) *Three lecture hours per week. Recommended Preparation: previous course in political science and eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to representative foreign political systems. Comparative analysis of how varied governments reconcile stability and change, power and responsibility, freedom and efficiency. Stresses interrelationships of social patterns, ideology, and political institutions. (CSU/UC)

**120 Area Studies** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of the government and politics of selected nations within a distinct geopolitical area of the world in order to gain understanding of the institutions and dynamics of the area. Examines dominant political institutions, actors, processes, and belief systems within the context of history and political culture. Analyzes area political economy and foreign policy in the environment of global interdependence. (CSU)

**130 International Relations** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to the nature of relations among states, focusing on the analysis of the basic forces affecting the formulation of foreign policy and the dynamics of international politics. Covers the nation-state system, sources of national power, instruments of national policy, and the attempt to resolve international conflict by peaceful methods. (CSU/UC)

## Political Science

**100 Introduction to Political Science** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR*

**150 Introduction to Political Thought** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. (CSU/UC)

**170 Introduction to Public Administration** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Structures of Federal government organizations, the decision-making process, and focus of power within our bureaucratic system of government. Relationships among government branches, history and growth of administration in U.S., organizational theory, administrative and management theories (including leadership, personnel, and budgetary concepts) and planning and evaluation of public policies for both current and future issues. (CSU/UC)

**200 National, State and Local Governments** (5) *Five lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Not open to students who have taken PLSC 210 or 310 or a comparable course in American or state institutions.* Established primarily for students whose major is political science, prelaw, criminology, or allied behavioral and social sciences. Introduction to the principles and problems of American government at the national, state, and local levels. Examines intergovernmental relationships from a functional point of view. Emphasizes American federalism, judicial review, the political process in the nation and state, civil liberties, foreign policy, and the role of the citizen at all levels of government. (Satisfies the American Institutions and California State and Local Government requirements.) (CSU/UC\*)

**210 American Politics** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of the Constitution and the organization and functions of the branches of the Federal government; an examination of the dynamics of the American political process. (Satisfies the American Institutions requirement.) (CSU/UC\*) (CAN GOVT 2)

**212 Introduction to American Politics and Society** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 844 or ESL 828 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Recommended for international students and recent immigrants but designed to meet the needs of all students.* Introduction to the institutions, constitutional framework, and dynamic processes of American democracy and to unique aspects of American society, culture, and historical development which are relevant to American politics and to the formation of national values and character. (Satisfies the American Institutions requirement.) (CSU/UC)

**215 Contemporary Issues in American Politics** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Explores, within the constitutional framework, current issues of importance to well-informed citizens in a democracy, including goals and tactics of American foreign policy, presidential elections and campaigns, corporate power, criminal justice and individual rights, interpretations of the Founders' political philosophy, Congress. (Satisfies the American Institutions requirement.) (CSU/UC)

**220 The American Presidency** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appro-*

*appropriate skill level as indicated by the reading placement tests or other measures.* Comparative critical analysis of the executive branch of American government from Franklin Roosevelt's administration to the present. Scrutinizes variations in policy-making, political activity, administrative leadership, and Executive-Legislative branch relationships. (Satisfies the American Institutions requirement.) (CSU/UC)

**250 Civil Liberties and Civil Rights** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey and analysis of the issues and problems considered by the U.S. Supreme Court in the area of civil liberties and civil rights. The rights of political, racial, religious, and sexual minorities and of criminal defendants; the concepts of due process and equal protection of the law; the interaction of the Supreme Court with the Constitution, President, Congress, political parties, and special interest groups. (Satisfies the American Institutions requirement.) (CSU/UC)

**255 Women, Politics and Power** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* The changing roles of women in the political process. Emphasizes the methodology, rationale, and effect of women's participation on several levels of political activity. (Satisfies the American Institutions requirement.) (CSU/UC)

**260 Contemporary Ethnic Politics** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey and analysis of goals, methods and achievements of African, Asian and Latino Americans in their pursuit of political equality from the 1960s to the present. (Satisfies the American Institutions requirement.) (CSU/UC)

**310 California State and Local Government** (2) (*Credit/No Credit or letter grade option.*) Two lecture hours per week. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. The institutions and problems of state and local government in California. (Satisfies the California State and Local Government requirement.) (CSU)

**520 The Governments and Politics of Africa** (3) Three lecture hours per week. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Study of the emergent African states, examining the political factors impinging on their decision-making processes and their geopolitical consequences. Comparative analysis of non-Western institutional structures; differences in ideological orientation; and economic interdependence in the context of contemporary world politics. (CSU/UC)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Psychology

(Also see *Sociology*)

**100 General Psychology** (3) Three lecture hours per week. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. 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. (CSU/UC) (CAN PSY 2)

**105 Experimental Psychology** (3) (*Credit/No Credit or letter grade option.*) Three lecture hours plus one hour by arrangement per week. *Prerequisite:* PSYC 100 with a grade of C or higher. *Recommended Preparation:* PSYC 121. Philosophy and aims of scientific inquiry and its application to questions in psychology. Students conduct experiments using the methods discussed. (CSU/UC)

**108 Psychology in Practice** (3) (*Credit/No Credit or letter grade option.*) Three lecture hours per week. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Application of psychological principles to problems of everyday living, in contrast to the technical-scientific approach of Psychology 100. Intended for students who want a general picture of human psychology. (May not be taken for credit following PSYC 100.) (CSU)

**110 Courtship, Marriage, and the Family** (3) (*Credit/No Credit or letter grade option.*) Three lecture hours per week. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. History and development of marriage as a social institution, including dating; courtship; love; mate selection; personality adjustment in marriage; children; parenthood; the family; anatomical, physiological, psychological, and sociological aspects of sex; religious factors; and divorce. (May not be taken for credit following SOCI 110.) (CSU/UC)

**121 Basic Statistical Concepts** (3) Three lecture hours per week. *Prerequisite:* MATH 120 or four semesters of high school level algebra with a C average; PSYC 100 or SOCI 100 or ANTH 110. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Introduction to the basic descriptive techniques and statistical inferences used in the behavioral sciences. (CSU/UC\*)

**200 Developmental Psychology** (3) Three lecture hours per week. *Prerequisite:* PSYC 100 with a grade of C or higher. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Psychological development from birth through old age. Examines physical, cognitive, and social changes throughout the lifespan. Particular emphasis is placed on research studies that illustrate principles of developmental psychology. (UC credit limited to either PSYC 200 or 201.) (CSU/UC\*)

**201 Child Development** (3) Three lecture hours per week. *Prerequisite:* PSYC 100. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Study of the physical, perceptual, cognitive, linguistic, social, and emotional development of children. Emphasizes current research and theory. (UC credit limited to either PSYC 200 or 201.) (CSU/UC\*)

**220 Introduction to Psychobiology** (3) Three lecture hours per week. *Prerequisite:* PSYC 100. *Recommended Preparation:* eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Survey of central and peripheral nervous system processes underlying the behavior of humans and animals. Emphasizes evolutionary, genetic, and gender differences underlying social behavior; anatomical and physiological substrates of behavior and consciousness; and neural mechanisms and sensory processes associated with learning, language, perception, motivation, emotion, sleep, speech, and sexuality. (CSU/UC)

**225 Theories of Personality** (3) Three lecture hours per week. *Recommended Preparation:* PSYC 100; eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Covers major theories of personality, including psychodynamic, trait, type, humanistic, existen-

tial, learning, and social cognitive. Describes and evaluates these major theories; provides a review of personality assessment, and looks at cultural and gender differences as they relate to the development of personality. (CSU/UC)

**300 Social Psychology** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of human interaction, with emphasis on social patterning and process of perception, identity, roles, and attitudes. (May not be taken for credit following SOCI 300.) (CSU/UC\*)

**330 Sports Psychology** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Analysis of psychological and sociological elements of participation in sports. Examination of mental factors that help produce optimum performance. The personal and collective meaning of sports in our society. (CSU)

**410 Abnormal Psychology** (3) *(Credit/No Credit or letter grade option.) Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. (CSU/UC)

**675 Honors Colloquium in Psychology** (1) *One lecture hour per week. Prerequisite: limited to students in the Honors Program who have completed or are concurrently enrolled in an associated non-honors course in Psychology. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other mea-*

*asures.* Readings, discussion, and lectures covering selected advanced topics in Psychology to be determined by the Psychology Department and the Honors Program. (CSU/UC\*)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Reading

**400 Academic Textbook Reading** (3) *(Credit/No Credit or letter grade option.) Three lecture hours plus one hour by arrangement per week. Prerequisite: READ 830 with a grade of C or higher (or appropriate skill level indicated by the reading placement tests and other measures).* Experience the reading of full-length textbook chapters and accompanying tests in a variety of college academic disciplines. Emphasizes the application of advanced study reading strategies to actual college chapters/tests; evaluation of textbook materials as critical and analytical readers; reading a book related to an academic area; and intensive work with college-level vocabulary. (This course partially satisfies the English competency requirement for the AA/AS degree.) (CSU)

**405 College Analytical Reading** (3) *(Credit/No Credit or letter grade option.) Three lecture hours plus one hour by arrangement per week. Prerequisite: READ 830 with a grade of C or higher (or appropriate skill level indicated by the reading placement tests and other measures).* Overview of the theory and practice of college-level critical reading skills needed for successful academic performance. Emphasizes critical and analytical evaluation of college-level expository and argumentative texts; critical analysis and evaluation of research and Internet material; application of the skills to articles, fiction, and nonfiction reading; and college-level vocabulary development. (This course partially satisfies the English competency requirement for the AA/AS degree.) (CSU)

