

# Catalog

[collegeofsanmateo.edu](http://collegeofsanmateo.edu)

2013~2014

College of San Mateo

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## College of San Mateo

**Michael Claire, CSM President**

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- Ron Galatolo, *District Chancellor*

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

*This publication is available upon request in an alternate format by calling College of San Mateo's Disabled Students Programs and Services at (650) 378-6438.*

## Important Dates

### Summer Session 2013

**Matriculation Activities:** See *Schedule of Classes*

**Placement Testing  
College Orientation  
Counseling**

**Registration** See *Schedule of Classes*

**June 17** Classes begin

**July 4** Independence Day Holiday observed

**July 5** Last day to apply for Summer AA/AS degree or certificate

**July 27** Summer session six-week classes close

**August 10** Summer session eight-week classes close

**August 14** Summer 2013 final grades available on WebSMART

### Fall Semester 2013

**Matriculation Activities:** See *Schedule of Classes*

**Placement Testing  
College Orientation  
Counseling**

**August 15 & 16** Faculty Flex Days

**August 19** Day and evening classes begin

**August 30** Last day to add semester-length classes

**August 30** Last day to drop semester-length classes with eligibility for partial credit/refund

**August 31 & September 1** Declared recess

**September 2** Labor Day Holiday

**September 8** Last day to drop semester-length classes without appearing on student record

**September 8** Last day to declare P/NP option for designated semester-long courses

**October 4** Last day to apply for Fall AA/AS degree or certificate

**October 15** Last day to file application for admission to the International Student (F-1 visa) Program for Spring 2014

**November 1** CSM Scholarship application process for the 2014-15 academic year begins

**November 9 & 10** Declared Recess

**November 11** Veterans' Day Holiday observed

**November 15** Last day to withdraw from a semester-length class with assurance of a "W" grade

**November 27** Declared recess for Evening classes

**November 28–December 1** Thanksgiving recess

**Registration for continuing students for Spring 2014** See *Schedule of Classes* for dates, times and places

**December 12–18** Final examinations (day, evening and Saturday classes)

**December 19–January 12** Inter-Semester recess

**December 28, 2013** Fall 2013 final grades available on WebSMART

### Spring Semester 2014

**Matriculation Activities:** See *Schedule of Classes*

**Placement Testing  
College Orientation  
Counseling**

**January 9 & 10** Faculty Flex Days

**January 13** Day and evening classes begin

**January 18 & 19** Declared recess

**January 20** Martin Luther King Holiday

**January 27** Last day to add semester-length classes

**January 27** Last day to drop semester-length classes with eligibility for credit/refund

**February 2** Last day to drop semester-length classes without appearing on student record

**February 2** Last day to declare P/NP option for designated courses

**February 13** Last day to submit CSM Scholarship application for the 2014–15 academic year. Due by 12 p.m.

**February 14** Lincoln Day Holiday

**February 15 & 16** Declared recess

**February 17** President's Day Holiday

**March 5** Faculty Flex Day (no classes)

**March 7** Last day to apply for Spring AA/AS degree or certificate

**March 30–April 5** Spring recess

**April 24** Last day to withdraw from a semester-length class with assurance of a "W" grade

**Registration for continuing students for Summer 2014 and Fall 2014** See *Schedule of Classes* for dates, times and places

**May 17–23** Final examinations (day and evening classes)

**May 23** Commencement

**May 24 & 25** Declared recess

**May 26** Memorial Day Holiday

### Summer 2014 (Tentative)

**Matriculation Activities:** See *Schedule of Classes*

**Placement Testing  
College Orientation  
Counseling**

**Registration** See *Schedule of Classes*

**June 16** Day & evening classes begin

**July 1** Last day to file application for admission to the International Student (F-1 visa) Program for Fall 2014

**July 4** Independence Day Holiday (Observed)

**July 7** Last day to apply for Summer AA/AS degree or certificate

**July 26** Summer six-week classes close

**August 9** Summer eight-week classes close

## Administration

**President**

Michael Claire

**Interim Vice President, Instruction**

Gary Dilley

**Vice President, Student Services**

Jennifer Hughes

### Academic Divisions

**Dean, Business and Technology**

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Kevin Henson

**Director, Library and Learning Services**

Lorrita Ford

**Director, Learning Center**

Jennifer Mendoza

**Director, Nursing**

Jane McAteer

### Student Services

**Dean, Counseling, Advising and Matriculation**

Marsha K. Ramezane

**Dean, Enrollment Services**

Henry B. Villareal

**Director, Student Support**

Krystal Romero

### Accuracy Statement

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



# Mission/Diversity Statements and Student Learning Outcomes

## Mission Statement

College of San Mateo provides an exceptional educational opportunity to residents of San Mateo County and the Greater Bay Area Region. The college is an open-access, student-centered institution that serves the diverse educational, economic, social, and cultural needs of its students and the community. College of San Mateo fosters a culture of excellence and success that engages and challenges students through a comprehensive curriculum of basic skills, career and technical programs, and transfer preparation. It uses analysis of quantitative and qualitative data and information, collaborative integrated institutional planning, and assessment to inform decision-making and ensure continuous improvement. Its programs and services are structured, delivered, and evaluated to prepare students to be informed and engaged citizens in an increasingly global community.

To achieve this mission, the college has adopted the following Institutional Priorities:

1. Improve Student Success
2. Promote Academic Excellence
3. Promote Relevant, High-Quality Programs and Services
4. Promote Integrated Planning, Fiscal Stability, and the Efficient Use of Resources
5. Enhance Institutional Dialog

## Diversity Statement

College of San Mateo maintains a policy of inclusiveness that recognizes, values, and reflects the diversity of the community it serves. As an academic institution, the college fosters a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. The college abides by the principle of equal opportunity for all without regard to gender, color, race, ethnicity, national origin, religion, age, economic background, sexual orientation, and physical, learning, and psychological differences.



## Institutional (General Education) Student Learning Outcomes

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

### Effective Communication

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

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

### Quantitative Skills

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

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

### Critical Thinking

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

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

### Social Awareness and Diversity

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

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

### Ethical Responsibility/Effective Citizenship

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

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

*(Adopted by Academic Senate 4/23/2013)*



## General Information

### *The San Mateo County Community College District*

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

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

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

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

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

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

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

### *SMCCCD Mission*

#### **Preamble**

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

#### **SMCCCD Mission**

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

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

- Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

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

The Mission is evaluated and revised on a regular basis.

### *Statement on Academic Freedom*

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

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

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

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

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free

from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

## The College

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

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

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

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

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 edu-

cational value of organized student activities and encourages students and faculty participation in these activities.

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

## Accreditation

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

### Complaint Policy

Students and members of the public who desire to file a formal complaint to the Commission about one of its member institutions should become familiar with the requirements for doing so prior to contacting the Commission. The following is a link to the Commission's Policy on Student and Public Complaints Against Institutions along with the appropriate forms. This information will assist the user in understanding the issues the Commission can and cannot address through its complaint process.

ACCJC Complaint Policy site:  
<http://www.accjc.org/complaint-policy>

### Cosmetology Program

CSM's Cosmetology Program is accredited by: California Board of Barbering and Cosmetology 2420 Del Paso Road Suite 100, Sacramento, CA 95834, (800) 952-7281 Phone

Submit complaints electronically at [www.dca.ca.gov/webapps/barber/contact.php](http://www.dca.ca.gov/webapps/barber/contact.php) or by mail using a consumer complaint form or other written document addressed to: Board of Barbering and Cosmetology, P.O. Box 944226, Sacramento, CA 94244-2260

### Dental Assisting Program

CSM's Dental Assisting Program is accredited by: The Commission on Dental Accreditation (CODA) American Dental Association, 211 East Chicago Avenue, Chicago, IL 60611-2678 (312) 440-2500 Phone

Submit complaints at [www.ada.org/314.aspx](http://www.ada.org/314.aspx).

### Nursing Program

CSM's Nursing Program is accredited by: California State Board of Registered Nursing, P.O. Box 944210, Sacramento, CA 94244-2100, <http://www.rn.ca.gov>

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

## High School Diplomas

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

# Admission

## Eligibility Requirements

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.

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.

## Procedures for Admission

There are two enrollment paths, one for matriculating students and one for non-matriculating students. Matriculating students are those intend to complete a certificate or associate degree, or plan to transfer to a university. Also students who are undecided and considering one of these goals are considered to be part of this group. Matriculating students are referred to as “non-exempt” meaning that they are not exempt from completing the four matriculation enrollment steps noted below.

Non-matriculating students are those who do not intend to complete a certificate, associate degree, or transfer, and are attending for personal enrichment. Students who have already achieved an associate degree or higher are also in the non-matriculating category. Students who are matriculated students at another college or university and completing courses at College of San Mateo to meet the requirements of their home institutions are non-matriculating students. Non-matriculating students are referred to as “exempt” meaning that they are not held to the same enrollment steps as matriculating students.

Matriculating students who have completed coursework from colleges and universities outside of the San Mateo County Community College District should have those college transcripts sent directly to College of San Mateo Office of Admissions by all institutions they have attended, and, upon enrollment, request an official transcript evaluation from the SMCCD Transcript Evaluation Service [smccd.edu/transeval](http://smccd.edu/transeval). Find more information

under Transfer Credits and Transcript Evaluation Service.

Students must be admitted to College of San Mateo before they are permitted to register. The first step is to apply online at [collegeofsanmateo.edu/apply](http://collegeofsanmateo.edu/apply).

Prospective students should have college transcripts sent directly to College of San Mateo (Office of Admissions) by all institutions they have attended, and, upon enrollment, request an official transcript evaluation from the SMCCD Transcript Evaluation Service: [smccd.edu/transeval](http://smccd.edu/transeval).

The official transcript evaluation will identify how coursework completed outside of SMCCCD will be applied to certificates, associate degrees, CSU GE and IGETC.

New students who plan to complete one or more of the educational goals listed below are expected to complete the 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 and counseling workshop;

Step 4) once the orientation workshop has been completed students can register for classes and are eligible to meet with a college counselor. Students who are “exempt” from the matriculations steps may choose to participate. However, all students who wish to meet with a counselor must first attend the college orientation.

Step 5) sign in and use your assigned [my.smccd.edu](http://my.smccd.edu) email;

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, Dental Assisting 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), 574-6211 (Dental Assisting) or 574-6219 (Nursing).

## Residence Requirements

It is not necessary to be a resident of California (as defined in the Education Code) in order to attend College of San Mateo. California State law requires that each student enrolled in or applying for admission to a California Community College provide such information and evidence as deemed necessary to determine his/her residence classification. The burden of proof to establish residence is on the student. For more information, contact the Office of Admissions and Records, Building 10, third floor, Room 360 (358-6855) or visit [collegeofsanmateo.edu/admissions/residency.asp](http://collegeofsanmateo.edu/admissions/residency.asp).

## High School Students/ College Connection Concurrent Enrollment Program

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

Concurrently enrolled high school students are exempted from payment of the Enrollment Fee and Health Fee if registered for less than 11 units. Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs.

College Connection Concurrent Enrollment Program students receive college credit for all course-work successfully completed. In addition, students may request that a transcript be sent to their high school registrar to be considered toward high school graduation. For more information contact 574-6646 or visit [collegeofsanmateo.edu/highschool](http://collegeofsanmateo.edu/highschool).

## Transfer Credits and Transcript Evaluation Service

Students who have completed coursework at colleges and universities outside of the San Mateo County Community College District (SMCCCD) are encouraged to use the Transcript Evaluation Service within the first semester of enrollment at College of San Mateo. Previous college level coursework is reviewed,



analyzed, and applied, as appropriate, to the educational goals at College of San Mateo: associate degrees, certificates, California State University General Education Certification (CSU GE Cert), and/or Intersegmental General Education Curriculum Certification (IGETC Cert). The evaluation serves as the official response from the District and provides students and counselors with information on how coursework completed outside of SMCCCD is applied to educational goals achievable at College of San Mateo. SMCCCD accepts coursework from colleges and universities with accreditation from the following organizations.

MSA - Middle States Association of Colleges and Schools, Commission on Higher Education

NASC - Northwest Association of Schools and Colleges

NWCCU - Northwest Commission on Colleges and Universities

NCA-HLC - North Central Association of Colleges and Schools, Higher Learning Commission

NEASC-CIHE - New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education

SACS - Southern Association of Colleges and Schools, Commission on Colleges

WASC-ACCJC - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

WASC-ACSCU - Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

To be eligible to use the Transcript Evaluation Service students must be 1) currently enrolled in a minimum of 6 units within the SMCCCD, or 2) have previously completed at least 6 units within the SMCCCD and currently enrolled in .5 or more units. Current enrollment is required to determine accurate catalog rights for evaluation purposes. Foreign coursework can be reviewed for application to a certificate or associate degree only if the foreign coursework has been evaluated by an approved foreign transcript evaluation service. Go to the Admissions and Records Office for more information.