**415 Reading Across the Disciplines: Individualized Preparation** (.5-1) *(Credit/No Credit grading.) One and one-half to three lab hours by arrangement per week. Prerequisite: READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400 or 405 (or appropriate skill level as indicated by the Reading placement tests and other measures).* *Corequisite: concurrent enrollment in a specific transfer-level content area course in collaboration with this course.* Individualized instruction designed to acquire or improve reading skills in the various content area classes. Course offerings vary, depending upon the needs and abilities of the student. Designed/coordinated with ongoing academic courses in content areas such as, but not limited to, sociology, psychology, history political science, biology, geology, and oceanography. Weekly scheduled reading appointment required. May include textbook comprehension, principles of learning and retention, notetaking, annotating, discipline-based vocabulary, paraphrasing, reading graphics, test taking, and research techniques. Registration is open through the 12th week of the semester. (May be taken four times for a maximum of 3 units.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**807 Basic Phonic Skills for Non-Native Speakers** (3) *(Credit/No Credit or letter grade option.) Three lecture hours plus one lab hour by arrangement per week. It is recommended that students enroll concurrently in ESL 825 or higher course, ESL 845 or higher course, and ESL 855 or higher course.* Introduction to the study of basic speech sounds and practice in techniques for pronouncing unknown words. Group and individual review of dictionary symbols, diacritical marks, syllabication, and fundamental phonic generalizations. (To increase competency, may be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**808 Basic Phonic Skills** (3) *(Credit/No Credit or letter grade option.) Three lecture hours plus one lab hour by arrangement per week.* Introduction to basic speech sounds and practice in techniques for pronouncing unknown words. Group and individual review of dictionary symbols, diacritical marks, syllabication, and fundamental phonic generalizations. (To increase competency, may be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**809 Spelling Improvement for Non-Native Speakers of English** (3) *Credit/No Credit or letter grade option.* Three lecture hours plus one lab hour by arrangement per week. *Recommended Preparation:* READ 807 or 808 with Credit or a grade of C or higher or eligibility for ESL 857, READ 825, or higher (as indicated by the Reading placement tests and other measures). Improvement or spelling skills for academic, professional, and personal needs. Includes basic and advanced rules of spelling, commonly misspelled words, and individualized spelling word lists. (To increase competency, may be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**812 Individualized Reading Improvement** (.5-3) *Credit/No Credit grading.* (Open entry/open exit.) One and one-half to nine lab hours by arrangement per week. Improvement of reading skills. Practice in methods of increasing speed, comprehension, and vocabulary. Emphasizes computer-assisted and audio-visual instruction. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Open to all students. Students may enroll any time through the tenth week of the semester. (To increase competency, may be taken up to four times for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**814 Basic Spelling Mastery** (1) *Credit/No Credit grading.* (Open entry/open exit.) Total of forty-eight lab hours. Self-paced course that incorporates a textbook and computer-assisted instruction to facilitate basic spelling mastery. Includes silent letters, a review of basic phonetic rules, rules for spelling compound words, *ie/ei* rules, final *e* rules, basic plural rules, and basic homonyms. (Units do not apply toward AA/AS degree.)

**815 Advanced Spelling Mastery** (1) *Credit/No Credit grading.* (Open entry/open exit.) Total of forty-eight lab hours. *Prerequisite:* READ 814 or appropriate placement on spelling diagnostic test. Self-paced course that incorporates a textbook and computer-assisted instruction to facilitate advanced spelling mastery. Includes advanced rules for doubling final consonants, plurals, advanced homonyms, spelling prefixes and suffixes, and English words whose etymologies are Spanish, Italian, and French. (Units do not apply toward AA/AS degree.)

**825 Introduction to College Reading** (3) *Credit/No Credit or letter grade option.* Three lecture hours plus one hour by arrangement per week. *Recommended Preparation:* ESL 857 (or appropriate skill level indicated by the Reading placement tests and other measures). Instruction in techniques for improving skills basic to college reading. Focus on comprehension, vocabulary building, and college study reading skills using a variety of nonfiction and fiction materials. Includes reading books for enjoyment, written responses to text, and use of computers. Qualifies as preparation for READ 830. (May be taken twice for a maximum of 6 units.) (Units do not apply toward AA/AS degree.)

**830 College and Career Reading** (3) *Credit/No Credit or letter grade option.* Three lecture hours plus one hour by arrangement per week. *Recommended Preparation:* READ 825 with a grade of C (or higher or appropriate skill level indicated by the Reading placement tests and other measures). Analysis of expository writing, including extended textbook passages, work documents, and fictional writing, essential to proficient reading in college courses and job-related reading. Emphasis on applying reading strategies to comprehend and retain textbook information and perform better on academic and career-related tests. Additional focus on recognition of an author's thesis, supporting details, point of view, purpose, tone, bias, and conclusions through in-depth analysis of essays, textbook excerpt, and book-length works. Intensive work with vocabulary and word origins. Qualifies as preparation for READ 400 and READ 405. (May be taken twice for a maximum of 6 units.)

**852 Vocabulary Improvement I** (.5-1) *Credit/No Credit grading.* (Open entry/open exit.) One and one-half to three lab hours per week. A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. (Units do not apply toward AA/AS degree.)

**853 Vocabulary Improvement II** (.5-1) *Credit/No Credit grading.* (Open entry/open exit.) One and one-half to three lab hours per week. A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use

textbooks and computer programs to study 300 basic words. (Units do not apply toward AA/AS degree.)

**854 Vocabulary Improvement III** (.5-1) *Credit/No Credit grading.* (Open entry/open exit.) One and one-half to three lab hours per week. A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. (Units do not apply toward AA/AS degree.)

**855 Vocabulary Improvement IV** (.5-1) *Credit/No Credit grading.* (Open entry/open exit.) One and one-half to three lab hours per week. A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. (Units do not apply toward AA/AS degree.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Real Estate

For licensed real estate agents, R.E. 100 and 105 may be waived as prerequisites for all real estate courses.

**100 Real Estate Principles** (3) *Three lecture hours per week.* Property, contracts, agency, financing, liens and encumbrances, taxes, es-crows, land description. (Meets State requirements for admission to the salesperson's license exam.) (CSU)

**105 Property Investments, Valuation, and Management** (3) *Three lecture hours per week.* Real estate markets, financing investment purchases, value of money and a well-diversified investment strategy, estimating costs and revenues of real estate investments, depreciation and tax considerations. (Meets the State requirements as one of two additional courses to move from the initial or temporary salesperson's license to a regular renewable salesperson's license. Also accepted for credit for the broker's license.) (CSU)

**110 Real Estate Practice** (3) *Three lecture hours per week.* Comprehensive presentation of real estate brokerage skills in California, emphasizing the daily activities of agents and brokers. (Meets the State requirements as one of two additional courses to move from the initial or temporary salesperson's license to a regular renewable salesperson's license. Accepted for credit for the broker's license.) (CSU)

**121 Legal Aspects of Real Estate I** (3) *Three lecture hours per week.* Legal aspects of real estate brokerage, real estate sales, property management, real estate ownership, building of an estate, and related topics, along with a study of the facts and principles of California Real Estate Law. (Meets the State requirements as one of two additional courses to move from the initial or temporary salesperson's license to a regular renewable salesperson's license. Accepted for credit for the broker's license.) (May be taken twice for a maximum of 6 units.) (CSU)

**122 Legal Aspects of Real Estate II** (3) *Three lecture hours per week. Prerequisite: R.E. 121 or equivalent.* Contracts, security transactions, and current developments in law. Course materials include selections of California appellate court decisions. For the serious student who will devote the required time of approximately six hours of study each week. (May be taken twice for a maximum of 6 units.) (Meets the State requirements for the broker's license.)

**131 Real Estate Finance I** (3) *Three lecture hours per week.* Practices, customs, and laws relating to mortgage lending and the financing of real estate, with emphasis on financing private houses. (Meets the State requirements as one of two additional courses to move from the initial or temporary salesperson's license to a regular renewable salesperson's license. Accepted for credit for the broker's license.) (May be taken twice for a maximum of 6 units.) (CSU)

**132 Real Estate Finance II** (3) *Three lecture hours per week. Prerequisite: R.E. 131 or equivalent.* Financing of commercial, industrial, and special-purpose properties. Financing mathematics, financial analysis, construction financing, and feasibility studies, creative financing, and government participation through social action programs. (Meets the State requirements as one of two additional courses to move from the initial or temporary salesperson's license to a regu-

lar renewable salesperson's license. Accepted for credit for the broker's license.) (May be taken twice for a maximum of 6 units.)

**141 Real Estate Appraisal: Basic** (3) *Three lecture hours per week.* Basic real estate appraisal, including the analysis of residential and commercial properties. Techniques for determination of loan, market, and insurance values. (Meets the State requirements as one of two additional courses to move from the initial or temporary salesperson's license to a regular renewable salesperson's license. Accepted for credit for the broker's license.) (CSU)

**142 Real Estate Appraisal: Intermediate** (3) *Three lecture hours per week. Prerequisite: R.E. 141 or equivalent.* More complex aspects of appraisal process, including standards and ethics and narrative report writing. (Meets the State requirements for Appraisal Licensure.) (May be taken twice for a maximum of 6 units.) (CSU)

**143 Real Estate Appraisal: Advanced** (3) *Three lecture hours per week. Prerequisite: R.E. 142 or equivalent.* Advanced real estate appraisal of multi-family dwellings, apartment houses, commercial, and special purpose property. (Meets the State requirements for the broker's license.) (CSU)

**145 Real Estate Appraisal: Rural** (3) *Three lecture hours per week. Prerequisites: R.E. 141 or equivalent.* Advanced real estate appraisal of rural properties, covering row crop, orchard, and livestock properties. (Meets the State requirements for the broker's license.) (May be taken twice for a maximum of 6 units.) (CSU)

**200 Real Estate Economics** (3) *Three lecture hours per week.* Economic aspects of real estate designed to provide a grasp of the dynamic economic conditions and related factors underlying the real estate business. (Meets the State requirements for the salesperson's and broker's licenses.) (May be taken twice for a maximum of 6 units.) (CSU)

**205 Real Estate Mathematics** (3) *Three lecture hours per week.* Review of the fundamentals of mathematics as they apply to real estate practice, with problems in amortization, appraising, broker's trust fund accounts, interest, and capitalization techniques.

**210 Real Estate Exchanges and Taxation** (3) *Three lecture hours per week. Prerequisites: R.E. 110, 121, 131, and 141 or equivalent.* Advanced course for real estate brokers and investors with experience in residential and commercial transactions. Primary emphasis on developing and analyzing exchange transactions, practical and technical aspects of completion, the correlation of exchanges, and tax matters. (Meets the State requirements for the broker's license.) (May be taken twice for a maximum of 6 units.) (CSU)

**215 Commercial and Investment Property** (3) *Three lecture hours per week.* For licensed real estate agents and brokers, financing officials, and investors. Emphasizes the process of selecting properties for investment, including analyzing income, operating expenses, and income tax implications. (Meets the State requirements for the salesperson's and broker's licenses.) (May be taken twice for a maximum of 6 units.) (CSU)

**220 Real Estate Property Management** (3) *Three lecture hours per week.* Basic elements of investment property management. Covers cash flow projection and valuation, merchandising, maintenance, and evictions. Emphasizes apartment property. (Meets the State requirements as one of two additional courses to move from the initial or temporary salesperson's license to a regular renewable salesperson's license. Accepted for credit for the broker's license.) (May be taken twice for a maximum of 6 units.) (CSU)

**225 Real Estate Office Administration** (3) *Three lecture hours per week.* Introduction to management: research, personnel, and market management decisions; transition from sales associate to manager; personnel training, counseling, and compensation; trends in the industry and their implications for management. (Meets the State requirements for the salesperson's and broker's licenses.) (May be taken twice for a maximum of 6 units.)

**230 Real Estate Internship** (4) *Two lecture hours and ten laboratory hours per week.* Supervised work experience and seminar. Practical application of classroom skills. Intended to assist the student enrolled in the Cooperative Education program. (As of Spring 1987, will be accepted by the State Department of Real Estate as a qualification for salesperson's license and as a substitution for R.E. 110.) (May be taken twice for a maximum of 8 units.)



**235 Real Estate Sales Techniques** (3) *Three lecture hours per week.* Specialized techniques required to promote an effective sales record. Coordinates the theoretical background required for State examinations into the area of property merchandising. (May be taken twice for a maximum of 6 units.)

**301 Escrow Procedures: Basic** (3) *Three lecture hours per week.* Methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. (Meets the State requirements for the salesperson's and broker's licenses.)

**303 Escrow Practices: Intermediate** (3) *Three lecture hours per week. Prerequisites: R.E. 301 or equivalent.* Course covers unusual types of escrow and evaluating possible solutions. (Meets the State requirements for the salesperson's and broker's licenses.) (May be taken twice for a maximum of 6 units.)

**305 Escrow Problems: Advanced** (3) *Three lecture hours per week. Prerequisite: R.E. 303 or equivalent.* Further study of unusual and difficult types of escrows. Presents case problems, conflicts and disputes in escrow for discussion. (Meets the State requirements for the salesperson's and broker's licenses.)

**311 Title Examination Procedures I** (3) *Three lecture hours per week.* Preliminary study of documents comprising a chain of title and evaluation of the validity of chain of title documents. Field trips required. (May be taken twice for a maximum of 6 units.)

**313 Title Examination Procedures II** (3) *Three lecture hours per week. Prerequisite: R.E. 311.* Designed to supplement R.E. 311. Practical and advanced comprehensive study of title examining problems. Field trips required. (May be taken twice for a maximum of 6 units.)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**801 Real Estate License Exam Preparation** (1.5) *Three lecture hours per week for eight weeks.* Preparation for the California Real Estate License Exam. Includes the fol- (CSU) Transferable to California State Universities,

lowing topics: agency, ethics, contract, ownership, encumbrances, taxation, escrow, and land descriptions. (Units do not apply toward AA/AS degree.) (May be taken twice for a maximum of 3 units.)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Social Science

**111 Critical Thinking and Writing** (3) *Three lecture hours per week. Prerequisite: ENGL 100. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Designed to develop critical thinking and critical writing skills. Presents techniques for analyzing arguments used in political rhetoric, advertising, editorials, scientific claims, and social commentary. Develops the ability to create and refine written arguments, with particular emphasis on advanced composition techniques. Includes inductive and deductive arguments, the validity and consistency of arguments, the relationship between evidence and conclusions, the use of arguments in science, persuasive writing strategies, the concerns of style and audience, and impediments to good writing. (CSU/UC) (CAN PHIL 6)

**220 British Life and Culture** (3) (*Credit/No Credit or letter grade option.*) *One and one-half lecture hours and five lab hours per week. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Introduction to British society and civilization through lectures and field trips offered by the London Semester program of the SMCCCD. Takes a social, historical, and cultural approach to the study of contemporary British society. Required for enrollees in the London Semester. (CSU)

**221 French Life and Culture** (3) (*Credit/No Credit or letter grade option.*) *One and one-half lecture hours and five lab hours per week. Recommended Preparation: Completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appro-*

*priate skill level as indicated by the reading placement tests or other measures.* Introduction to French society and civilization by various lecturers in the Paris Semester program of the SMCCCD. Combines lectures with visits to and briefings at several cultural and political centers. Required for enrollees in the Paris Semester. (CSU)

**301 Introduction to Alcohol and Other Drug Studies** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. (CSU)

**302 Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. (CSU)

**303 Alcohol and Other Drug Abuse Prevention and Education** (3) *Three lecture hours per week. Recommended Preparation: SOSC 301 and eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* History, theories, models, and approaches to prevention. Review of research on epidemiology, environmental factors and prevention strategies; effective prevention programs. (CSU)

(UC) Transferable to University of California, (\*) With limitations (see page 52)

**304 Intervention, Treatment and Recovery** (3) *Three lecture hours per week.*

*Recommended Preparation: SOSC 301 and eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. (CSU)

**307 Counseling The Family of The Addicted Person** (3) *Three lecture hours per week.*

*Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. The approach is highly experiential with exercises to develop family counseling skills. (CSU)

**308 Group AOD (Alcohol and Other Drug) Counseling Process** (3) *Three lecture hours per week.*

*Recommended Preparation: eligibility for English 800 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Explores various beginning AOD (alcohol and other drug) counseling techniques, as well as interviewing and referral skills. Using the experiential format, participants learn and practice skills in attentive listening, recognizing and responding to different levels of client communication. The theory and practice of group leadership in group counseling process and group interaction will be studied as a means to change behavior. (CSU)

**309 Peer Education and Prevention Strategies** (3) *Three lecture hours per week.*

*Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Discussion and develop-

ment of proactive peer strategies for substance abuse prevention on college campuses. Includes issues such as the physical and social effects of alcohol and other drug use, as well as eating problems, sexually transmitted diseases, and acquaintance rape. (CSU)

**310 Special Population Groups in Alcohol and Other Drug Studies** (3.0) *Three lecture hours per week.*

*Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Survey of special population groups in alcohol and other drug studies (AOD) and their characteristics, particular intervention needs, and individual responses to treatment. Particular attention given to ethnic/racial, gender, age, economic, sexual orientation, and disabled issues. (CSU)

**313 Alcohol and Other Drug Treatment for Incarcerated Population** (3.0) *Three lecture hours per week.*

*Prerequisite: SOSC 301, 302, 304. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Covers philosophy, approaches, goals, objectives, language, policies, and procedures of the Criminal Justice System and the Alcohol and Other Drug Treatment Systems to insure that drug-involved offenders receive appropriate treatment and supervision. (CSU)

**314 Individual AOD (Alcohol and Other Drug) Counseling Process** (3) *Three lecture hours per week.*

*Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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. (CSU)

**315 Field Studies and Seminar I** (3)

*Three lecture hours per week plus completion of at least 100 hours of documented*

*work in an agency or organization in the alcohol/drug abuse field (255 hours if CAADAC certification is sought). Prerequisite: SOSC 301 and 302. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Supervised practicum/internship. The first semester of a two-semester sequence placing students in alcohol/drug abuse agencies or organizations. Participants must already be knowledgeable about chemical dependency. (CSU)

**316 Field Studies and Seminar II** (3)

*Three lecture hours per week plus completion of at least 100 hours of documented work in an agency or organization in the alcohol/drug abuse field (255 hours if CAADAC certification is sought). Prerequisite: SOSC 315. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Supervised practicum/internship. The second semester of a two-semester sequence placing students in alcohol/drug abuse agencies or organizations. Participants must already be knowledgeable about chemical dependency. (CSU)

**319 Multiple/Dual Diagnosis in AOD (Alcohol and Other Drug) Studies** (3)

*Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Covers the relationship between alcohol and other drug dependency/addiction and psychological/mental disorders. Focuses on identification and assessment of individuals diagnosed with multiple/dual disorders, current treatment approaches, medication, referral procedures, and interface with the professional mental health community. (CSU)

**321 Alcohol and other Drug Prevention, Treatment and Recovery** (3) *Recommended Preparation: Eligibility for English 848.*

This course is designed to explore current adolescent AOD prevention strategies, AOD substance use and abuse problems,

and AOD treatment and recovery strategies. The emphasis will be placed on adolescent biological, psychological, emotional and social growth issues as related to the abuse of drugs, and other addictions. (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Sociology

**100 Introduction to Sociology** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848; READ 802 with a grade of C or higher (or appropriate skill level indicated by the Reading placement tests and other measures) and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Group behavior and interaction of the individual and society; personality development in different cultures as shaped by customs, attitudes and values. Study of 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. (CSU/UC) (CAN SOC 2)

**105 Social Problems** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Theories of social problems involving sociological and psychological approaches. Theoretical and descriptive studies of crime, delinquency, mental illness, drug use, suicide, and the other social problems of mass society. (CSU/UC) (CAN SOC 4)