For the purpose of transcript evaluations for CSU GE or IGETC certification, students who have completed coursework at more than one California community college should prepare to have CSU GE or IGETC coursework certified by the Admissions and Records Office of the LAST California community college they attended for a regular term (fall or spring for semester schools and fall, winter or spring for quarter schools) prior to transfer. If College of San Mateo will be the last California community college attended during a regular term prior to transfer, use the Transcript Evaluation Service to identify course work approved for

the purpose of CSU GE and/or IGETC certification. Then request, via Web SMART, that the final transcript WITH CSU GE or IGETC certification be sent to your transfer destination. Transfer rules prohibit application of foreign coursework to CSU GE or IGETC. Meet with a counselor for more information.

To request a transcript evaluation go to [smccd.edu/transeval](http://smccd.edu/transeval). Evaluations are conducted only after all official transcripts have been received and processed by the Admissions and Records Office. When requesting an evaluation for course work completed at a private or out-of-state school, students are often asked to provide course descriptions and other informational documents.

## Veterans and Veterans' Dependents

College of San Mateo offers approved instruction to veterans, service members, dependents and survivors of veterans and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an AA/AS degree program, or certain certificate and transfer programs, for benefits under Chapter 30, 33 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), and Chapter 1606 (Selected Reserve). All students, except those under Chapter 31, buy their own books and supplies. Those interested in attending College of San Mateo under any of these chapters should contact the Veterans' Assistant in the Office of Admissions and Records (Building 10, Room 360) to apply for benefits.

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

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

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

## Military Service Credit

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 Physical Education requirement 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 (six 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 (358-6856).

## Former Students of College of San Mateo

Former students of College of San Mateo are normally eligible to return. However, if they have less than a 2.0 grade point average or less than 50% completion rate in courses taken at College of San Mateo or in the SMCCC District, they will be readmitted according to the college reinstatement process. (Go to [collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms) to find Reinstatement Petition and Information). 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), 160 (computer based) or 56 (internet based) on TOEFL is required;
3. present evidence of sufficient funds to cover tuition fees and living expenses while attending College of San Mateo. The tuition fee for the 2013–2014 academic year

is \$208 per unit of credit, \$46 per unit enrollment fee and \$9 per unit capital outlay fee;

4. And 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. Visit [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com).

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

Under certain circumstances of unforeseen financial hardship, continuing international students may petition to pay the tuition in three installments 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 required international student application is available from the International Student Center. Telephone: 574-6525. Fax: 574-6166. The international student application is also available online at [collegeofsanmateo.edu/international](http://collegeofsanmateo.edu/international). For priority admission processing, applications for the Fall semester must be filed by July 1. Applications for the Spring semester must be filed by November 15.

## Choice of College

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

## Registration

New matriculating “non-exempt” students (see definition listed on page 17) 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 & Course Selection Workshop

Step 4 – Register for classes and use Counseling services

Step 5 – Sign In and use assigned my.smccd.edu student email

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

## Enrollment Management

### A Student Responsibility

At the College of San Mateo, it is the student's responsibility to manage his/her enrollment. This includes updating personal information records via WebSMART, registering for classes

in a timely manner, adhering to all deadlines listed on the Important Dates page in the *Schedule of Classes* (in particular late registration, withdrawal from classes, payment of fees, retrieving grades), and monitoring academic standing.

## WebSMART Registration and Services for Students

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

- Apply for admission
- Register for Classes
- Sign in and use your assigned my.smccd.edu email
- View the Catalog
- View the Schedule of Classes, and search for classes by category/time
- Schedule an appointment to take placement tests
- Check your registration status
- Add/Drop classes (anytime within published deadlines)
- Print your schedule of classes
- Pay your fees by credit card
- Purchase a parking permit
- Apply for Financial Aid information/review application status
- Obtain your grades
- Obtain your Placement Test scores
- Request an official transcript
- Print an unofficial transcript
- Update personal information
- Update educational goal
- View DegreeWorks Degree/Certificate Progress Completion
- DegreeWorks Student Educational Plan (SEP)

DegreeWorks is a tool to help students monitor progress toward degree and certificate completion and CSU GE and IGETC certification. DegreeWorks looks at the program requirements found in the College of San Mateo, Cañada, and Skyline catalogs and the coursework completed to produce an easy to read audit. In addition, it includes a “what if” tool that allows students to view their progress toward the full range of our San Mateo County Community College District educational goals. DegreeWorks includes information about progress toward educational goals, academic history, a GPA calculator, and a Ed

Plan (Student Educational Plan - SEP). Students can work with a counselor who will complete an SEP that is stored in DegreeWorks for an important academic planning resource for students. Students are encouraged to review DegreeWorks information and work with a counselor to engage in academic and career planning.

## Unit Load Limitations

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

## Program Changes

### Adding Classes

Students may add classes up to one day prior to the start date of the class by using WebSMART. Once the class begins (1st class meeting), students may add classes by 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.

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

### Wait Lists

Students wishing to add classes which have reached the enrollment limit may use WebSMART to add themselves to the waitlist. If seats become available in the class, the student will be notified by email through the my.smccd.edu email account. If the student fails to enroll in the class within the 24 hours, s/he will be removed from the waitlist. Students who are on waitlist for classes that have established prerequisites are required to complete prerequisite requirements prior

to enrolling. (Refer to the Class Schedule for more information.)

### 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 by using WebSMART, in person at the Office of Admissions and Records, by mail, or by fax at 574-6506 (including the student's signature). Withdrawal requests must be postmarked or faxed by the appropriate deadline date as published in the *Schedule of Classes*.

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

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

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

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

A student who must withdraw for verifiable extenuating circumstances after the deadline (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hardship) 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 10, Room 360 (574-6165).

The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than W (see Index: "Grades, Grade Points").

A student failing to follow established withdrawal procedures may be assigned an F or NP grade by the instructor.

### Audit Policy

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

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

A student may enroll as an auditor the week after the late registration period is concluded because those students taking the course for credit have first priority for all classroom space. Enrollment as an auditor is a manual process and the student should obtain a PERMIT TO ENROLL AS AN AUDITOR form from the Office of Admissions and Records. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee as established by California Education Code is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester units.

### Prerequisites, Corequisites, and Recommended Preparation

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

**A Prerequisite** is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. As an example,

students must successfully complete elementary algebra (Math 110), prior to enrolling in intermediate algebra (Math 120). So, Math 110 is a prerequisite for Math 120. A prerequisite course must be completed successfully to enroll in the course which follows. Successful completion is defined as earning a grade of "C" or better. Placement test results can also be used to verify prerequisite skill levels.

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

**Recommended Preparation** for a course or program is a condition that a student is advised, but not required, to meet before enrollment. Recommended preparation is designated in course descriptions in the catalog. A number of courses list English 848 and Reading 400 as recommended preparation which alerts students to the writing and reading skills that are important to student success in a class.

### Computerized Prerequisite Checking

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

### How Can Students Meet Prerequisite Requirements?

There are four ways students can meet prerequisite requirements:

1. complete the prerequisite course(s) within the San Mateo County Community College system, with a grade of "CR/P or C" or higher; or
2. complete placement tests in the San Mateo County Community College District within the last two years with results that indicate the prerequisite skill level; or
3. \*complete the prerequisite course at another accredited college/university in the United States;



4. \*meet prerequisites through an approved external exam (AP, EAP HLIB).

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

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

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

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

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

## 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 \$46 per unit is payable at the time of registration.

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

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

#### Health Services Fee

All students, except concurrently enrolled high school students enrolled in less than 12 units or those registering only for off-campus classes or weekend classes, are required to pay a \$19 health services fee each fall and spring semester at the time of registration for day or evening classes. For the summer session 2013, the health services fee is \$16. 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 147 (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 to the Center for Student Life & Leadership Development. 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 for motor vehicles (except motorcycles) are available for \$50 each for the fall and spring semesters or \$90 for a two term (fall/spring) permit, and \$25 for the summer session. Parking permits for students with California Board of Governors (BOG) waivers are \$20 per semester. If a semester length parking permits is lost or stolen, replacements are available at full price.

Students may purchase parking permits only online using WebSMART. Permits may be ordered and paid for online and mailed to the student's residence. Students may also order a permit online from computers located on the third floor of Building 10 (Admissions and Records Office and Business Office) and then pay for the permit and pick it up in the Cashiers Office. Parking is on a first-come, first-served basis. A permit is not a guarantee of a parking space.

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

### Non-Resident Tuition Fee

No tuition is charged to legal residents of California. In 2013–2014, 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 \$208 per unit (\$208 per unit for foreign students) and Capital Outlay fee of \$9 per unit at the time of registration in addition to the \$46 per unit enrollment fee. Residency status is determined by the Office of Admissions and Records.

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

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

### Other Expenses

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

### Non-Payment of Fees

San Mateo County Community College District policy requires students to pay all fees at the time of enrollment. The policy states that students will be dropped from classes for non-payment of fees. Deadlines to pay fees are published in the Plan Ahead Pay Ahead section of the class schedule and college website before the beginning of every semester or term registration. If students are unable to pay their fees, they are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or

complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If students need financial assistance after exhausting all options listed above, they may contact the Vice President of Student Services at [csmvps@smccd.edu](mailto:csmvps@smccd.edu).

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

### Payment Policy

CSM accepts cash, check, credit card and debit cards. Third-party payments are not accepted.

## Credit and Refund Policy

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

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

### Student Body Fee and Student Representation Fee

Students enrolling during the normal registration period in semester-long classes may request a waiver or a refund of the Student Body Fee and/or the Student Representation Fee through the last day to drop semester-long classes (see Important Dates). Students enrolling after the end of this deadline may request a waiver or a refund of these fees within one (1) week of completing registration. Students

enrolled only in short courses have until the first class session to request a waiver or refund of these fees. Students requesting a waiver or a refund of the Student Body Fee and/or the Student Representation Fee must do so in-person at the Center for Student Life & Leadership Development in Building 17, Room 112.

### Variable Unit Courses

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

### Important Notes:

1. Credit balances remain on student accounts for a maximum of five (5) years.
2. A student may either choose to maintain a credit balance on account or contact the Business Office (Building 10, Room 360, 574-6412) to arrange for a refund.
3. 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.
4. Fees paid by personal check require 30 days for bank clearance before refunds can be processed.
5. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. To view deadline date, check course in WebSMART. A withdrawal initiated by an instructor may NOT result in a credit or refund.
6. Fees will be credited or refunded if an action of the College (e.g., class cancellation) prevents a student from attending.
7. Student records, including transcripts, are withheld 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 grade is the evaluative symbol awarded to the student and is determined by the instructor. In calculating the grade, the instructor has the option of using plus/minus grades indicated in the table below. The grading criteria (for example if the instructor will use the plus/minus grades or not) will be listed in the course syllabus.

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

Grade	Definition	Grade Points
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
D+	Passing, Less than Satisfactory	1.3
D	Passing, Less than Satisfactory	1.0
D-	Passing, Less than Satisfactory	0.7
F	Failing	0.0
*I	Incomplete	o
*CR	Credit - equivalent to C grade or higher	o
*P	Pass - equivalent to C grade or higher	o
*NC	No Credit	o
*NP	No Pass	o
*W	Withdrawal	o
*MW	Military Withdrawal	o
*RD	Grade report delayed	o
*IP	In Progress	o
*H	No grade issued	o

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

units attempted and is not credited with units completed. The P/NP grades are not used in the calculation of the GPA.

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

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

### I - Incomplete

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

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

### MW - Military Withdrawal

Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course if the withdrawal occurs after the period during which no notation is made for withdrawals on the student's record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

### RD - Report Delayed

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

nent symbol as soon as possible.

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

### W - Withdrawal

See Index: "Withdrawal from Classes"

## Pass/No Pass Option

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

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

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

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

All courses applied to the major or a certificate should be completed with a letter grade if the letter grade option exists. The utilization of courses graded on a P/NP basis to satisfy major or certificate requirements must be approved by the Division Dean. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses in which the student has elected a Pass/No Pass option. Additionally, each division of the College may determine certain courses in which all students are evaluated on a Pass/No Pass basis only. These courses will be so identified in the class schedule and are exempt from the above 12/6 unit limitation.

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



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## 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.

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## 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 via WebSMART on the dates as published.

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## 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.*

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## Transcripts

Official transcripts of a student's academic records can be sent to colleges, universities, employers and other institutions upon a formal request of the student. Transcripts may be requested using the student WebSMART account. On WebSMART, under "Student Records," find "Request Official Transcript" link for this purpose. Students may request official copies to be sent to them by noting "issue to student." All courses completed or in progress at Cañada College, College of San Mateo, and/or Skyline College appear on the

transcript. Transcripts from high school and other colleges are not forwarded from CSM to other institutions because our district colleges are authorized to send San Mateo County Community College transcripts only. The first two official transcripts requested by a student are free; thereafter a charge of \$5 for each transcript is imposed. If a student wants a transcript processed immediately there is an additional "rush" service charge of \$10.