**110 Courtship, Marriage and the Family** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* 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.) (CSU/UC)

**141 Race and Ethnic Relations** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Sociological analysis of ethnic relations in the United States, concentrating on the roles, status, and efficacy of major ethnic groups. Brief socio-historical sketch of their backgrounds, ethnic group contacts, competition, conflict, acculturation, assimilation, and discrimination. (CSU/UC\*)

**200 Urban Sociology** (3) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Cities, suburbs, and metropolitan areas; ecology and growth; social class and racial trends; education; crime; local government and politics; planning and experimental solutions; county history; and social patterns. (Satisfies the California State and Local Government requirement.) (CSU/UC)

**300 Social Psychology** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: SOCI 100 or PSYC 100. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Study of human interaction, with emphasis

on social patterning and processes of perception, identity, roles, and attitudes. (May not be taken for credit following PSYC 300.) (CSU/UC)

**340 Human Sexuality** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours per week. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* A look at human sexuality from a psychological, physiological, and cultural point of view. Survey of sexual research; emphasizes the need for affiliation, commitment, and intimacy. (CSU/UC)

**391 Parent-Child Relations** (3) (*Tele-course.*) (*Credit/No Credit or letter grade option.*) *Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.* Analysis of problems faced by new and prospective parents. Study of parent-child interaction and perception of attitudes, roles, and identity. Explores alternative solutions and coping strategies to assist parents in the process of guiding their children's growth and development. Partial focus on Black and Latino families. (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Spanish

**Language Laboratory and Listening Requirement:** since imitation, response, and independent practice are integral features of the study of a foreign language at the College, students enrolled in certain courses in foreign language are required to use the language laboratory as prescribed by each department.

Note: To be transferable to UC, Spanish courses must be taken for letter grade.

**110 Elementary Spanish (5)** (*Credit/No Credit or letter grade option.*) Five lecture hours plus two lab hours by arrangement per week. *Recommended Preparation:* eligibility for ENGL 838 or a higher English course. Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only the structures already practiced. (CSU/UC)

**111 Elementary Spanish I (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Recommended Preparation:* eligibility for ENGL 838 or a higher English course. Covers approximately the first half of the semester's work in Spanish 110. (CSU/UC\*)

**112 Elementary Spanish II (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Prerequisite:* SPAN 111 or equivalent with *Credit* or a grade of *C* or higher. Covers approximately the second half of the semester's work in Spanish 110. (Spanish 111 and 112 are equivalent to Spanish 110.) (CSU/UC\*)

**115 Beginning Spanish I (3)** (*Telecourse*) (*Credit/No Credit or letter grade option.*) Entry-level course that introduces basic Spanish vocabulary and language structures and enhances appreciation of worldwide Hispanic culture. Workbook and audio tape exercises focus on reading, writing, and aural comprehension. This course parallels Spanish 111 but without the oral component. (CSU)

**116 Beginning Spanish II (3)** (*Telecourse*) (*Credit/No Credit or letter grade option.*) *Prerequisite:* SPAN 115. Second half of an entry-level course that introduces basic Spanish vocabulary and language structures and enhances appreciation of worldwide Hispanic culture. Workbook and audio tape exercises focus on reading, writing, and aural comprehension. This course parallels Spanish 112 but without the oral component. (CSU)

**117 Advanced Beginning Spanish I (3)** (*Telecourse*) (*Credit/No Credit or letter grade option.*) *Prerequisite:* SPAN 116 or equivalent. First half of a second-semester course that continues to introduce basic Spanish vocabulary and language structures and enhances appreciation of worldwide Hispanic culture. Workbook and audio tape exercises focus on reading, writing, and aural comprehension. This course parallels Spanish 121 but without the oral component. (CSU)

**118 Advanced Beginning Spanish II (3)** (*Telecourse*) (*Credit/No Credit or letter grade option.*) *Prerequisite:* SPAN 117 or equivalent. Second half of a second-semester course that completes the introduction of Spanish vocabulary and language structures traditionally taught in a first-year course, including a comprehensive overview and appreciation of worldwide Hispanic culture. Workbook and audio tape exercises focus on reading, writing, and aural comprehension. This course parallels Spanish 122 but without the oral component. (CSU)

**120 Advanced Elementary Spanish (5)** (*Credit/No Credit or letter grade option.*) Five lecture hours plus two lab hours by arrangement per week. *Prerequisite:* SPAN 110 or 112 or equivalent with *Credit* or a grade of *C* or higher. Continuation of Spanish 110. Includes short readings that serve as a basis for classroom conversation. (CSU/UC)

**121 Advanced Elementary Spanish I (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Prerequisite:* SPAN 110 or 112 or equivalent with *Credit* or a grade of *C* or higher. Covers approximately the first half of the semester's work in Spanish 120. (CSU/UC\*)

**122 Advanced Elementary Spanish II (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Prerequisite:* SPAN 121 or equivalent with *Credit* or a grade of *C* or higher. Covers approximately the second half of the semester's work in Spanish 120. (Spanish 121 and 122 are equivalent to Spanish 120.) (CSU/UC\*)

**130 Intermediate Spanish (5)** (*Credit/No Credit or letter grade option.*) Five lecture hours plus one lab hour by arrangement per week. *Prerequisite:* SPAN 120 or 122 or equivalent with *Credit* or a grade of *C* or higher. Practice of conversation and composition; review of grammar; in-class and collateral reading of Spanish and Spanish-American literature. (CSU/UC)

**131 Intermediate Spanish I (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Prerequisite:* SPAN 120 or 122 or equivalent with *Credit* or a grade of *C* or higher. Covers approximately the first half of the semester's work in Spanish 130. (CSU/UC\*)

**132 Intermediate Spanish II (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours plus one lab hour by arrangement per week. *Prerequisite:* SPAN 131 or equivalent with *Credit* or a grade of *C* or higher. Covers approximately the second half of the semester's work in Spanish 130. (Spanish 131 and 132 are equivalent to Spanish 130.) (CSU/UC\*)

**140 Advanced Intermediate Spanish (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours per week. *Prerequisite:* SPAN 130 or 132 or equivalent with *Credit* or a grade of *C* or higher. Further practice in conversation and composition based on in-class reading of modern Spanish and Latin American authors; review of grammar; collateral reading of Spanish and Spanish-American literature. (CSU/UC)

**161 Reading in Spanish Literature I (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours per week. *Prerequisite:* SPAN 140 or equivalent with *Credit* or a grade of *C* or higher. Oral and written composition; in-class reading and discussion of Spanish, Spanish-American, and Hispanic literature; extensive collateral reading of Spanish and Spanish-American literature; and review of grammar. (CSU/UC)

**162 Reading in Spanish Literature II (3)** (*Credit/No Credit or letter grade option.*) Three lecture hours per week. *Prerequisite:* SPAN 161 or equivalent with *Credit* or a grade of *C* or higher. Further oral and written composition; in-class reading of Spanish and Spanish American literature; extensive collateral reading of Spanish and Spanish-American literature, and review of grammar. (CSU/UC)

**251 Hispanoamerica Contemporanea (3)** Three lecture hours per week. *Prerequisites:* SPAN 140 or equivalent with *Credit* or a grade of *C* or higher or Spanish-speaking background. Study of problems and concerns of Latin American culture, as revealed in contemporary literature (essay, short story, drama, and novel). Conducted in Spanish. (CSU/UC)

**680 – 689 Selected Topics (1-3)** (See first page of Description of Courses section.) (CSU)

**690 Special Projects (1-2)** (See first page of Description of Courses section.) (CSU)

**801 Conversational Spanish I, Elementary (2)** (*Credit/No Credit grading.*) Three lecture hours per week. Intensive drill in the patterns and idioms of daily speech, sup-

ported by sufficient grammar to give flexibility in the spoken language. May be considered an excellent preparatory course for students who have not taken a foreign language before. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**802 Conversational Spanish II, Advanced Elementary** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: SPAN 801 or equivalent with Credit.* Further work in conversation following the model of Spanish 801. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**803 Conversational Spanish III, Intermediate** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: SPAN 802 or equivalent with Credit.* More advanced work in conversation following the model of Spanish 802. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**804 Conversational Spanish IV, Advanced Intermediate** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: SPAN 803 or equivalent with Credit.* Further advanced work in conversation following the model of Spanish 803. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**805 Conversational Spanish V, Advanced** (2) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: SPAN 804 or equivalent with Credit.* Provides an all-Spanish environment for advanced topical conversation focusing on current themes and graded readings, as well as programmed growth of topical vocabulary and increasingly complex language structures for adult-level aural and oral communication skills. (This course will not fulfill the language requirements at California State Universities or at the University of California.)

**806 Conversational Spanish VI, Upper Advanced** (2.0) (*Credit/No Credit grading.*) *Three lecture hours per week. Prerequisite: SPAN 805 or equivalent with Credit.* This course provides an all-Spanish environment for upper-advanced topical conversation as well as growth of topical vocabulary and increasingly complex language structures for adult-level aural/oral communication skills. (This course will not fulfill

the language requirements at California State Universities or at the University of California.)

**810 Basic Spanish Communication** (.5) (*Credit/No Credit grading.*) *Two lecture hours per week for four weeks.* Introduction to the basics of communicating in Spanish and to the cultural expectations of Spanish speakers in business and tourism relationships. Designed to help those with little or no knowledge of Spanish culture communicate successfully via words and culturally appropriate actions.

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Speech Communication

The Speech Communication program includes courses in public speaking, small group communication, interpersonal communication, intercultural communication, organizational communication, and oral interpretation of literature. The English requirement may be partially satisfied by 3 units of Speech 100 or Speech 120. Speech 855 is credit-bearing but not degree-applicable, which means that the units count for the purposes of financial aid but not toward the AA/AS degree.

**100 Public Speaking** (3) *Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: eligibility for ENGL 100.* Practice in delivering extemporaneous speeches; study of basic principles of effective communication; techniques of organizing and outlining; structure and content of basic speech types; development of critical listening; analysis and evaluation of speeches. (CSU/UC) (CAN SPCH 4)

**111 Oral Interpretation I** (3) *Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: eligibility for ENGL 100.* 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. (CSU/UC)

**112 Oral Interpretation II** (3) *Three lecture hours plus one lab hour by arrangement per week. Prerequisite: SPCH 111 with a grade of C or higher.* 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. (CSU/UC)

**120 Interpersonal Communication** (3) *Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: eligibility for ENGL 848.* 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 man and society. (CSU/UC)

**140 Small Group Communication** (3) *Three lecture hours plus one hour by arrangement per week. Recommended Preparation: eligibility for ENGL 100.* 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. (CSU/UC)

**150 Intercultural Communication** (3) *Three lecture hours plus one hour by arrangement per week. Recommended Preparation: eligibility for ENGL 100.* 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 non-verbal differences, the effect of prejudice on society. Emphasizes the sensitivity and empathy required for intercultural competence. (CSU/UC)

**170 Organizational Communication** (3.0) *Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: eligibility for ENGL 100.* Organizational communication theory and improvement of communication skills in organizations. Emphasizes decision-making; achievement of goals; conflict management; negotiation; cross-cultural examination of organizational structure, climate, and work-related values; and diversity management in organizations. (CSU)

**180 Family Communication** (3) (*Tele-course*) *Recommended Preparation: SPCH 120 and eligibility for ENGL 100.* Through the televised segments, this course explores family interaction patterns through discussion, exercises, video guests, and in-studio guests. Examines the ways in which family members communicate, make decisions, settle conflict, and learn to relate to one another. (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**855 Speech for Non-Native Speakers** (3) (*Credit/No Credit or letter grade option.*) *Three lecture hours plus one lab hour by arrangement per week. Recommended Preparation: ESL 847 with Credit or a grade of C or higher (or appropriate skill level indicated by placement tests and other measures).* It is recommended that students enroll concurrently in *ESL 828 or higher course and READ 825 or higher course.* Practice in using pitch, rate, volume, and vocal quality to convey accurate meaning and emotion; practice in discussion, interviews, and extemporaneous public speaking; listening skills appropriate for discussions, interviews, and public speaking.

**860 Communication in the Workplace** (1) (*Credit/No Credit grading.*) *Four lecture hours per week for four weeks.* Covers development of successful job interviewing skills and assertiveness skills; methods for reducing workplace stress; and strategies to help clients feel at ease in uncomfortable situations.

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

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## Welding Technology

(Also see *Machine Tool Technology and Manufacturing and Industrial Technology*)

Extra supplies may be required in all Welding Technology courses.

**110 Elementary Welding Theory I** (4) *Four lecture hours per week. Corequisite: concurrent enrollment in WELD 111. Recommended Preparation: keyboarding or word processing.* Introduction to gas welding of ferrous and non-ferrous metals, brazing and soldering. Instruction on the theory of flamecutting; introduction to metallurgy and blueprint reading for welding. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**111 Elementary Welding Practice I** (3) *Nine lab hours plus one lab hour by arrangement per week. Corequisite: concurrent enrollment in WELD 110.* Practical

experience in gas and conventional arc welding of ferrous metals, brazing, and soldering. (CSU)

**120 Elementary Welding Theory II** (4) *Four lecture hours per week. Prerequisites: WELD 110/111. Corequisite: concurrent enrollment in WELD 121.* Introduction to conventional arc welding of steel and TIG (GTAW) welding of aluminum. Study of metallurgy and blueprint reading for welders. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**121 Elementary Welding Practice II** (3) *Nine lab hours plus one lab hour by arrangement per week. Corequisite: concurrent enrollment in WELD 120.* Advanced experience in conventional arc welding of steel in flat, vertical, and overhead positions. Introduction to manual TIG (GTAW) welding of aluminum. Inspection of welded assemblies. (CSU)

**210 Advanced Welding Theory I** (4) *Four lecture hours per week. Prerequisites: WELD 120/121. Recommended Preparation: DRAF 120; MTT 200; MANU 100 or PHYS 100. Corequisite: concurrent enrollment in WELD 211.* TIG (GTAW) and MIG (GMAW) welding of carbon steel, alloy steel, and stainless steel. Advanced problems in all phases of welding. Study in the theory of metallurgy and heat treating as applied to welding technology. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**211 Advanced Welding Practice I** (5) *Fifteen lab hours per week plus one lab hour by arrangement per week. Corequisite: concurrent enrollment in WELD 210.* Practical experience in TIG (GTAW), MIG (GMAW), and low-hydrogen arc welding with emphasis on steel, stainless steel, and aluminum. (CSU)

**220 Advanced Welding Theory II** (4) *Four lecture hours per week. Prerequisite: WELD 210/211. Corequisite: concurrent enrollment in WELD 221.* Theory of MIG (GMAW), pulsed MIG (GMAW), and TIG (GTAW) welding, electron-beam welding, sub-arc welding, electro-slag/gas welding, and pipe welding. Study of the A.W.S. Structural Code D1.1 and A.S.M.E. Boiler Code and Pressure Vessel Code Section IX. Study of the fundamentals of robotics, hazardous materials in welding, and welding symbols as they apply to blueprints, welding inspection, laser welding and inverter technology. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**221 Advanced Welding Practice II** (5) *Fifteen lab hours per week plus one lab hour by arrangement per week. Corequisite: concurrent enrollment in WELD 220.* Practical experience in the welding of exotic metals, flame spraying, and pulsed TIG (GTAW), pipe, and MIG (GMAW) welding. Practical experience in job estimation, production welding techniques, and maintenance welding techniques. Instruction in manipulative skills required in metal fabrication processes: hand and power shearing, punching, forming, mechanical fastening, and sheet metal layout. (CSU)

**250 Fundamentals of Non-Destructive Testing** (2) *Two lecture hours per week.* Introduction to nondestructive testing: types, methods, materials, costs, limitations, and personal requirements. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**300 Welding for Technology** (2) *One lecture hour and three lab hours plus one lab hour by arrangement per week.* Introduction to welding for the non-welding major. Covers theory and practice of oxyacetylene welding, bronze brazing, silver soldering, and conventional shielded metal arc, low-hydrogen shielded metal arc, and resistance welding. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (CSU)

**641 Cooperative Education** (1-4) (See first page of Description of Courses section.) (CSU)

**680 – 689 Selected Topics** (1-3) (See first page of Description of Courses section.) (CSU)

**690 Special Projects** (1-2) (See first page of Description of Courses section.) (CSU)

**700 TIG Welding Technology** (4) *Two lecture and six lab hours plus one lab hour by arrangement per week.* Practical experience in corner, fillet, and butt welding of aluminum, steel, and stainless steel. Study of TIG (GTAW) welding of aluminum, steel, and stainless steel; basic metallurgy; and welding symbols as they apply to blueprints. A materials fee as shown in the *Schedule of Classes* is payable upon registration.

**879 Selected Topics** (1-3) (See first page of Description of Courses section.)

**880 – 889 Selected Topics** (1-3) (See first page of Description of Courses section.)

## Faculty

*(Date of original appointment follows name.)*

**Acena, Albert A.** (1966)

Dean, Social Science Division  
B.A., Seattle University  
M.A., Ph.D., University of Washington

**Aguirre-Alberto, Sylvia** (1989)

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**Alunan, Juanita** (1995)

Associate Professor, English  
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**Ambrose, Rick** (1985)

Professor, Accounting  
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**Appel, Patricia** (2000)

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**Avakian, John S.** (1980)

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**Avelar, Linda J.** (1975)

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**Ball, Jeremy C.** (2001)

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**Beliz, Tania** (1990)

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Ph.D., University of California, Berkeley
- Kennedy, Vance A.** (1976)  
Professor, Business  
A.A., San Jose City College  
B.S., M.B.A., San Jose State University
- Kirk, John R.** (1970)  
Professor, Economics  
B.A., University of California, Berkeley  
M.A., San Jose State University
- Komas, Robert** (1991)  
Professor, Mathematics  
B.A., University of California,  
San Diego  
M.A., San Jose State University
- Kowerski, Robert C.** (1980)  
Dean, Math/Science Division  
B.S., Illinois Institute of Technology  
Ph.D., Stanford University
- Kramm, George** (1994)  
Professor, Speech Communication  
B.A., M.A., San Diego State University
- Laderman, David** (1995)  
Professor, Film  
B.A., California State University,  
Northridge  
M.A., Emory University  
M.A., San Francisco State University
- Leddy, Matthew** (1991)  
Professor, Horticulture  
A.A., Skyline College  
B.A., University of California,  
Santa Cruz  
M.A., San Francisco State University
- Lehmann, J. Jay** (1989)  
Professor, Mathematics  
B.S., University of Illinois  
M.S., Claremont Graduate School
- Li, Yaping** (1995)  
Professor, Speech Communication  
B.A., Shandong University,  
People's Republic of China  
M.A., Ph.D., Indiana University
- Locke, David** (2001)  
Associate Professor, Physics  
B.S., University of Missouri  
M.A., University of California, Berkeley
- Lohmann, Richard** (1997)  
Associate Professor, Photography  
B.A., M.A., San Francisco  
State University
- MacDonald, James R.** (1984)  
Professor, Electronics  
B.S., University of California, Davis
- Mach, Jean** (1989)  
Professor, English  
B.A., University of Washington  
M.A.T., College of Notre Dame  
M.A., University of California, Berkeley
- Mangan, Joe C.** (1999)  
Professor, P.E./Cross Country;  
Head Track and Field Coach  
A.A., DeAnza College  
B.S., M.S., Indiana University
- Marron, Jamie** (1991)  
Professor, Reading  
B.A., M.A., University of Illinois  
M.A., University of California, Berkeley  
M.F.A., Mills College  
Ed.D., University of Southern California
- Martin, Theresa** (1995)  
Professor, Biology  
B.A., University of California,  
Santa Barbara  
M.S., University of California, Davis  
M.A., University of California, Berkeley
- Martinez, Thomas A.** (1976)  
Professor, Physical Education, Athletics  
B.A., San Francisco State University  
M.A., Azusa Pacific College, California
- Mathur, Minu** (2000)  
Professor, Sociology  
B.A., Delhi University  
M.S., Ph.D., Oklahoma State University
- Maule, Bruce** (1990)  
Professor, Business  
B.S.C., Santa Clara University  
M.B.A., San Jose State University
- McAteer, Jane** (1987)  
Professor, Nursing  
B.S.N., Georgetown University  
M.N., University of California,  
Los Angeles
- McConnell-Tuite, Milla L.** (1987)  
Professor, English  
B.A., M.A., San Francisco  
State University
- McGinnis, Thurman** (1995)  
Associate Professor, Administration  
of Justice  
A.A., College of San Mateo  
B.A., M.A. Hayward State University
- McGlasson, Pamela N.** (1991)  
Professor, Business  
B.S., Georgia College  
M.Ed., Savannah State University
- Mellor, Sandra L.** (1974)  
Dean, Corporate and Continuing  
Education  
B.A., M.A., San Jose State University
- Morehouse, Steven N.** (1977)  
Counselor, High School Relations  
A.A., College of San Mateo  
B.A., San Francisco State University  
M.S., California State University,  
Hayward
- Motoyama, Catherine T.** (1991)  
Professor, Speech Communication  
B.A., University of Hawaii  
M.A., Ph.D., University of Washington
- Mueller, Faye L.** (2002)  
Associate Professor, Reading  
B.S., M.Ed., University of Pittsburgh
- Murphy, Madeleine** (1997)  
Associate Professor, English  
B.A., King's College, Cambridge  
M. Litt., Edinburgh University
- Musgrave, Diane W.** (1970)  
Professor, English, German  
A.B., A.M., Stanford University  
M.A., San Francisco State University