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

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## Honors

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### Dean's List Recognition

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

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

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

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

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## Honors at Graduation

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

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

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

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

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## Honor Societies

### Alpha Gamma Sigma

College of San Mateo is affiliated with the California Community College Honor Scholarship Society, Alpha Gamma Sigma. The local chapter is the Eta Chapter. Alpha Gamma Sigma maintains academic standards for induction, continued membership and permanent membership. Membership during a semester in AGS is based upon the student's GPA as of the previous semester at CSM or elsewhere. New members must have completed a minimum of 12 graded college units and achieve a semester GPA of 3.30 or higher to be invited to join the local chapter. Continuing members must maintain a cumulative GPA of 3.0 or higher. There is no unit requirement for continuing membership. There are two avenues to permanent membership: 1) a 3.25 cumulative GPA, 60 units and two semesters of local chapter membership; or 2) a 3.50 cumulative GPA, 60 units and at least one semester of local chapter membership. Contact the chapter advisor of Alpha Gamma Sigma for further information.

### Phi Theta Kappa

College of San Mateo is affiliated with Phi Theta Kappa, the international honor society of the two-year college, which recognizes the scholarly achievements of over 1.5 million students throughout all 50 states, U.S. territories, Canada, and Germany. The local chapter is the Beta Xi Eta Chapter. Phi Theta Kappa maintains academic standards for both induction and continued membership. New members must complete at least 12 credit hours and attain a GPA of 3.5 or better. Continuing members must maintain at least a 3.25 GPA. Contact the chapter advisor of Phi Theta Kappa for further information at 574-6590.

# Academic Policies

## Academic Standards Policy

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

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

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

### Probation

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

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

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

### Removal From Probation

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

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

### Dismissal

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

1. The student's cumulative grade point average is less than 1.75 in all units attempted.
2. The cumulative total of units in which the student has been enrolled for which entries of W, I and NP/NC have been recorded reaches or exceeds 50 percent. (See "Withdrawal")

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

To be considered for reinstatement, a dismissed student must attend a Reinstatement Workshop and complete a Reinstatement Petition with the assistance of a college counselor. The completed petition is to be submitted to the Office of the Dean of Counseling for review. Reinstatement Petitions are usually reviewed within 10 working days and students are notified by mail of their reinstatement status.

### Academic Renewal Policy

Any substandard course work (i.e. D+, D, D-, E, NP) which is 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 three conditions:

1. A period of at least one year must have elapsed since the course work to be alleviated was completed; and
2. A student seeking alleviation must have met one of the unit/grades benchmarks listed below:
  - Completed 9 units of course work with a cumulative grade point average of at least 3.5, or
  - Completed 15 units of course work with a cumulative grade point average of 3.0, or
  - Completed 21 units of course work with a cumulative grade point average of 2.5, or
  - Completed 24 units of course work with a cumulative grade point average of 2.0.
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 academic renewal is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or equivalent agency.

To request Academic Renewal, a student must file a formal petition with the Office of Admissions and Records. The petition is available to download from [collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms). 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.

#### 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 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.

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## Open Enrollment

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

### Enrollment Limitations:

#### Multiple and Overlapping Enrollments

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

### Enrollment Limitations:

#### Limit of Withdrawals

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

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## 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.

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## Credit by Examination

**External Examinations: Advanced Placement test (AP), International Baccalaureate Examination (IB) and College Level Examination Program (CLEP)**

The chart on pages 44–48 shows how College of San Mateo award credits based on the results of the Advanced Placement tests, the International Baccalaureate Examinations, and College Level Examination Program (CLEP). The student is responsible for sending official

AP, IB or CLEP results to College of San Mateo Admissions and Records Office.

### Credit by Examination for College of San Mateo Courses (CBE)

A currently enrolled student in good standing may be permitted to obtain credit for 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 faculty and dean of the appropriate division. College of San Mateo faculty determine which courses are eligible for CBE and if an examination can be provided. They determine if an examination can adequately measure mastery of the course content as set forth in the course outline of record. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which faculty approve credit by exam. A student may challenge a course for credit by examination only one time. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Grading shall be according to the regular grading system. Students shall be offered a “pass/no pass” option if that option is ordinarily available for the course. A maximum of 12 units toward the Associate degree or 6 units toward the certificate may be earned by courses for which credit has been earned by examination. Units for which credit is given shall not be counted in determining the 12 semester units in residence required for the associate degree.

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## 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.

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## Course Repetition Regulations

### Course Repetition Definition

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

### Course Repetition To Alleviate Substandard Work

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

the student's GPA and the grade and units of the final attempt are included in the student's GPA. (Title 5 Section 55042)

### Course Repetition as a Result of a Withdrawal

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

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

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



a disability-related accommodation for that student. (Title 5 Section 55040)

- **Legally Mandated Course** - A student may repeat a course determined to be legally mandated and required by statute or regulation as a condition of paid or volunteer employment or licensure. A student must provide evidence and documentation that the course is legally mandated or that licensure standards require course repetition. Such courses may be repeated for credit any number of times. (Title 5 Section 55000)

#### Courses Related in Content

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

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

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

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

#### Audit Policy

Because of restrictions in course repeatability, review the Audit Policy on page 9.

## College Policies

### Crime Awareness and Campus Security Policy

In order to make College of San Mateo a safe and pleasant environment for students and employees, the College has established procedures in compliance with Federal Public Law 101-542 (Student Right-to-Know and Campus Security Act). CSM is an extremely safe campus, a fact confirmed by the most recent FBI-reported data. (For more information, please contact CSM's Office of Planning, Research and Institutional Effectiveness at 574-6196 or email: [csmplanning-research@smccd.edu](mailto:csmplanning-research@smccd.edu)). Persons seeking information concerning CSM campus law enforcement procedures, crime prevention efforts, and crime statistics should contact the College Security Office, Building 1, Room 100 (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 Planning, Research and Institutional Effectiveness, Building 10, Third Floor (574-6196). CSM data is also available at the following web site: <http://srtk.cccco.edu/index.asp>.

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

Para asegurar que College of San Mateo siga siendo un lugar seguro y agradable para estudiantes y empleados, se han establecido procedimientos de acuerdo con la Ley Pública Federal (Acta sobre la Seguridad y sobre el Derecho al Acceso a Información para Estudiantes). CSM tiene un campus segurísimo, hecho respaldado por el reporte de datos distribuidos por el FBI. (Para mayor información sobre CSM, dirijase a la Office of Planning, Research and Institutional Effectiveness at 574-6196 o email: [csmplanning-research@smccd.edu](mailto:csmplanning-research@smccd.edu)). Para informarse sobre los procedimientos legales de CSM, las iniciativas de prevención de crímenes, y la estadística de datos criminales, dirijase a la College Security Office, Building 1, Room 100 (574-6415).

El Acta también exige que se facilite el acceso a los datos sobre el número de estudiantes que cumplen su programa y se gradúan o sacan un certificado. Para mayor información sobre los datos de cumplimiento y graduación especificados por el Acta, dirijase a la Office of Planning, Research and Institutional Effectiveness, Edificio 10, Piso 3º (574-6196). Estos datos también están disponibles por la red en <http://srtk.cccco.edu/index.asp>.

## Gainful Employment Disclosure Information

Final regulations published in the Federal Register on October 29, 2010, [75 FR 66665 and FR 66832], by the U.S. Department of Education, require all institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, to report certain information about students who enrolled in Title IV - eligible educational programs that lead to gainful employment in a recognized occupation. College of San Mateo's report on educational programs leading to gainful employment is available at [collegeofsanmateo.edu/gainfulemployment](http://collegeofsanmateo.edu/gainfulemployment).

## 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, Public Safety and Medical Services Building 1, Room 147 (574-6396).

## Política de Campus Libre de Drogas

De acuerdo con las actas federales enmendadas para el mantenimiento de sitios laborales libres de drogas (1988) y para escuelas y comunidades libres de drogas (1989), rige una política en el San Mateo County Community College District y en College of San Mateo que mantiene un sitio laboral y un ambiente académico libre de drogas tanto para sus empleados como para sus estudiantes. Adicionalmente el Distrito sigue manteniendo una política para empleados y estudiantes con referencia al uso y a la posesión de alcohol y drogas en sitios pertenecientes al Distrito. Todo empleado o estudiante bajo influencia de un embriagante mientras se encuentra en sitios pertenecientes al Distrito será sujeto a acción disciplinaria de acuerdo con la política vigente sobre la conducta de empleados y estudiantes.

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

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

Para mayor información sobre esta política o los riesgos médicos y efectos asociados con el uso de alcohol, narcóticos, y otras drogas ilícitas o peligrosas diríjase a Sharon Bartels, la coordinadora de Servicios de Salud, Health Center, Public Safety and Medical Services, Edificio 1, Oficina 147 (5745-6396).

## 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 enable 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) are currently undecided but are considering numbers 1 through 3, are "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 "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 to develop educational plans, 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 10, Room 482.
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 10, Room 482.
3. Challenge any prerequisite or corequisite, filing a petition in the Assessment Center, Building 10, Room 370, on one or more of the following grounds:
  - a. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
  - b. The prerequisite or corequisite was established in violation of district policies or Title 5 regulations.
  - c. The prerequisite or corequisite is unlawfully discriminatory or applied in an unlawfully discriminatory manner.
  - d. The prerequisite or corequisite has not been made reasonably available and the student is subject to undue delay in goal attainment.

Students who wish to challenge prerequisites or corequisites must, within the established time frame, complete the Prerequisite Challenge Petition and attach required documentation. For semester length courses, petitions with documentation must be submitted to the Assessment Center, Building 10, Room 370 at least five working days prior to the last day of the published late registration period. For courses that are not semester length, the petition with documentation must be submitted prior to the first day of the class. It is the responsibility of students to provide compelling evidence to support the challenge. Prerequisite Challenge Petitions are available on the college web site at [collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms).

4. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition with the Dean of Counseling, Advising and Matricu-

lation, Building 10, Room 320.

5. 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 with the Dean of Counseling, Advising and Matriculation.

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 10, Room 120 or call 574-6438.
2. Students who speak English as their second language may contact: Multicultural Center, Building 10, Room 112 or call 574-6154.

Any student who wishes to challenge any requirement of Matriculation should contact the Dean of Counseling, Advising and Matriculation, Building 10, Room 320.

## 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 Act 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 Vice Chancellor, Human Resources/Employee Relations (358-6767).

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 Canciller de Recursos Humanos y Relaciones del Personal al teléfono 358-6767.

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 Patakarang

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

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

Sinumang naghahangad ng impormasyon tungkol sa mga batas at patakarang ito o 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 Chancellor of Human Resources and Employee Relations. Telephone 358-6767.

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 Vice Chancellor, Human Resources/Employee Relations (358-6767)。

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。正途途徑如果受阻，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。

## Parking and Traffic Regulations

### Parking Permit Requirements

All persons driving motor vehicles (except motorcycles) on to campus and utilizing the parking facilities during regular class hours (Monday-Friday, 7 am–10 pm), including final examinations, are required to obtain and display a parking permit on their vehicle. A parking permit is not required for students riding motorcycles and parking must be in designated Motorcycle Parking in Marie Curie Lot 5 and Galileo Lot 6. Please see the Fees section on page 10 for permit types and costs.

### Displaying Student Parking Permits

Permits must be displayed in the vehicle with the number visible from the exterior of the vehicle. They may be either affixed on the inside lower left of the windshield (above the steering wheel) or affixed to a plastic hanger suspended from the inside rear view mirror. Plastic permit hangers may be obtained from the Bookstore for \$1 plus tax. Permits may be used on multiple vehicles.

Vehicles with improperly displayed permits will be subject to citation. It is the permit

holder's responsibility to properly display the permit in the vehicle and to notify the College Department of Public Safety promptly if the permit is lost or stolen.

Daily parking permits are available for purchase for \$2.00 each from permit dispensers in Hillsdale Lot 1B, Beethoven Lot 2A and 2E, Galileo Lot 6B, and Stadium Lot 11. Daily permits are valid in all lots where, and when, students are authorized to park. These permits must be displayed face-up on the dashboard.

Semester parking permits and daily parking permits are valid on all three campuses of the District (College of San Mateo, Skyline College and Cañada College).

A grace period allowing for the purchase of permits will be in effect during the first two weeks of the spring and fall semesters and the first week of the summer session. The grace period pertains only to permits with all other parking regulations enforced at all times in all parking lots and roadways.

### Traffic and Parking Regulations

The speed limit on the campus is 15 mph.

Parking is permitted only on blacktop surfaces in specifically marked parking spaces. Parking on unpaved areas, in roadways, in crosshatched areas, in marked end zones, in areas posted as no parking zones or in any unauthorized area is prohibited. Vehicles parked backed into diagonal parking spaces can create a hazard when exiting and will be subject to citation.

Driving or parking within the inner campus is prohibited.

The campus is open daily from 7 am to 10 pm.

Stopped or standing vehicles on sidewalks, roadways or restricted areas will be subject to citation.

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 Safety Department staff, and violators are cited to the civil administrative procedures on campus as set forth in the California Vehicle Code. Students who violate traffic regulations are subject to disciplinary action as outlined in the student conduct code. The College reserves the right to change parking regulations for special events.

### Skateboards and Bicycles

The riding of skateboards on campus is prohibited by SMCCCD Regulations. Bicycles may be operated on campus. The California Vehicle Code prohibits the operation of bicycles on sidewalks.

### Special Parking for Students with Disabilities

Blue handicapped parking spaces have been provided in Lots 2, 3, 4, 5, 8, 11, and 12 (see Campus Map). 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 10, Room 120, 574-6438; voice 358-6803 (TTY).

## Privacy Rights of Students Policy

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

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records,** except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed

by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to fulfill his or her professional responsibility.

4. **The right to file a complaint with the U.S. Department of Education** concerning alleged failures by the College to comply with the requirements of FERPA.

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

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

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

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

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

## La Política de los Derechos de los Estudiantes

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

1. El derecho de inspeccionar y revisar el historial académico del estudiante dentro de 45 días después de que el College recibe la petición de acceso. El estudiante debe

entregarle la petición escrita al registrador, el decano, el encabezado de departamento académico u otro oficial apropiado, identificando los documentos que desea revisar. El College hará lo necesario para facilitar la revisión y le confirmará al estudiante cuándo y dónde tendrá lugar. Si los documentos no están accesibles al oficial contactado por el estudiante, ese oficial le indicará al estudiante la persona a quien se tiene que dirigir.

2. El derecho de pedir la enmendación de las entradas del historial académico que el estudiante estima erróneas o de falsas apariencias. Se debe escribirle al oficial responsable por el documento, identificando claramente la parte que desean enmendar, y especificando por qué la considera errónea o engañosa. Si el College decide no conceder lo pedido por el estudiante, le notificarán al estudiante y le informarán de su derecho a un juicio sobre su petición por una enmendación. Se le dará al estudiante información más detallada cuando se le avise del derecho al juicio.
3. El derecho del consentimiento para revelar información personal identificable contenida en el historial académico, con la excepción de lo que FERPA autoriza sin consentimiento. Un ejemplo de tal excepción es el caso de los oficiales de la escuela que tienen legítimo interés educativo. Un oficial de la escuela es un empleado del College que ocupa un puesto administrativo, supervisorial, académico, investigador, o de otro servicio de apoyo (incluyendo el personal de seguridad y de salud pública); una persona contratada por el College (como un abogado, un monitor o un colector de deudas); una persona que sirve en la Junta de Fiduciarios; o un estudiante que sirve en un comité oficial (como el disciplinario o el de reclamos), o que ayuda a un oficial del colegio en el desempeño de su cargo. Un oficial de las escuela tiene legítimo interés educativo si necesita revisar un historial académico a fin de cumplir con su responsabilidad profesional.
4. El derecho de reclamar con el U.S. Department of Education el caso alegando que el College ha fallado en su deber de cumplir con los requisitos de FERPA.

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

Entes ajenas al College tienen acceso únicamente a los siguientes datos de in-

formación de directorio: (1) el nombre del estudiante y su domicilio; (2) su dirección de correo electrónico; (3) su participación en actividades y deportes reconocidos; (4) fechas de matrícula; (5) diplomas y premios recibidos; (6) la agencia educativa o instituto educativo donde estudió más recientemente; y (7) la estatura y el peso de miembros de equipos atléticos.

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

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

## Sexual Assault Policy

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

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

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

Information and literature is available in the office of the Vice President, Student Services, the Health Center and the Security Office.

Any faculty, staff member, or student who has been sexually assaulted should immediately contact the Health Center, 574-6396, or the Security Office, 574-6415.

## Política del Atentado Sexual

En el San Mateo County Community College District rige una política de educarles a todos los estudiantes, el profesorado, y los emplea-

dos sobre la prevención del atentado sexual. El Distrito y cada College les proveerán a todos —profesorado, empleados, estudiantes matriculados— información sobre la definición oficial del atentado sexual, cómo prevenirlo, y cómo reportarlo en caso de asalto.

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

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

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

Cualquier estudiante, empleado o profesor que haya sufrido un atentado sexual debe contactar inmediatamente el Health Center, 574-6396, o la Security Office, 574-6415.

## 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 sub-

ject 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.

## Política de Acoso Sexual

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

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

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

El Distrito dispone de procedimientos formales e informales para resolver los reclamos; estima de grave cualquier reclamo de acoso sexual; se empeña en realizar una investigación a fondo hasta resolver el caso; y hace lo



posible por evitar que la persona que inicia la demanda no llegue a ser víctima de represalias de ningún tipo.

Cualquier empleado o estudiante que desee mayor información sobre esta política o que inicie un reclamo alegando contravención puede dirigirse al Vicedecano de Human Resources and Employee Relations, 358-6767.

#### **Remedio adicional**

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

## **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, smoking will be limited to parking lots only except in Socrates Lot 4 where smoking is also prohibited..

1. Smoking is prohibited in all indoor locations within the District.
2. District managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. 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.
3. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation. Contact the CSM Health Center at 574-6396 for more information.
4. 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.
5. 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 individu-

als 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.

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

## **Política de No Fumar**

La política del San Mateo County Community College District provee un ambiente laboral y académico seguro para los estudiantes y empleados. Se reconoce que el humo de cigarrillo, pipas y cigarrillos es dañino para la salud; por eso el Distrito se empeña en asegurar al máximo un ambiente libre de humo. A ese fin se permite fumar únicamente en los estacionamientos, con la sola excepción del Lote 4 (Sócrates)

1. Se prohíbe fumar dentro de todos los edificios del Distrito.
2. Los gerentes del Distrito publican la política para estudiantes, empleados y visitantes, y se responsabilizan por ubicar los letreros. Se publicará la política también en impresos apropiados de los empleados y estudiantiles, tales como folletos y noticieros. Adicionalmente se incluirá una notificación de la política en los anuncios para eventos públicos organizados por el Distrito.
3. Para implementar la política el Distrito ofrecerá seminarios y otras oportunidades de entrenamiento sobre lo peligroso del fumar y cómo cesar. Para mayor información diríjase a CSM Health Center at 574-6396.
4. Todos los estudiantes y empleados tienen la responsabilidad de cumplir con la política y los reglamentos relativos al fumar. La persona que contravenga esta política será sujeta a la misma acción disciplinaria que por cualquier otra infracción de District Rules and Regulations.
5. Los gerentes del College y del Distrito se encargan de administrar la política de no fumar. Cualquier disputa sobre la interpretación de los reglamentos o queja sobre la persona que supuestamente contravenga la política debe ser reportada al supervisor del individuo, o a la vicepresidenta de Student Service al nivel del campus, o al vicedecano de Human Resources and Employee

Relations al nivel de la oficina del Distrito. Cuando no convence la evidencia por una u otra parte, se decidirá a favor de la persona no-fumadora debido al principio de proveer un ambiente libre de humo.

6. Esta política del Distrito puede ser superada por una política más restrictiva que se conforma con requisitos estatales o federales.

## **Video Surveillance**

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

## **Student Rights and Responsibilities**

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

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

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

## **Derechos y responsabilidades estudiantiles**

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

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

Las funciones sociales o de otro propósito que no supervisados por un empleado del College no se consideran funciones del College. Además, no puede usar el nombre de College of San Mateo ninguna organización fuera del campus, ni implicar el apoyo del College en su publicidad u otra información.

## Student Conduct

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

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

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

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

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

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

- I. 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/District personnel, or violating the rights of other students.
  2. Assault, battery or any threat of force or violence to a student or District/College

personnel on District/College premises or at any time or place while under the supervision of District/College personnel.

3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
8. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing.
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College District.

16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.
18. Disorderly conduct or lewd, indecent, or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
22. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College/District.
23. Failure to satisfy College/District financial obligations.
24. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
25. Failure to identify oneself when on College/District property or at a College/

District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.

26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.
30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
31. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
32. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

2. Definitions: When used in this policy:

1. Student – any person taking or auditing classes at a College in the District or who has been admitted to any of the Colleges within the District.
2. District premises – any building or grounds owned, leased, operated, controlled or supervised by the District.

3. District or School Property – includes both personal and real property owned or controlled by the District.

4. District or College sponsored activity – any activity on or off the District or College premises that is directly initiated or supervised by the District or a District organization

5. Weapon – any object or substance designed or used to inflict a wound or cause injury

6. Reckless – conduct which one should reasonably be expected to know would create a substantial risk of harm to a person or property or which would otherwise be likely to result in interference with normal College/District sponsored activities

7. Will and Shall – are used in the imperative sense.

3. Disciplinary Action while criminal charges are pending:

Students may be accountable both to law enforcement and to the District for acts that constitute violations of law and of this policy. Disciplinary action at the College/District will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

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

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

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

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

**Step 1. Incident Occurs**

Within twenty (20) days\* from the time that the Disciplinary Officer is informed of allega-

tions which may constitute a violation of the Student Code of Conduct, the Disciplinary Officer shall conduct a fact-finding investigation to determine whether to pursue an Administrative Conference or a Student Disciplinary Hearing.

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

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

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

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

**Administrative Conference**

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

**Student Disciplinary Hearing**

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

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



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

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

#### **Formal Hearing Process:**

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

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

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

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

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

**Representation:** The disciplinary hearing is an internal due process hearing conducted by the colleges of the San Mateo County Community College District. Parties are not allowed to be represented by legal counsel at any time during the hearing process.

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

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

The Disciplinary Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the accused student and/or witnesses during the hearing if direct confrontation of witnesses creates an unreasonable risk of psychological or physical harm. Accommodations of such concerns may be addressed by providing separate facilities, providing participation by telephone, video-

phone, videoconferencing, videotape, audio tape, written statement, or other means, as determined in the judgment of the Disciplinary Officer. Any testimony of a witness that is not subject to the direct examination of an accused student shall only be admitted if the witness signs under penalty of perjury that the testimony is true and accurate.

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

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

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

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

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

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

- **Warning:** An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action.
- **Reprimand:** A written notice of violation of the Student Code of Conduct.
- **Disciplinary Probation:** Formal written notice by the Disciplinary Officer of violation of the Student Code of conduct which includes exclusion from participa-

tion in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.

- **Restitution:** Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- **Removal from classes/program/activity:** (Note: This disciplinary action may occur at any time.) Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the appropriate Division Dean and/or Disciplinary Officer to discuss the cause for the removal. Any college instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting. For removal from class, the following process should be followed:
  1. Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.
  2. Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
  3. If the student is a minor, the parents or legal guardian shall, within 48 hours, be notified in writing by the Disciplinary Officer
- **Suspension:** Exclusion of the student from all colleges, programs, and activities in the District for a definite period of time. An administrative hold shall be placed on the student's electronic record, but shall not be reflected on the academic transcript.
- **Expulsion:** Permanent exclusion of a student from all colleges, programs and activities in the District for an indefinite time period, including all rights and privileges.

**Expulsion Disciplinary Process -** Students who have been accused of violating the Code of Conduct go through the Steps 1-4 listed above. If, in Step 3, the recommendation is for Expulsion, the following describes the additional process for that sanction.

Expulsion of a student is the indefinite termination of student status and all attending rights and privileges. Expulsion

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

- a. The College President shall forward to the Chancellor a letter of recommendation for expulsion which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
- b. The Chancellor shall review the recommendation for expulsion with the Office of County Counsel.
- c. The Chancellor, as Secretary for the Board of Trustees, shall forward a letter to the student by certified mail advising him/her of the charges and the intention of the Board of Trustees to hold a closed session to consider his/her expulsion. Unless a student requests a public hearing in writing at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in closed session.
- d. The student is entitled to be present during presentation of the case and may be accompanied by a representative. If the student chooses to be represented by an attorney, the student must so notify the Chancellor no later than five working days prior to the hearing. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board of Trustees. The student or his/her representative may cross-examine any witness. The district bears the burden of proof.
- e. The report of final action taken by the Board of Trustees in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

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

#### Step 4. Written Decision

1. Within five (5) days\* following receipt of the Disciplinary Board's recommendation, the Disciplinary Officer shall make a written decision.
2. The Disciplinary Officer may adopt the recommendations made or make changes.

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

#### Step 5. Appeal to the President

1. A student may appeal to the College President within two (2) days of the delivery of the decision to the student. Because suspended students are not allowed on District property such appeals shall be submitted in writing by email or letter to the College President within two days after receipt of the written decision.
2. The student may request the College President to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.
  - Due Process: Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.
  - New Information: If there is new information sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered "new information" if the student could have learned of the information by avenues reasonably available to him/her.