- Nakata, Rory** (1990)  
Professor, Art  
B.A., San Francisco State University  
M.A., Sacramento State University
- Nurre, Rosemary A.** (1993)  
Professor, Business  
B.S., CSU, Chico  
M.B.A., University of Santa Clara
- O'Brien, Eileen** (2000)  
Career Counselor  
A.A., Foothill College  
B.A., University of California, Santa Barbara  
M.S., San Francisco State University
- O'Connell, Kathryn M.** (1985)  
Professor, Political Science  
B.A., University of Minnesota  
M.A., San Francisco State University
- Owens, Larry** (1990)  
Head Football Coach  
B.S., California State University, Fullerton  
M.A., St. Mary's College
- Paoli, Patricia J.** (1979)  
Professor, Speech Communication  
A.B., University of California, Berkeley  
M.A., California State University, Hayward
- Paolini, Nancy M.** (1988)  
Professor, Reading, English as a  
Second Language  
B.A., California State University,  
Sacramento  
M.S.Ed., University of Southern California
- Paparelli, Marie T.** (1989)  
Learning Disabilities Specialist  
A.S., Corning Community College  
B.S., Elmira College  
M.S., California State University,  
Long Beach
- Petit, Susan Y.** (1968)  
Professor, English, French  
B.A., Knox College  
M.A., Purdue University  
M.A., College of Notre Dame
- Petromilli, James** (1973)  
Director, Center for Teaching and Learning  
A.A., College of San Mateo  
B.A., M.A., San Francisco State University
- Phipps, Linda M.** (1985)  
Professor, Mathematics  
B.A., Barnard College  
M.A., Columbia University
- Piper, Louise** (1990)  
Child Development Services  
Coordinator  
B.A., University of Michigan  
M.A., San Francisco State University
- Pittman, Judith** (2001)  
Associate Professor, Art  
B.A., University of Massachusetts  
M.A., San Francisco State University
- Pollack, Bret** (2000)  
Assistant Football Coach  
B.S., University of California, Berkeley  
M.A., St. Mary's College
- Ramsey, Carolyn O.** (1974)  
Professor, Career and Life Planning,  
Counselor  
B.A., M.S., San Francisco  
State University
- Ratto, Robert** (2001)  
Associate Professor, Cosmetology  
A.A., San Joaquin Delta College  
B.A., San Francisco State University
- Ramezane, Marsha** (2004)  
Dean, Counseling/Advising and Matriculation  
A.A., Canada College  
B.S., University of Utah  
M.A., JFK University
- Remitz, Edward F.** (1989)  
Professor, Journalism  
B.A., San Francisco State University
- Reynolds, Roberta M.** (1985)  
Professor, English  
A.A., College of San Mateo  
B.A., College of Notre Dame  
M.A., D.A., Ph.D., University of Oregon
- Robinson, David G.** (1985)  
Professor, Mathematics, Meteorology  
B.S., M.S., San Jose State University
- Russell, Suzanne** (1998)  
Associate Professor, Cosmetology  
A.A., College of San Mateo
- Ryan, Janis** (1994)  
Associate Professor, Nursing  
A.A., Skyline College  
B.S., M.S., University of San Francisco
- Sanchez, Samuel** (2000)  
Assistant Professor, Multimedia
- Schmidt, Mikel** (2000)  
Associate Professor, Adapted P.E./P.E./  
Workplace Wellness  
B.A., University of California, Davis  
M.A., San Francisco State University
- Scholer, Linda K.** (1984)  
Professor, English  
B.A., North Central College  
M.Ed., University of Illinois
- Schulze, Frances** (1990)  
Professor, English as a Second Language  
B.A., M.A., San Francisco  
State University
- Scott, Danita L.** (2002)  
Director, Student Support  
A.A., College of San Mateo  
B.A., University of Cincinnati  
M.A., College of Notre Dame
- Searle, John B.** (1973)  
Professor, Chemistry, Biology  
B.S., Ph.D., Bristol University
- Seubert, Edwin A.** (1980)  
Professor, Graphics  
A.A., College of San Mateo
- Sewart, John J.** (1991)  
Dean, Articulation and Research  
B.A., University of California, Berkeley  
M.A., Ph.D., University of California,  
Davis
- Singh, Balbir** (1964)  
Professor, Mathematics  
B.S., St. John's College,  
Agra University, India  
M.A., Stanford University  
M.B.A., LL.M. Golden Gate University  
Ph.D., University of Southern California
- Smith, Elizabeth M.** (1988)  
Professor, Nursing  
B.S.N., University of Missouri  
M.S.N., Yale University
- Sobel, Amy** (1997)  
Associate Professor, English as a  
Second Language  
B.A., Stanford University  
M.A., San Francisco State University
- Sonner, Grace Y.** (1970)  
Vice President, Instruction  
B.A., San Jose University  
M.S., Texas Woman's University
- Stafford, Anne** (2000)  
Professor, English  
B.A., University of California, Berkeley  
M.A., San Francisco State University
- Stanford, Darryl** (2001)  
Associate Professor, Astronomy/Physics  
B.S., Polytechnic University  
M.S., Concordia College  
M.S., University of Toledo
- Stanford, Virgil** (2003)  
Dean, Administrative Services  
B.A., Northwestern State University,  
Louisiana  
M.A., University of Louisiana, Lafayette  
M.P.A., Drake University

**Statler, Richard G.** (1972)  
Professor, Physical Education,  
Health Science  
B.S., M.S., California State University,  
Hayward

**Steele, Kathleen** (1991)  
Professor, English  
B.A., M.A., University of Michigan

**Still, Mark S.** (1989)  
Professor, History  
B.A., M.A., University of Arizona  
Ph.D., Claremont Graduate School

**Stringari, Lawrence T.** (1969)  
Professor, Human Services;  
Psychological Services  
B.A., M.A., San Francisco  
State University

**Swanevik, Michael** (1969)  
Professor, History  
B.S., M.A., University of San Francisco

**Tilmann, Martha** (1989)  
Professor, Computer and Information  
Science  
B.F.A., M.S., Michigan State University

**Tollefson, Patricia A.** (1984)  
Professor, English  
B.A., M.A., San Francisco  
State University  
M.A., University of California, Davis  
M.A., John F. Kennedy University

**Tonini, Carlene** (1990)  
Professor, Biology  
B.S., University of California, Davis  
M.S., California Polytechnic State  
University, San Luis Obispo

**Turner, Ruth** (1990)  
EOPS Counselor  
B.A., Wichita State University  
M.S., San Francisco State University

**Uchida, Barbara** (1990)  
Professor, Physics  
B.A., University of California, Berkeley  
M.S., University of California,  
San Diego

**Upshaw, D. Aisha** (1975)  
Counselor/Transfer Center  
B.S., Central State University  
M.Ed., University of Cincinnati

**Valenti, Mary** (1996)  
Counselor  
B.S., College of Notre Dame  
M.A., San Jose State University

**Villareal, Henry** (2001)  
Dean, Admissions and Records  
B.S., M.S., University of Wisconsin  
Ed.D., Arizona State University

**Vorobey, Lilya** (2000)  
Assistant Professor, Drafting Technology,  
Machine Tool Technology, Manufacturing  
Technology, Welding Technology  
B.F.A., California College of Arts and Crafts

**Warner, Michelle** (1998)  
Professor, Physical Education/  
Head Women's Basketball Coach  
B.A., University of California, Davis  
M.A., University of Iowa

**Williams, Douglas** (1997)  
Head Baseball Coach  
A.A., College of San Mateo  
B.A., University of California,  
Santa Barbara  
M.A., St. Mary's College

**Willis, Janice M.** (1977)  
Professor, Business  
B.S., Pennsylvania State University  
M.A., San Francisco State University

**Wills, Carol R. T.** (1982)  
Professor, Reading  
B.A., M.A., San Francisco  
State University

**Wiltberger, Arlene** (1996)  
Psychological Services  
B.A., University of Redlands  
M.A., Cornell University

**Wright, Randy S.** (2002)  
Assistant Professor, Physical Education  
B.A., University of California, Los Angeles  
M.E., Azusa Pacific University

**Wu, Jing** (1998)  
Professor, Mandarin Chinese  
B.A., Shanghai Normal University  
M.A., San Francisco State University



## Emeriti

(Date of retirement follows name.)