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

#### Step 6. Appeal to the Chancellor

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

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

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

#### Definitions:

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

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

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

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

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

#### Records Maintenance

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

Upon closure of a disciplinary investigation, conference or hearing, all student disciplinary records shall be maintained in the Office

of the Vice President of Student Services at each college, in accordance with the Records Retention requirements of the California Education Code.

### Student Grievance and Appeals

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

#### Informal Resolution: Initial College Review

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

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

#### Section A: Formal Process for Academic and Non-Academic Grievances (excluding grade grievances)

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

##### Step 1. Filing a Grievance

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

Informal Student Grievance Procedure		
Area	First Level of action	Second Level of action
Academic Matters: Grades <sup>+</sup> , Testing, Class Content, Assignments, Attendance, Prerequisite Challenge	Instructor	Division Dean
Admissions/Late Withdrawal	Dean, Enrollment Services*	Vice President, Student Services
Discrimination Matters	Vice Chancellor, Human Resources	Chancellor
Fee Payments or Refunds	Lead Cashier	Director, Business Services (Canada and Skyline) Vice President Student Services (CSM)
Financial Aid	Director of Financial Aid	Dean, Enrollment Services*
Academic or Progress Dismissal	Dean, Enrollment Services*	Vice President, Student Services
Registration	Registrar	Dean, Enrollment Services*
Residency Determination	Registrar	Dean, Enrollment Services*
Public Safety and Parking	Supervisor, Public Safety	Director, Public Safety
Sexual Harassment	Vice Chancellor, Human Resources	Chancellor
Student Records	Registrar	Dean, Enrollment Services*
Time, Place and Manner	Student Life & Leadership Manager	Vice President, Student Services
Waiver of Academic Requirements	DSPS Director	Vice President, Student Services

<sup>+</sup> Grades can only be grieved according the criteria outlined in Education Code 76224

\* At Cañada, the Dean of Counseling serves as the Dean of Enrollment Services

\*\*Pending Board of Trustees approval on August 2013



1. A statement describing the nature of the problem and the action which the student desires taken.
  2. A statement of the steps initiated by the student to resolve the problem by informal means.
  3. A description of the general and specific grounds on which the grievance is based.
  4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.
- b. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

### Step 2. Review of Grievance

Within five (5) days\* following receipt of the Statement of Grievance Form, the Vice President, Student Services shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

- a. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:
- The statement contains facts which, if true, would constitute a grievance under these procedures;
  - The grievant is a student which includes applicants and former students;
  - The grievant is personally and directly affected by the alleged grievance;
  - The grievance was filed in a timely manner;
  - The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
  - For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President of Instruction will assist in determining if the student's grievance meets the criteria established by the Education Code. For the specific steps for filing grade grievances, see Section B, Grade Grievances.
- b. If at the end of ten (10) days\* following the student's first formal meeting, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance

hearing. The hearing will be scheduled within fourteen (14) days\* following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than four (4) days\* notice of the date, time and place of the hearing.

### Step 3. Grievance Hearing Process Grievance Committee

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

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

### Hearing Process

- a. Prior to the scheduled Grievance Hearing, the Grievance Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.
- b. The members of the Grievance Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
- c. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- d. Any relevant information shall be admitted. Formal rules of evidence shall not apply.
- e. **Participants:** Each party to the grievance represents himself or herself, and may also be accompanied by a person of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.
- f. Parties are not allowed to be represented by legal counsel.
- g. Hearings shall be closed and confidential.
- h. **Witnesses:** In a closed hearing, witnesses shall be present at the hearing only when testifying.

- i. **Recording:** The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.
- j. **Attendance:** If the individual filing the grievance fails to appear at the hearing, only the written information will be used to make a recommendation.
- k. **Committee Recommendation:** Within five (5) days\* following the close of the hearing, the Grievance Committee shall prepare and send to the Vice President, Student Services a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.
- l. Within seven (7) days\* following receipt of the Grievance Committee's decision and recommendation(s), the Vice President, Student Services shall send to all parties his or her written decision.
- m. The student may choose to appeal if he/she meets the criteria in Step 4.

### Step 4. Appeal to the College President

- a. The student may appeal to the College President. Such appeals shall be in writing and postmarked within five (5) days\* of the delivery of the decision to the student.
- b. The College President shall provide the student with a hearing, if requested, and shall review the appeal. The appeal shall be limited to a review of supporting documents and based only on the following:
  - **Due Process:** To determine whether the Grievance Committee was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information and that all parties were given a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - **New Information:** To consider new information, sufficient to alter a decision, or other relevant facts not brought out in

the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Grievance Committee.

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

#### Step 5. Appeal to the Chancellor

The student may appeal, in writing, to the Chancellor within five (5) days\* after receipt of the decision of the College President. The Chancellor, or his/her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor-Superintendent shall be provided to the student within five (5) days\* of the review of the student's written appeal.

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

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

#### Definitions:

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

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

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

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

### Section B: Process for Grade Grievances

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

Before initiating formal appeal procedures, the student shall attempt to resolve the grade dispute informally with the instructor. If the dispute is not resolved, the student may initiate a grade grievance with the appropriate division dean. If the grievance is not resolved at the division dean level, the student may ap-

peal to the Vice President of Instruction. The decision of the Vice President on grade-related grievances is final. There is a deadline of one (1) year from the date that the grade is posted for a student to initiate a grade change.

In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. There is a deadline of one year from the date that the grade is posted for a student to initiate a grade grievance.

#### Informal Resolution

- a. Any student who has a grievance shall make reasonable effort to try to resolve the matter on an informal basis prior to pursuing a formal grievance, and shall attempt to solve the problem directly with the instructor. The student may bring a person of his/her choosing who is only an observer to meet with the instructor. The observer may not be an attorney.
- b. If the grade grievance is not resolved with the instructor, the student may meet with the appropriate division dean.
- c. The student should be prepared to provide a written statement to the division dean to include the following information:
  1. A statement describing the nature of the problem and the action which the student desires taken.
  2. A statement of the steps initiated by the student to resolve the problem with the instructor.
  3. A description of the general and specific grounds on which the grievance is based. The student must be able to demonstrate mistake, fraud, bad faith or incompetency in accordance with Education Code 76224. In the absence of mistake, fraud, bad faith or incompetency, the grade issued by the instructor may not be changed.
- d. A written notice of the division dean's decision shall be provided to the student within twenty (20) days\* of the student's meeting with the division dean or as soon as the division dean has completed his/her investigation. The written notice shall be accompanied by the procedures for filing a formal grievance.

#### Formal Process for Grade Grievances

##### Step 1. Filing a Grievance

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

tation to support the grievance.

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

##### Step 2. Review of Grievance

- a. Within five days following receipt of the Statement of Grievance Form, the Vice President, Instruction shall advise the student of his or her rights and responsibilities under these procedures.
- b. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:
  - The grievance shall allege specific facts, which, if true, show that the grade was issued based on mistake, fraud, bad faith, incompetence;
  - The grievant is a student which includes applicants and former students;
  - The grievant is personally and directly affected by the alleged grievance;
  - The grievance was filed in a timely manner;
  - The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
  - For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President of Instruction will assist in determining if the student's grievance meets the criteria established by the Education Code.
- c. The Vice President of Instruction will schedule a Hearing with the Grievance Committee within 14 days following receipt of the Statement of Grievance Form. All parties shall be given not less than 14 days notice of the date, time and place of the hearing.

##### Step 3. Grievance Hearing Process

#### Grievance Committee

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

ance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Vice President, Instruction.

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

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

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

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

#### Hearing Process

- a. Prior to the scheduled Grievance Hearing, the Grievance Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.
- b. The members of the Grievance Committee shall be provided with a copy of the grievance filed by the student, the written responses provided by the instructor and the division dean's review and decision before the hearing begins.
- c. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- d. Any relevant information shall be admitted. Formal rules of evidence shall not apply.
- e. Participants: Each party to the grievance represents himself or herself, and may also be accompanied by a friend of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.
- f. Parties are not allowed to be represented by legal counsel. The instructor may request to be accompanied by a union representative.
- g. Hearings shall be closed and confidential.
- h. Witnesses: In a closed hearing, witnesses shall be present at the hearing only when testifying.

- i. Recording: The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.
- j. Attendance: If the individual filing the grievance fails to appear at the hearing, only the written information will be used to make a recommendation.

#### Step 4. Decision

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

#### Definitions:

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

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

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

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

#### Section C: Parking Citation Appeals

Parking citations may be contested by completing a request online by visiting [www.pticket.com/csm](http://www.pticket.com/csm). Anyone may contest a citation within 21 calendar days of the issue date of your citation. Once on the site, select

where the citation was issued (Cañada, CSM or Skyline). The appeal will start with a "1st Level Initial Review". There is no fee to contest the citation at this level. Request a "1st Level Initial Review" by following the instructions below:

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

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

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

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

## Guidelines Addressing Cheating and Plagiarism

### Introduction

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

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



instructor responsibilities, student responsibilities and sanctions.

### Definitions

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

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

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

### Instructor Responsibilities

1. At the beginning of every semester, the instructor **shall** [should] ensure that students understand the above-stated definitions of cheating and plagiarism. Instructors should focus on those aspects of these definitions which will probably be most relevant in their particular courses. Issues of plagiarism will clearly be more relevant in classes which require students to write papers. Issues of cheating will probably be most relevant in classes which use multiple-choice and true-false type questions. Instructors are encouraged to make reference to these guidelines in their course syllabi.
2. The instructor should minimize opportunities for cheating and plagiarizing (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, eye-witnesses may corroborate the instructor’s account, or an original source of ideas may prove that a student’s ideas and/or words

are not original. Additionally, instructors must document the details of the alleged incident.

4. The instructor should report the violation to the Division Dean and Vice President, Student Services for disciplinary action using the Notice of Student Violation of Guidelines Addressing Cheating and Dishonesty.

### Student Responsibilities

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

### Sanctions

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

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

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

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

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

### Time, Place and Manner of Speech

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

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

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

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

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

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

- Persons using areas generally available to students, employees or members of the public and/or distributing material in the areas generally available to students, employees or members of the public shall not impede the progress and/or the ingress or egress of passersby, shall not block entrances and exists to campus buildings, nor shall they force passersby to take material.
- No person using the areas generally available to students, employees or members of the public shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using areas generally available to students, employees or members of the public shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.

- No persons using the areas generally available to students, employees or members of the public shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students, employees or members of the public on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.

#### References:

Education Code Sections 66301 and 76120  
SMCCC District Rules & Regulations Section 7.21

#### Guidelines for campus assembly procedures:

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

#### Distribution of Materials

All persons using the areas of the college generally available to students, employees or members of the public shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas generally available to students, employees or members of the public. Material distributed in the areas generally available to students, employees or members of the public that is discarded or dropped in or around the areas generally available to students, employees or members of the public other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas generally available to

students, employees or members of the public that day. Placing fliers, leaflets, or other materials on vehicles parked in CSM parking lots is prohibited; violators will be charged with the costs related with cleaning such materials left in campus parking lots. (San Mateo City Ordinance 10.40.030)

#### Campus Posting

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

#### General Posting Instructions – Applies to all on-campus posting

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

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

All general posting instructions apply. In addition:

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

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

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

All general posting instructions apply. In addition:

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

#### Exceptions

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

## 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.

# Instructional Programs & Student Services

## Instructional Programs

### Administration

Interim Vice President, Instruction  
Gary Dilley

### Academic Divisions

Dean, Business and Technology  
Kathleen Ross

Dean, Language Arts  
Sandra Stefani Comerford

Dean, Mathematics and Science  
Charlene Frontiera

Dean, Kinesiology, Athletics, and Dance  
Andreas Wolf

Dean, Creative Arts and Social Science  
Kevin Henson

Director, Learning Center  
Jennifer Mendoza

Director, Library and Learning Services  
Lorrita Ford

Director, Nursing  
Jane McAteer

## Student Services

### Administration

Vice President, Student Services  
Jennifer Hughes

Dean, Counseling, Advising & Matriculation  
Marsha K. Ramezane

Dean, Enrollment Services  
Henry B. Villareal

Director, Student Support  
Krystal Romero

## Assessment Center Services

### Using Placement Test Results to Meet Course Prerequisites

Math placement test results, for the purpose of course placement and meeting prerequisite requirements, are valid for two years only. Math placement test results "time out" after two years. English and ESL placement test results do not "time out" after two years and remain valid to meet course prerequisite requirements. Students can, however, select to repeat the English or ESL placement tests once every two years.

### Using Placement Test Results to Meet Associate Degree Competency Requirements in English and/or Mathematics

Placement test results may be used to meet English and/or mathematics competency requirements for the associate degree. Test results, for this purpose, remain valid even if there is a break in attendance. However, test results must meet the associate degree competency requirements of the catalog year in which the degree is based.