**Roland K. Abercrombie** (1963)  
Business

**Marvin Alexander** (1975)  
Chairperson, Social Sciences  
Division

**Alvin A. Alexandre** (1988)  
English, Journalism

**David H. Allende** (1987)  
Art

**Edgar H. Andrews** (1987)  
History, Humanities

**Garlan Andrews** (1989)  
Music

**Marian R. Anenson** (1984)  
Nursing

**Robert D. Anderson** (1997)  
Physics

**George Angerbauer** (1984)  
Electronics Technology,  
Counselor

**Jeanne Angier** (1996)  
English

**Marlene C. Arnold** (1994)  
Nursing

**Leo N. Bardes** (1992)  
Dean, Creative Arts Division

**Dr. Rex J. Bartges** (1977)  
Biology

**Elizabeth L. Bassi** (1998)  
Dental Assisting

**Paul Beale** (1985)  
Accounting

**James K. Bell** (2001)  
English

**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

**Jeanne Blanchette** (1977)  
Nursing

**George A. Blitz** (1989)  
Biology, Landscape Design

**Dale W. Blust** (1987)  
Aeronautics

**Kenneth E. Blust** (1982)  
Aeronautics

**George E. Bramlett** (1993)  
Dean, Technology Division

**Michael Brusin** (1995)  
History, Economics

**Elizabeth Burdash** (1995)  
Psychology

**Virginia Burton** (1981)  
Physical Education

**Lorraine Bush** (1975)  
Cosmetology

**D. Bruce Cameron** (1993)  
English, Film

**Albert Camps** (1995)  
Electronics

**Blanca Candamil** (2001)  
Spanish

**Jewell Casstevens** (1982)  
Cosmetology

**Patricia Castro** (2004)  
Cosmetology

**Dr. Donald F. Cate** (1990)  
Political Science

**Michael Chriss** (1993)  
Astronomy, Humanities

**Peter Chroman** (1996)  
Anthropology, Sociology

**Rosalee Clarke** (1996)  
Mathematics

**J. Kyle Clinkscales** (1981)  
Chemistry, Counselor

**Dr. Adrian Cohn** (1986)  
English

**Dr. Jean M. Cons** (1993)  
Anatomy, Physiology

**Dr. Stuart T. Cooke** (1999)  
History, Humanities

**William W. Crandall** (2003)  
Business

**Douglas B. Crawford** (1993)  
Mathematics

**Richard L. Crest** (1982)  
Music

**John A. Cron** (1992)  
Business

**Dr. Dorothy J. Crouch** (1983)  
Biology

**Terence B. Curren** (1990)  
Zoology, Physical  
Anthropology

**Brad Datson** (1999)  
Business

**Gregory Davis** (1999)  
Humanities, Political Science

**William J. Dickey** (2002)  
Physical Education/Athletics

**Louis De Freitas** (1995)  
Welding

**Michael L. DeGregorio** (2001)  
Chemistry, Physics

**Dr. George S. Dehnel** (1987)  
Biology, Health Science

**Dr. Clifford O. Denney** (2002)  
Chemistry

**Richard C. Donner** (1998)  
Physical Education

**John B. Dooley** (1979)  
Librarian

**Roland H. Fark** (2000)  
Biology

**Emile L. Faure** (2004)  
Mathematics

**Dr. John C. Fiedler** (2001)  
English

**Dr. Anita Fisher** (2001)  
Psychology

**Dr. Maurice J. Fitzgerald** (1993)  
English

**Aline Fountain** (1983)  
Director of Counseling  
Services

**Donald V. Galindo** (1987)  
Art

**Eric Gattmann** (1991)  
Education, Emeritus Institute

**Dr. Thomas W. George** (1984)  
Business

**Ellen Ross Gibson** (1990)  
Photography, Art

**Dr. John M. Gill** (1987)  
English

**Ann Giniere** (2000)  
Cosmetology

- Dr. William Glen** (1999)  
Geology
- Gilbert B. Gossett** (1985)  
Dean of Instruction
- Alexander Graham** (1990)  
Horticulture
- Anne M. Grubbs** (1974)  
Chairperson, Health  
Occupations Division
- Dr. H. Sanford Gum** (1984)  
Drafting
- Peter K. Gunderson** (2003)  
Geography
- Charles F. Gustavson** (2003)  
Music
- Joe C. Hagerty** (1983)  
Director, Health and Service  
Careers Division
- Jennie Halualani** (1995)  
Health Services
- John Hancock** (1995)  
Music
- Jane E. Hanigan** (1984)  
English, Re-Entry Program
- Dr. William Harriman**  
(1983)  
English
- Edward M. Harris** (1985)  
Mathematics
- Richard V. Harris** (1992)  
Physical Education
- Kenneth W. Harrison**  
(1999)  
Music
- Carol Rhodabarger Heitz**  
(1985)  
Career and Personal  
Development, Counselor
- Mary M. Herman** (1989)  
Speech Pathologist
- Robin Heyeck** (2000)  
English
- Yolande S. Hilpisch** (1977)  
College Nurse
- Woodson F. Hocker** (1972)  
Spanish
- Paul C. Holmes** (1987)  
English
- Roy H. Holmgren** (1989)  
Mathematics
- Dr. Cecilia A. Hopkins**  
(1986)  
Director, Business Division
- Dee L. Howard** (2002)  
Counselor
- Robert S. Howe** (1990)  
Career and Life Planning
- Herbert H. Hudson** (1979)  
Physical Education,  
Counselor
- Joeann J. Ingraham** (1986)  
Physical Education
- James E. Innis** (2000)  
Health Science
- Amy G. Ireson** (1985)  
Consumer Arts and Science,  
Counselor
- William A. Janssen** (1999)  
Business
- Mary Lloyd Jeffers** (1998)  
Political Science
- Joseph R. Johnson** (2002)  
Welding
- Dr. John E. Karl, Jr.** (1993)  
Anatomy, Physiology
- Dr. Walter M. Kaufmann**  
(1990)  
Sociology, Psychology
- Robert Kellejian** (1992)  
Electronics
- Kenneth D. Kennedy** (2004)  
Political Science
- Dr. Noel W. Keys** (1995)  
Psychological Services
- Michael B. Kimball** (2004)  
English
- Theodore W. Kirsch** (2002)  
Electronics
- Edward A. Kusich** (1977)  
Engineering, Mathematics
- Eva M. Landmann** (1987)  
Nursing
- Dr. Rudolph M. Lapp** (1983)  
History
- Walter J. Leach, Jr.** (1985)  
Psychology, Sociology
- Frank B. Leroi** (2003)  
Economics
- Dr. Doris H. Linder** (1989)  
History
- Raymond Lorenzato** (1984)  
Art
- Lorne MacDonald** (1999)  
Electronics, Engineering
- George A. Mangan** (2001)  
Broadcast and  
Electronic Media
- Jack Markus** (1996)  
Aeronautics
- R. Galen Marshall** (1996)  
Music
- Chauncey J. Martin** (1979)  
Machine Tool, Welding  
Technology
- Jeanette J. Mathers** (1979)  
Speech, English
- Ruth McCracken** (2003)  
Nursing
- Mary J. McCue** (1999)  
English
- Dr. Joseph M. McDonough**  
(1995)  
Psychology
- Virginia A. McMillin** (1984)  
Nursing
- Valdemer A. Mendenhall**  
(1982)  
Aeronautics
- Robert E. Michael** (1986)  
Business Administration,  
Counselor
- Howard C. Monroe** (1996)  
Anthropology, Biology,  
Botany
- Dr. John A. Montgomery**  
(1977)  
Business Administration
- Judith Morley** (2002)  
Art
- John F. Mullen** (2000)  
Dean, Admissions and  
Records
- Ernest L. Multhaup** (1996)  
Engineering, Counselor
- Jean B. Multhaup** (1996)  
Dental Assisting
- Robert C. Newell** (1992)  
Electronics
- John L. Noce** (1992)  
Physical Education
- Colette J. Norman** (2003)  
Librarian
- Daniel C. Odum** (1989)  
Broadcasting Arts
- Robert A. Olson** (1988)  
Speech
- Dr. Rosalie M. O'Mahony**  
(2003)  
Mathematics

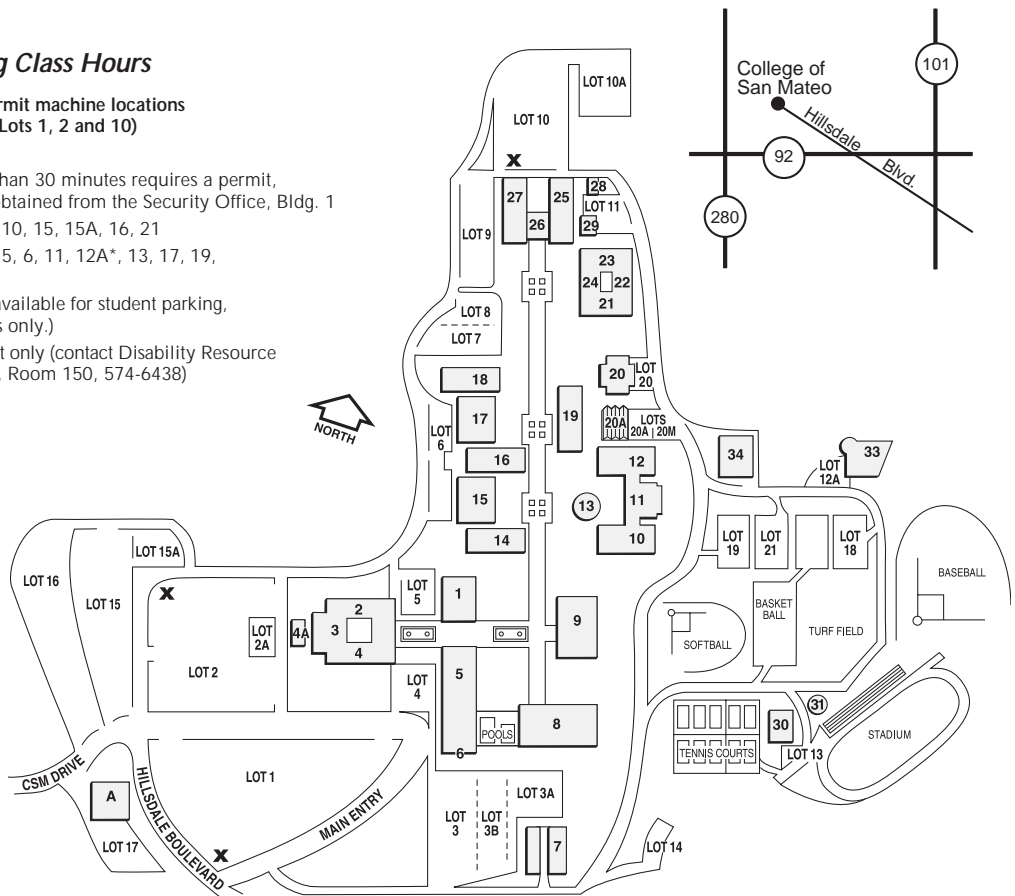
- Adrian Orozco** (2002)  
Director, EOPS
- William H. Owen** (1996)  
Manufacturing & Industrial  
Technology
- Peter H. Owens** (1994)  
Chemistry
- Betty C. Pex** (1990)  
English
- Richard S. Phipps** (1984)  
Political Science, Career and  
Personal Development,  
Counselor
- Wilson G. Pinney** (1986)  
Director, Language Arts
- Rosemary Piserchio** (1999)  
Business, Counselor
- Dr. Stephen H. Polansky**  
(2003)  
Political Science
- Donald T. Porter** (1992)  
Philosophy, Humanities
- Robert D. Pounds** (2002)  
Physical Education
- Dolores I. Price** (1985)  
Physical Education
- Joe A. Price** (1994)  
Art
- Dr. Philip G. Prindle** (1992)  
Speech
- Jean Pumphrey** (1993)  
English
- Theodore L. Rankin** (1987)  
Administration of Justice
- Vincent P. Rascon** (1988)  
Art
- Dr. Edward H. Rategan**  
(1989)  
Computer and Information  
Science
- Elizabeth K. Rempel** (1977)  
Art
- Kern Richmond** (1995)  
Political Science, Counselor
- James Roach** (2003)  
Psychology
- JoAnn C. Rock** (2000)  
Cooperative Education
- Richard W. Rohrbacher**  
(1987)  
Speech, English,  
Broadcasting Arts
- Samuel S. Rolph** (1979)  
Play Production
- Jacquelyn Rose** (1993)  
Coordinator of Services for  
the Physically Disabled
- William B. Rundberg** (2000)  
Mathematics, Earth Systems
- Robert D. Rush** (1995)  
Physical Education
- Dr. Rosa I. Sausjord** (1983)  
Spanish
- Dr. Lloyd O. Saxton** (1987)  
Psychology
- Edward G. Schoenstein**  
(1996)  
Technical Art & Graphics
- Edwin A. Schwartz** (1993)  
Psychology
- Stanley R. Scott** (1988)  
Drafting Technology
- Dr. Robert L. Shapiro**  
(1983)  
Electronics Technology
- Caroline R. Silva** (1996)  
Physical Education,  
Counselor
- Robert W. Smith** (1997)  
Mathematics, Humanities
- Dennis Stack** (1999)  
Drafting
- Nancy J. Stock** (2002)  
Cosmetology
- Angela R. Stocker** (2003)  
Physical Education, Social  
Science
- Leah Tarleton** (1994)  
Health Services
- Jack Thur** (1996)  
Physical Education
- Lora B. Todesco** (2000)  
Business
- Allen Tracy** (1982)  
Chemistry
- Ronald R. Trowse** (1993)  
English
- John Turner** (1985)  
English
- Dr. James Upton** (2001)  
Mathematics, Humanities,  
Philosophy
- Carl A. Wagner** (1980)  
History, Political Science,  
Permanent Resident  
Immigrant  
Student Advisor
- Duane A. Wakeham** (1986)  
Art
- Herbert R. Warne** (1983)  
Director of Admissions and  
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
- Larry R. Williams** (1993)  
Dean, Language Arts  
Division
- Richard A. Williamson**  
(1991)  
English, Film
- Stuart Williamson** (2000)  
Biology
- Dr. Irving M. Witt** (1993)  
Sociology
- Betty J. Wittwer** (1990)  
Business
- Bernard F. Woods** (1979)  
Business Administration
- Dr. Frank H. Young** (1996)  
Mathematics
- Yoneo Yoshimura** (1998)  
Counselor
- William H. Zempel** (1990)  
Meteorology, Physics
- Paul C. Zimmerman** (2002)  
Architecture
- Christe P. Zones** (1992)  
Geology

**Parking by Permit Only During Class Hours**

- ONE-DAY PERMITS:** \$1 per day – Permit machine locations indicated by X (Lots 1, 2 and 10)
- VISITOR PARKING:** Lot 3\*  
Parking longer than 30 minutes requires a permit, which may be obtained from the Security Office, Bldg. 1
- STUDENT PARKING:** Lots 1, 2, 3B, 9, 10, 15, 15A, 16, 21
- STAFF PARKING:** Lots 2A, 3A, 4\*, 5, 6, 11, 12A\*, 13, 17, 19, 20\*, 20A, 20M  
(\*Indicates lots available for student parking, in evening hours only.)
- DISABLED PARKING:** By special permit only (contact Disability Resource Center, Bldg. 16, Room 150, 574-6438)
- MOTORCYCLE PARKING:** Lots 3, 11
- PLEASE NOTE SPECIAL RESTRICTIONS ON PARKING LOT SIGNS.**

**Building:**

1. Administration
2. Music
3. Theatre, Broadcasting Arts
4. Art
- 4A. Ceramics/Sculpture
5. Student Center  
Bookstore  
Cafeteria  
Café International  
Career Services Ctr.  
Cooperative Education  
Student Activities  
Student Employment  
Transfer Center
6. Swinerton
7. Maintenance
8. Gymnasium
9. Library, KCSM-TV/FM
10. Life Science
11. Science Lecture
12. Physical Science
13. Planetarium
14. South Hall
15. Faculty Offices
16. Central Hall, DSPS
17. Faculty Offices
18. North Hall
19. Engineering, Electronics
20. EOPS, Multicultural Center, Horticulture
- 20A. Horticulture Greenhouses
21. Cosmetology
22. Dental Assisting
23. Nursing Lab, Public Safety
24. Locker Rooms
25. Technology
26. Technical Lecture
27. Technical Training
28. Test Cell
29. NPA Lab
30. Team House
31. Ticket Booth
33. Lazarus Child Development Center
34. KCSM  
A. District Administrative Offices  
3401 CSM Drive



Please note that there are numerous construction projects taking place on campus, some of which will periodically impact parking, traffic and pedestrian walkways. For further information and details, visit [collegeofsanmateo.edu/construction](http://collegeofsanmateo.edu/construction).

**Elevators**

Elevator access is available in the following buildings: 1, 2, 3, 4, 8, 9, 12 and 14.

**Parking Regulations**

All persons driving motor vehicles onto campus and utilizing the parking facilities during regular class hours (Monday-Friday), including final examinations, are required to pay a parking fee. Parking permits are not required for students enrolling in telecourses, online courses off-campus or weekend classes. A parking permit is not required for students riding motorcycles and parking must be in designated Motorcycle Parking in Lots 3 and 11. Student parking permits are available for \$30 each for the fall and spring semesters and \$20 for the summer session; parking permits for low income students are \$20 per semester. Replacement for a lost or stolen permit may be obtained at the full semester cost. Students who pay the parking fee must complete a parking permit application and obtain their permit from the Security Office (Bldg. 1, Second Floor) or the Cashier's Office (Bldg. 1, Room 147). Permit applications are available on campus and as part of the printed registration confirmation sent by mail. Students may obtain permits in person. Daily permits (\$1) for all student parking lots are available from machines in Lots 1, 2 and 10. Parking permits for disabled students who have paid the parking fee are issued only by the Disability Resource Center (Bldg. 16, Room 150, 574-6438).

For information regarding the availability of other short-term permits, contact the Security Office.

Parking and traffic regulations are enforced by the Campus Security Office staff, and violators are cited to the Municipal Court. The College reserves the right to change parking regulations for special events. Parking regulations are enforced at all times in staff lots and other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a permit is not a guarantee of a parking space. The College and San Mateo County Community College District accept no liability for vandalism, theft or accidents. Use of parking facilities is at the user's risk.

**Visitors**

Visitors to the campus may park in the Visitor Lot 3 for 30 minutes or less without a permit. If parking will be longer than 30 minutes, a permit must be obtained from the Security Office in Building 1.

**Public Transit**

SamTrans bus service has two direct routes to the campus (#250 and #260) and connecting bus routes from the Hillsdale Shopping Center and the Caltrain Station serving the CSM campus throughout the day. All buses have wheelchair lifts and also serve students attending evening classes. Routing information is available by calling 1-800-660-4BUS or via the Web at [www.samtrans.com](http://www.samtrans.com) and [www.caltrain.com](http://www.caltrain.com). Printed schedules and maps are also available at the College of San Mateo Student Activities Office (Bldg. 5, Room 125).

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