### Placement Testing

The Assessment Center located in Building 10, Room 370, conducts the college placement testing program which includes English, Reading, ESL, and Mathematics testing components. There is no charge for placement testing. Computerized testing is offered year round by appointment to students who have completed a College of San Mateo Admissions Application, have a CSM student identification number, present an approved photo identification (e.g., driver's license, passport, credit card with photo), and plan to attend College of San Mateo. Placement test results are posted on students' Web SMART accounts under Student Records/Placement Test Results.

Placement tests are required for all students who plan to enroll at College of San Mateo to complete a vocational certificate, an associate degree, transfer to a university, or for students who are undecided but considering one of the aforementioned goals. Also, placement tests are required to enroll in English, ESL, reading, and mathematics, and other courses that have math or English prerequisites.

Placement tests are designed to measure current academic readiness in English, reading, and mathematics. Students are advised to work with counselors to discuss test results, educational goals, and other relevant information so that counselors can assist students to develop student educational plans. For more information, contact the Assessment Center at 574-6262 located in Building 10, Room 370, or visit [collegeofsanmateo.edu/testing](http://collegeofsanmateo.edu/testing).

### Placement Test Preparation

It is strongly recommended to review sample test questions prior to taking the placement test. Often subject review will result in stronger test results. Sample test questions can be viewed at [collegeofsanmateo.edu/testing](http://collegeofsanmateo.edu/testing).

### Placement Test Retest

English/reading, ESL, mathematics: If a student does not accept the placement results, he/she may retake the placement test one additional time within a two year period.

### Special Accommodations for Placement Tests

The Assessment Center is able to provide extended test time to students who request it, and is wheelchair accessible. Students requiring placement tests in alternate formats, must contact the Disability Resource Center (Bldg 10, Room 120) at 574-6438 or 574-6433.

### Placement Test Waivers

Placement tests may be waived for students who have successfully completed English and/or mathematics coursework at another accredited college or university in the United States. For more information about placement testing and prerequisites and corequisites, a list of frequently asked questions and answers, course prerequisite equivalency forms, and alternate placement test forms go to [collegeofsanmateo.edu/testing](http://collegeofsanmateo.edu/testing) and [collegeofsanmateo.edu/prerequisites](http://collegeofsanmateo.edu/prerequisites).

## 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, Football, 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 Community College Athletic Association Constitution and Coast Conference eligibility rules and regulations.

The following is a summary of eligibility regulations:

1. In order to be eligible, a student-athlete must be actively enrolled 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. The student/athlete must also have a Student Educational Plan in DegreeWorks. All units must be completed and passed at a regionally accredited post-secondary institution.

3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in residence prior to the beginning of the semester of competition.

A maximum of 8 units may be earned during the summer session.

4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 grade point average in accredited post-secondary course work computed since the start of the semester of first participation.
5. The 12-unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past five years.

6. In meeting the unit requirements, courses in which grades of D, F, or NP were received may be repeated.

Student athletes who plan to transfer prior to receiving an AA degree should meet with their counselor/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: 574-6462.

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 or visit our website at [collegeofsanmateo.edu/athletics](http://collegeofsanmateo.edu/athletics) for more information.

## Bookstore

The CSM Bookstore is located in Building 10, Second Floor and is open Monday through Thursday from 7:45 am to 7:15 pm and Fridays from 7:45 am to 3:00 pm when Spring/Fall classes are in session. The Bookstore is also open the first Saturday of Spring/Fall classes. During Summer classes the Bookstore is open Monday through Thursday only. For summer hours and additional information, visit: [collegeofsanmateo.edu/bookstore](http://collegeofsanmateo.edu/bookstore).

The Bookstore holds a textbook buyback every semester during finals week. During this time, books may be sold back for up to 50% of their purchase price. Discontinued books will be subject to wholesale pricing. Picture ID and student ID# are required for buyback.

## CalWORKs Program

There are additional services available to students who are currently receiving TANF (Temporary Aid to Needy Families). CalWORKs (California Work Opportunity and Responsibility to Kids) is a state funded Welfare to Work program designed to assist individuals to get the job they need in order to become self-reliant. Support services include: child care, books, transportation, work-study, academic counseling, career planning, and assistance meeting county requirements.

For more information, contact the CalWORKs office (Building 10, Room 120K, 574-6155) or visit [collegeofsanmateo.edu/calworks](http://collegeofsanmateo.edu/calworks).

## 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 the EOPS Office at 574-6154 located in Building 10, Room 110, or visit [collegeofsanmateo.edu/eops](http://collegeofsanmateo.edu/eops).

## Career Services

Located in the Counseling Center, Building 10, Room 340, career services consists of career assessment, student employment, career counseling, resource information, internship opportunities, and career events and activities. Through use of career services, students explore and select college majors, career options, and search for employment. For more information visit Career Services or call (650) 574-6116 or 574-6619 or visit the website at [collegeofsanmateo.edu/career](http://collegeofsanmateo.edu/career).

### Career Self Assessment

Career assessment services offer students measures to assess occupational interests, personality, values and skills that are reviewed with and interpreted by career counselors. The combination of test scores and interest patterns create profiles unique to each person that are helpful with the process of exploring college majors and career options. Self assessment measures are available by enrolling in several Career and Life Planning courses (CRER) – CRER 120 College and Career Success (3 units), or CRER 126 Career Choices I: Career Assessment (.5 unit). There is a charge for some assessment measures.

### Student Employment

Student Employment services assist students with the process of finding work. Part-time work, internships, and professional job listings are available for review through CSM JobLinks, our no charge on-line job posting service. In addition, the Center provides current information about career descriptions, salary information, and employment outlook for specific jobs through EUREKA career information system, California Occupational Outlook, and O\*NET. Job seekers are encouraged to enroll in CRER 127 Career Choices II: Job Search Strategies (.5 units). This course is an 8 hour experience designed to assist students to acquire effective job search skills.

### Career Activities

Career Services offers a number of activities to assist students and members of the community to gather information about jobs, career development, industry information, and the like. Typically general and targeted job fairs are offered throughout the year, as well as career events and activities.

## Child Development Center

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

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

Fees for non-subsidized child care are based on the age of the enrolled child and the individual schedule (full-day or part-day). In addition, there is a registration fee charged each semester. Breakfast, lunch, and an afternoon snack are provided. Meals meet the nutritional guidelines of the USDA and the California Department of Education Child Nutrition Services.

Full tuition families are charged a \$50.00 registration fee each semester. All fees are assessed based on your child's regular schedule. You will be charged for days regularly scheduled including any days your child does not attend. Full days are defined as more than five (5) hours. Part days are defined as less than five (5) hours.

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

Child's Age	Full Day	Part Day
2-3 years	\$62	\$52
3-5 years	\$50	\$45

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

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

The Child Development Center, located in Building 33, is open from 7:30 am to 5 pm, Monday through Friday. During the summer term, the center will be open from 8 am to 5 pm. For more information and selection criteria, call Louise Piper at 574-6279 or visit [collegeofsanmateo.edu/childcenter](http://collegeofsanmateo.edu/childcenter).

## Counseling and Educational Services

The College of San Mateo offers integrated services in the areas of academic, transfer, and career counseling. Available to all enrolled students, counseling services are designed to: 1) introduce students to educational options, 2) help students make decisions and set educational and career goals, 3) provide assistance with academic program planning to complete certificates, associate degrees, and/or university transfer requirements, 4) acquaint students with campus services and resources, 5) teach students about skills, strategies, and techniques to enhance academic and personal success, and 6) work with students to resolve personal concerns that may interfere with the ability to succeed in college.

Counseling provides "stages" of services to students. To have access to a one-on-one counseling appointment students are expected to gather foundation information via the College Orientation. Orientation is required for new and returning students and provides information about college policies and processes, educational goals, and introduces students to initial educational planning. Focus Groups are our second stage of counseling services and offered during fall and spring terms. Focus Group topics include detailed information on university transfer, associate degree and certificate completion, guidance for undecided students, business majors, nursing majors, engineering majors, science majors, arts and humanities majors, social science majors, and how to choose a college major. Students are also encouraged to use a Career and Life Planning courses to learn about educational planning. CRER classes include how to transfer to a university, how to select a college major, college planning, study skills, college and career planning, and more. After students complete the College Orientation they may schedule an appointment to meet with a counselor for an in-depth discussion of goals and to create student educational plans. A student educational plan is an essential tool and maps out, semester by semester, the courses necessary to complete specific educational goals. For more information about Counseling Services use the [collegeofsanmateo.edu/counseling](http://collegeofsanmateo.edu/counseling) website or go to Building 10, Room 340.

Personal counseling is available to all enrolled 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 or by telephone through the Student Health Center, Building 1, Room 147, 574-6396.

## Disabled Students Programs and Services

Students entering college with disabilities who need assistance should contact staff for a pre-enrollment interview to determine support services needed. Disabled Students Programs & Services (DSPS) provides counseling, note taking, reader services, special parking permits, assistance with classroom access, orientation to the campus, test accommodations, and referral to campus resources. For more information contact DSPS located in Building 10, Room 120, 574-6438 (voice); 358-6803 (TTY), or visit [collegeofsanmateo.edu/dsps](http://collegeofsanmateo.edu/dsps).

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 the Learning Disability Assessment Center in Building 10, Room 120 (574-6433), or visit [collegeofsanmateo.edu/ldac](http://collegeofsanmateo.edu/ldac).

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 Assistive Technology at 574-6698 located in Building 10, Room 120, or visit [collegeofsanmateo.edu/atc](http://collegeofsanmateo.edu/atc).

**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. For more information, call Adapted Physical Education at 378-7219 located in Building 8, Room 109A, or visit [collegeofsanmateo.edu/adaptedpe](http://collegeofsanmateo.edu/adaptedpe).

The **Transition to College Program** provides educational support for students with psychological disabilities. The program offers disability-related counseling, peer support groups, and liaison with community providers. Contact the Transition to College Office at 574-6487 located in Building 10, Room 120E, or visit [collegeofsanmateo.edu/ttc](http://collegeofsanmateo.edu/ttc).

## Distance Education

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

Distance education courses consist of on-line and hybrid courses. Online courses are conducted through a class website, and there are no mandatory campus meetings. Hybrid courses are conducted mostly online but do have at least one meeting on campus. Most CSM distance education courses are applicable toward associate degree credit, and many satisfy transfer course requirements. Additionally, students enrolled in distance education courses have the same access to financial aid as those enrolled in on-campus courses.

Distance education courses may not be right for all students. They give students greater freedom of scheduling, but they also require more self-discipline than on-campus courses. How well distance education courses fit into your educational and career goals depends on many factors. It is important for first-time distance education students to review the information available on the distance education website at [collegeofsanmateo.edu/distanceeducation](http://collegeofsanmateo.edu/distanceeducation). For those students who are able to create the right environment, have the right study habits, and understand the technical and academic requirements, CSM's distance education courses can be as effective as on-campus courses in terms of student learning.

The Distance Education Office located in Building 10, Room 437 is available to assist students and answer questions in order to ensure College of San Mateo students have a successful distance learning experience. Please visit the distance education website at [collegeofsanmateo.edu/distanceeducation](http://collegeofsanmateo.edu/distanceeducation) or call 524-6933.

## 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 10, Room 110, or call 574-6154. For office hours and additional information visit [collegeofsanmateo.edu/eops](http://collegeofsanmateo.edu/eops).

## Financial Aid/Scholarships

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

The Financial Aid Office administers the Scholarship program and several federal grant, loan, and work-study programs. There are four types of financial aid: 1) Grants, 2) Scholarships, 3) Employment, and 4) Loans. There are two primary sources of financial aid - the Federal government and the State of California. For a full list of financial aid options, see the chart on page 37.

For information regarding specific assistance programs and financial aid satisfactory progress standards, call 574-6146. The Financial Aid office is located in Building 10, Room 360. For more information, visit [collegeofsanmateo.edu/finaid](http://collegeofsanmateo.edu/finaid). 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.

## Food Service

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

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

## Health Services

In the CSM Health Services Center, the college nurse provides services to currently registered CSM students: 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, and strep; anonymous HIV counseling and testing; nutrition and stress counseling; and immunizations. Additional physician services available by appointment include: physicals, lab work and prescription medications. Emergency care and first aid are available to all SMCCCD students, faculty and staff. 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.

For office hours and more information, visit the Health Services Center (Building 1, Room 147, 574-6396) or go to [collegeofsanmateo.edu/healthcenter](http://collegeofsanmateo.edu/healthcenter).

### Insurance

The College provides limited accident 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.



## Types of Financial Aid

Type of aid	Annual Awards	Eligibility	Application	Priority Deadline
Federal Pell Grant Program	\$100 to \$5645	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.	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 document	Priority date for Fall/ Spring
Cal Grant B (State Grant)	Up to \$1473	California resident – financial need, low income, less than 16 units college work Attending California School	Free Application for Federal Student Aid (FAFSA)	March 2
Cal Grant C (State Grant)	Up to \$547	California resident – need based – subjective criteria and GPA considered Attending California School	Free Application for Federal Student Aid (FAFSA)	March 2
California Chafee Grant (CHAFEE)	Up to \$5000	Applicants are required to be, or to have been, in foster care between their 16th and 18th birthdays, and to not have reached the age of 22 by July 1 of the award year.	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2
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 Stafford Loan (Government subsidized and unsubsidized loans made by commercial lenders.)	Undergraduates up to \$3500 per year. Maximum: \$4500 total	U.S. citizen or eligible 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.	Parents: up to \$6000 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	60 days before end of academic term to receive aid for the current term
Scholarships	Varies	Scholarships for continuing and transferring students who have completed 12 graded units with a cumulative GPA of 2.75. Specific scholarships may require additional criteria to be met.	Scholarship Application	February 1
Small Emergency Loans	\$200	Student must be enrolled in at least 6 units. Available only to students eligible for financial aid and have been approved for an award for the current term.	CSM Emergency Loan application	None
Veteran's Emergency Book Loan	\$200 to 250	Veteran; GI Bill recipient; completed the FAFSA	CSM Veterans Emergency Loan Application	None

## Learning Communities

**Operation Homecoming** gives veterans a chance to work together in a collaborative, supportive environment. By focusing on topics of interest to returning veterans such as reading, writing, and study skills are improved and builds on the strengths these students bring to campus. For more information, contact Daniel Keller ([kellerd@smccd.edu](mailto:kellerd@smccd.edu)) or Kevin Sinarle ([sinarle@smccd.edu](mailto:sinarle@smccd.edu)). Visit [collegeofsanmateo.edu/homecoming](http://collegeofsanmateo.edu/homecoming).

The **Puente Project** is a transfer support program with English, Counseling and mentoring components. This learning community focuses on Latino literature and experiences and spans two semesters. Students are required to enroll in the English and Career classes concurrently each semester as well as attend out of class field trips and activities. Interested students must first attend a Puente Project Orientation for registration access. For more information and orientation dates, contact Jon Kitamura ([kitamuraj@smccd.edu](mailto:kitamuraj@smccd.edu)) or Lorena Gonzalez ([gonzalezl@smccd.edu](mailto:gonzalezl@smccd.edu)). Visit [collegeofsanmateo.edu/puente](http://collegeofsanmateo.edu/puente).

**Writing in the End Zone II** is a collaborative learning community which links Introduction to College and Intercollegiate Athletics with Intensive Introduction to Composition and Reading. While exploring the demands and rewards of being a student-athlete, students will strengthen their reading and writing skills, building confidence and competence in written composition, reading, and critical thinking.

**Writing in the End Zone III** is a learning community which links Composition and Reading and Varsity Football. Students will continue intensive critical reading and writing practice, focusing on expository texts. Students will reflect on and refine their reading and writing processes, learn to incorporate a variety of advanced and sophisticated sentence structures into their writing, and write logically organized and developed academic, text-based essays on a variety of socially and culturally significant topics, some of which may relate to athletics. For more information contact James Carranza ([carranza@smccd.edu](mailto:carranza@smccd.edu)).

For more information contact James Carranza ([carranza@smccd.edu](mailto:carranza@smccd.edu)), Teeka James ([james@smccd.edu](mailto:james@smccd.edu)) or Bret Pollack ([pollack@smccd.edu](mailto:pollack@smccd.edu)). Visit [collegeofsanmateo.edu/endzone](http://collegeofsanmateo.edu/endzone).

## Learning Support Centers

### Assistive Technology Center

The **Assistive Technology Center** offers specialized training in the use of hardware and software adaptations for students with disabilities. Students served include those with learning disabilities; acquired brain injuries; and physical, psychological, visual, and hearing impairments. Assistance is available in providing access to all computers on campus. The lab is located in the Disability Resource Center, College Center Building 10, Room 120; 574-6438.

When using the **Assistive Technology Center**, students will:

1. Have knowledge of Assistive Technology Center (ATC) resources, including how to access them.
2. Be able to utilize the assistive technology software independently in the ATC to complete assignments.

### Business and Technology Centers

The **Accounting Skills Center** offers assistance to students enrolled in any of the Accounting Department classes. This lab provides the student with an opportunity to meet with Accounting faculty or student aides in a one-on-one environment for instructional support outside the classroom. The Accounting Lab posts hours at the beginning of each semester based on the teaching schedule and availability of the student aides and instructors. Visit [collegeofsanmateo.edu/labs/accounting.asp](http://collegeofsanmateo.edu/labs/accounting.asp). (South Hall Building 14, Room 204)

When using the Accounting Skill Center, students will:

1. Have knowledge of the Accounting Skills Center resources, including how to access them.

The **Business Computer Center** provides both classrooms for the Microcomputer Applications classes and for open lab sessions for Business, Business Computer, and Accounting students to use in improving their computer skills in a variety of applications (e.g., MS Word, Excel, PowerPoint, Access, etc.). During open lab hours this resource is available to any student registered at CSM. Visit [collegeofsanmateo.edu/labs/businessmicrocomputer.asp](http://collegeofsanmateo.edu/labs/businessmicrocomputer.asp). (South Hall Building 14, Rooms 101, 103, and 105; 574-6489)

When using the Business Computer Center, students will:

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

The **CIS Computer Center** is used for both instruction and open lab sessions. As a support resource, it offers CIS students an opportunity to meet with faculty one on one or to receive assistance from instructional aides or student assistants. The software taught in the CIS courses is available at this location to support the students working on problems/projects or working to improve their skills. When classes are not being held in this lab, it is open to all students registered at CSM. (Emerging Technologies Building). Visit [collegeofsanmateo.edu/labs/cis.asp](http://collegeofsanmateo.edu/labs/cis.asp). ((Emerging Technologies Building 19, Rooms 124 and 126; 574-6327)

When using the CIS Computer Center, students will:

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

### Creative Arts and Social Science Center

The **Digital Media Computer Center** is available for any student registered at CSM. Priority is given to Digital Media (DGME) and Electronic Music students. The lab offers students an opportunity to meet with faculty one on one or to receive assistance from instructional aides. The software taught in DGME and Electronic Music courses is available at this location to support the students working on problems or working to improve their skills. Visit [collegeofsanmateo.edu/labs/digitalmedia.asp](http://collegeofsanmateo.edu/labs/digitalmedia.asp). (College Center Building 10, Room 161; 574-6446)

When using the Digital Media Computer Center, students will:

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

### Language Arts Centers

The **Communication Studies Center** offers one-on-one, individualized attention for students enrolled in Communication Studies 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. For hours and location information, visit [collegeofsanmateo.edu/communicationstudies/resourcecenter.asp](http://collegeofsanmateo.edu/communicationstudies/resourcecenter.asp). (College Center Building 10, Learning Center, Room 220; 574-6257)

When using the Communication Studies Center, students will:

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

The **English 800 Center** serves students enrolled in ENGL 828, 838, and 848. Visit [collegeofsanmateo.edu/labs/english800.asp](http://collegeofsanmateo.edu/labs/english800.asp). (North Hall Building 18, Room 102; 574-6539)

When using the English 800 Center, students will:

1. Have knowledge of the English 800 Center resources, including how to use them.

The **Modern Language Center** offers students videos, DVDs, dictionaries, textbooks, other printed materials, and computers providing Internet access and loaded with language-learning software. Also, students enrolled in Spanish have an opportunity to meet with Spanish faculty on a one-on-one basis and to practice conversation in an informal atmosphere. Visit [collegeofsanmateo.edu/mlc](http://collegeofsanmateo.edu/mlc). (North Hall Building 18, Room 112; 574-6346)

When using the Modern Language Center, students will:

1. Have knowledge of the Modern Language Center resources, including how to access them.
2. Be able to access all of the resources they deem most helpful for their learning style.
3. Be able to work with staff and peers on and in their target language at the level of the class in which they are enrolled.
4. Those students with a TBA requirement will be able to access their official user's log using Student Attendance Recording System.

The **Reading and ESL Center** offers individualized diagnosis of reading skills; instruction in improving comprehension, vocabulary, and reading speed; and reinforcement of phonics and spelling skills. Visit [collegeofsanmateo.edu/readesl](http://collegeofsanmateo.edu/readesl). (North Hall Building 18, Room 101; 574-6437)

When using the Reading and ESL Center, students should:

1. Have knowledge of the Reading and ESL Center resources, including how to access them.

2. Be able to demonstrate greater comprehension, and/or vocabulary skills.

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

When using the Writing Center, students should:

1. Have knowledge of the Writing Center and English 800 Center resources, including how to access them.
2. Demonstrate mastery of specific writing skills after completion of tutorials.
3. Be able to identify, understand, and incorporate the writing skills that they need to work on after completing conferences with faculty.
4. Acquire a greater understanding and control of their writing process.

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## CSM Learning Center

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

Additionally, the Communication Studies Center is located in the Learning Center. (College Center Building 10, Room 220; 574-6570) For more information, visit [collegeofsanmateo.edu/learningcenter](http://collegeofsanmateo.edu/learningcenter).

When using the CSM Learning Center, students will:

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

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## Math and Science Centers

The **Anatomy and Physiology Center** is designed to provide additional instructional support, outside of lab, for students enrolled in Anatomy and/or Physiology. At the beginning of each semester, faculty determine when there are no classes in 36-217 and schedule additional hours for supplemental student instruction. Visit [collegeofsanmateo.edu/anatomy](http://collegeofsanmateo.edu/anatomy). (Science Building Building 36, Room 217; 574-6245)

When using the Anatomy and Physiology Center, students will:

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

The **Integrated Science Center (ISC)** in 36-110 provides a study support environment to help CSM students succeed in their science courses. Faculty-staffed, the ISC offers a friendly, comfortable atmosphere, accessible to and popular with students. It provides students the opportunity to consult with faculty, work with other students in study groups, or work individually in an academically stimulating environment. The ISC is open Monday-Friday during daytime hours, and an effort is made to be open 9-4. The ISC resources are targeted to students enrolled in any science course at CSM. This includes Astronomy, Biology, Chemistry, Engineering, Geology, Health Science, Nursing, Oceanography, Paleontology, and Physics. The ISC is also available for meetings of student organizations. The ISC consists of two spaces: one large room with 9 tables seating a total of about 45 students, science textbooks, anatomy and geology models, specific course textbooks and supplements, and a faculty desk; a smaller adjoining room with 20 computers for student research, TBA (to-be-arranged hours) assignments, and printing of course materials. ISC website is [collegeofsanmateo.edu/labs/isc.asp](http://collegeofsanmateo.edu/labs/isc.asp). (Science Building Building 36, Room 110; 574-6688)

When using the Integrated Science Center, students will:

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

The **Math Resource Center (MRC)** provides assistance to students enrolled in any Math class or with any math-related question. The MRC is staffed by Mathematics faculty and student peer tutors. The MRC is open 5 days a week and hours are posted at the start of each semester. In addition to personnel, the MRC has computers loaded with the identical software used in Math classes at CSM. Visit [collegeofsanmateo.edu/mrc](http://collegeofsanmateo.edu/mrc). (North Hall Building 18, Room 202; 574-6540)

When using the Math Resource Center, students will:

1. Have knowledge of the MRC resources, including how to access them.
2. Be able to show improvement with the



specific skills or in understanding course content for which they have requested assistance.

The **Nursing Skills Center** provides instructional space for all of the nursing lab courses. In addition, Nursing 808, Open Skills Laboratory, is offered during designated hours each week. Hours are posted in and outside of the lab. The lab houses 8 patient suites, including 2 designated simulation suites. Students have the opportunity to practice skills, demonstrate competencies, complete simulation scenarios, view media, study, and complete a variety of other assignments. Information can be obtained from the Nursing Department at 574-6218. (Health and Wellness Building 5, rooms 360 and 380; 574-6213)

When using the Nursing Skills Center, students will:

1. Have knowledge of the Nursing Skills Center resources, including how to access them.
2. Apply nursing methods, protocols, and procedures to appropriate care situations. (Program SLO #1)
3. Use the nursing process, which emphasizes critical thinking, independent judgment, and continual evaluation as a means to determine nursing activities (Program SLO #2)
4. Utilize theory and knowledge from nursing, the physical/behavioral sciences, and the humanities in providing nursing care (Program SLO #3)
5. Identify and assess the healthcare needs of patients/clients using the tools/framework appropriate to the clinical setting (Program SLO #4)
6. Document and evaluate the outcome of nursing and other interventions and communicate to team members (Program SLO #5)
7. Work in partnership with patients, clients and caregivers (Program SLO #7)
8. Perform current legal and professional standards for nurses in relation to common clinical problems (Program SLO #11)
9. Practice in a manner that respects patient confidentiality and adheres to HIPAA (Program SLO #12)
10. Appraise own professional performance accurately (Program SLO #13)
11. Evaluate professional learning needs and take steps to meet them (Program SLO #14)

## Library

With its classic exterior and panoramic view of the Bay Area, 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 including access to ebooks. Productivity software including word processing, database, spreadsheet, graphics, and web authoring programs are also available for student use. Additionally, the CSM Library is a Wi-Fi HotSpot. Laptop users can access the internet and print documents from their computers in the library.

The Reference Desk, reference materials, the Circulation Desk and the Reserve Book Collection are located on the main floor of the library which is on the second floor of building 9. Individual study carrels, lounge seating and additional reading tables are available on the main floor and on the mezzanine level of the library.

Reference materials are for research purposes only and are not permitted to leave the library. The general book collection is located on the mezzanine level. Books in the general collection can be checked out for three weeks and can be renewed for an additional three weeks either in person, by phone, or via the internet.

The Reserve Book Collection consists primarily of supplementary materials that classroom instructors have placed in the library to support students taking their courses. Holdings may include course textbooks, supplementary books, journal and magazine articles and in some cases, tests and quizzes from prior semesters. Normally reserve materials are for Library use only and can only be checked out for a maximum of 2 hours at a time.

The CSM Library owns 71,000 volumes of print books and receives more than 250 print 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.

Additionally, hundreds of journals, newspapers, magazines and special subject databases are available online through the Library's webpage. Ebooks and most of the library's online databases can be accessed from home 24 hours a day.

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 Mate-

rials) be sent to the CSM Library for your use. Requested items are placed on hold at our circulation desk under the requester's name. Hold fees are waived for requested items that are picked up at the CSM Library.

The College of San Mateo Library is a member of the Peninsula Library System (PLS). PLS is a consortia of 32 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 workstation 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. The College of San Mateo's Photograph Library Project (PHLIP) includes thousands of photographs of students, faculty, staff, and events that document over 82 years of the college's history.

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 web site ([collegeofsanmateo.edu/library](http://collegeofsanmateo.edu/library)).

## 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 sustained enrollment of students who seek to continue their educational opportunities while improving language skills and overcoming social and/or economic disadvantages. For more information, contact the Multicultural Center (Building 10, Room 112) 574-6154 or visit [collegeofsanmateo.edu/multicultural](http://collegeofsanmateo.edu/multicultural).

## 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 125, or by calling 574-6396.

Additionally, Psychological Services provides special supports to students with psychological disabilities through the Transition to College program. (574-6487, [collegeofsanmateo.edu/ttc](http://collegeofsanmateo.edu/ttc)).

## San Mateo Middle College

San Mateo Middle College is an alternative education collaboration between the San Mateo Union High School District and College of San Mateo. The program's primary goal is to provide a supportive and challenging environment, along with the opportunity for academic success and career exploration, to students whose needs are not met in a traditional high school environment.

The program includes 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. Cabrillo Unified School District students may be eligible and should contact their guidance counselor for information. For information, call the Middle College Office at 574-6101 located in Building 17, Room 154 or email [middlecollege@smuhsd.org](mailto:middlecollege@smuhsd.org). The Middle College web site is [collegeofsanmateo.edu/middlecollege](http://collegeofsanmateo.edu/middlecollege).

## Study Abroad Program

The San Mateo County Community Colleges, in cooperation with the American Institute for Foreign Study, offer students 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 Barcelona semester in fall 2012, a semester in Florence in spring 2013, and a summer 2013 program with location to be determined. Students applying to partici-

pate 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, call Study Abroad at 574-6533 located in Building 10, Room 310 or visit [collegeofsanmateo.edu/studyabroad](http://collegeofsanmateo.edu/studyabroad).

## Transfer Services

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

## 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. For more information, contact the Transition to College Office at 574-6487 located in Building 10, Room 120E or visit [collegeofsanmateo.edu/ttc](http://collegeofsanmateo.edu/ttc).

## Veterans Services

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

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. Contact the Veterans Resource & Opportunity Center (VROC) for more information at 574-6675 or visit [collegeofsanmateo.edu/veterans](http://collegeofsanmateo.edu/veterans).

## Center for Student Life and Leadership Development

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

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

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

The Center for Student Life & Leadership Development is located in Building 17, Room 112. (574-6141, [collegeofsanmateo.edu/studentlife](http://collegeofsanmateo.edu/studentlife))

Special services provided for students by the Center include:

### Student Activities Event Planning

The Student Life and Leadership Development Manager is available to assist campus organizations in the development, planning and approval of special campus programs and events. College policy questions, facilities reservations, security planning, audio visual requests, insurance requirements, health and safety reviews, risk management planning, publicity and other considerations for special events are coordinated through this office.

### Housing Assistance

Dormitories and other types of college-sponsored housing are not offered by College of San Mateo. However, the Center 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 & Club Information

Information concerning any aspect of student government, student activities or clubs may be obtained in the Center. This office also

provides these groups with duplicating and publicity services.

#### Referral Services

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

#### Transportation Information

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

#### Campus Posting

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

#### Vending Refunds

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

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## Associated Students

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

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

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

Further information about the Associated Students can be obtained by contacting cur-

rent student officers through the Center. Meeting times for Associated Student groups are available through the Center in Building 17, Room 112.

#### Student Senate

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

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

#### Advocacy Board

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

#### Programming Board

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

#### Inter-Club Council

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

#### Associated Student Body Card

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

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## Student Clubs and Organizations

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

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

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

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## Student Organizations

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

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

#### Permanent Student Organizations

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

1. Operates under the advisory of a member of the college staff.
2. Maintains in the Center for Student Life & Leadership Development a constitution which has been approved by the members of the organization and the Student Life and Leadership Manager, and a current list of officers. Membership is limited to registered students at College of San Mateo.



3. Holds meetings regularly which are open to all students and announces its meetings through the Center for Student Life & Leadership Development and publications of general circulation on campus.
  4. Deposits all organizational funds in a college account as required by the California Education Code and established college procedures.
- B. Privileges: The privileges of recognized student organizations include:
1. The use of the name of College of San Mateo.
  2. The use of the buildings, grounds, equipment and services of the college when available and officially scheduled.
  3. Publicity through appropriate college channels.
  4. Appropriate advice and assistance from the Center for Student Life & Leadership Development.

#### Ad-Hoc Student Organizations

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

1. Is organized for a specific and temporary purpose that is compatible with the educational objectives of the college.
  2. Operates under the advisory of a member of the college staff.
  3. Files a statement of purpose with the Center for Student Life & Leadership Development and a roster of at least six (6) student members.
  4. Normally operates for a period not to exceed thirty (30) school days.
  5. Is composed entirely of students currently enrolled in the college.
- B. Privileges: An ad-hoc student organization will be granted all the privileges of recognized student organizations and must follow the procedural requirements outlined above.

#### Campus Facility Use by Student Organizations

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

- A. Procedure for the presentation of programs:
1. Programs intended for members of recognized student organizations require approval from the faculty advisor and the Student Life and Leadership Development Manager.
  2. The presentation of programs by recognized student organizations require that the sponsor adhere to the following Center for Student Life & Leadership Development procedures:
    - a. In order to obtain authorization to present the program, the sponsor

is required to furnish the Student Life and Leadership Development Manager with appropriate details regarding the planned program. The information provided is to include the nature of the program, date and time, anticipated attendance, services needed (e.g., custodial, ushering, security, publicity, audio visual, etc.), equipment required, proposed facility to be utilized and all details regarding admission charges or other funds to be collected in conjunction with the program. Upon review of this data and if the event is approved, the Student Life and Leadership Development Manager will begin the necessary paperwork to reserve the facility and place the event on the Campus Events Calendar. If approval is denied, the Student Life and Leadership Development Manager's decisions in this regard are subject to appeal and review by the Vice President, Student Services.

- b. Program plans must demonstrate that the program will not present or create an undue health or safety risk to students, staff, or the public. The Vice President, Student Services may deny or cancel programs that cannot meet this requirement.
  - c. Programs must be presented in appropriate authorized areas.
  - d. Programs will end by 1:00 a.m. unless approval to extend the program time is granted by the College President.
3. Sponsors of events that involve professional performers, speakers, artisans, or such may pay these individuals for their services. This rate will be established by agreement between the performer, the sponsor, and the Student Life and Leadership Manager prior to the date of the event.
4. Groups and individuals may be required to furnish a certificate of liability insurance as required by District and College policies.
- B. Reservation of facilities for meetings or other purposes by student groups:
1. The sponsor of an approved program must reserve the desired facility in accordance with established procedures. When necessary, the Student Life and Leadership Development Manager or their designee will work with the appropriate departments to determine availability of facilities. A list of available facilities is available from the Center for Student Life & Leadership Development.
  2. Public facilities and classrooms are nor-

mally available for special program use at during normal college business hours. Times outside of normal business hours must receive prior approval from the Vice President, Student Services.

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

#### Off-Campus Organizations

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

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

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

## Application of External Exams (AP, IB, CLEP) to General Education Areas IGETC, CSU GE, Associate Degree GE 2013-14

### Important Note to Students

If you plan to complete an associate degree or CSU or IGETC certification within the San Mateo County Community College District, submit official AP, IB, or CLEP exam results to your Admissions and Records Office AND request a SMCCCD Transcript Evaluation (TES) at [smccd.edu/transeval](http://smccd.edu/transeval).

SMCCCD applies external exam credit to associate degree general education requirements in the same manner as CSU applies external exam credit to CSU general education requirements. The TES evaluation applies external exam results to GENERAL EDUCATION AREA REQUIREMENTS ONLY. Beginning in Fall 2013, the TES evaluation results will appear on WebSMART Degree Works Audit. Use the reference links located on the SMCCCD Transcript Evaluation website under External Exams ([smccd.edu/transeval](http://smccd.edu/transeval)) to view more information about the application of external exams and the unit values applied to general education areas, admission units generated by external exams, and other information and restrictions. Work with your counselor to develop a comprehensive SEP after the TES evaluation is completed.

### Advanced Placement Exams (AP)

Column 1 - With a score of 3, 4, or 5, AP credit may be applied to Intersegmental General Education Transfer Curriculum (IGETC) certification.

Column 2 - With a score of 3, 4, or 5, AP credit may be applied to California State University General Education (CSU GE) certification.

Column 3 - With a score of 3, 4, or 5, AP credit may be applied to Associate Degree general education area requirements at Cañada College, College of San Mateo, and Skyline College.

AP Exam	Column 1 Application to IGETC Certification (Use the IGETC and UC information a <a href="http://www.smccd.edu/transeval">www.smccd.edu/transeval</a> to view accurate credit value applied to IGETC and UC admissions.)	Column 2 Application to CSU GE Certification 3 semester units awarded toward GE unless otherwise indicated (*Some AP results generate different credit value depending upon the date completed. More info <a href="http://www.smccd.edu/transeval">www.smccd.edu/transeval</a> )	Column 3 Application to SMCCCD Associate Degree General Education 3 semester units awarded toward GE unless otherwise indicated
Art History	Area 3A or Area 3B	Area C1 or Area C2	Arts or Humanities Area
Art – Studio/2-D Design	NA	NA	NA
Art – Studio/3-D Design	NA	NA	NA
Art – Studio/Drawing	NA	NA	NA
Biology	Area 5B & Area 5C	Area B2 & Area B3 4 semester units	Natural Science/Scientific Inquiry Area 4 semester units
Chemistry* Taken Fall 2009 or after	Area 5A & Area 5C	Area B1 & Area B3* 4 semester units	Natural Science/Scientific Inquiry Area 4 semester units
Computer Science A & AB	NA	NA	NA
Economics/Macro	Area 4	Area D	Social Science Area
Economics/Micro	Area 4	Area D	Social Science Area
English Language/Comp	Area 1A	Area A2	English/Reading Basic Competency & Written Composition
English Literature/Comp	Area 1A or Area 3B	Area A2 & Area C2 6 semester units	English/Reading Basic Competency & Written Composition & Humanities Area 6 semester units
Environmental Science* Taken FALL 2009 or later	Area 5A & Area 5C	Area B1 & Area B3* 4 semester units	Natural Science/Scientific Inquiry Area 4 semester units
Government - Comparative Government and Politics	Area 4	Area D	Social Science Area
Government - US Government/Politics	Area 4 & US – 2 US Constitution	Area D & US – 2 US Constitution	Social Science Area US Government Specific Area
History - European	Area 3B or 4	Area C2 or Area D	Social Science Area or Humanities Area

<b>AP Exam</b>	<b>Column 1 Application to IGETC Certification</b> (Use the IGETC and UC information a <a href="http://smccd.edu/transeval">smccd.edu/transeval</a> to view accurate credit value applied to IGETC and UC admissions.)	<b>Column 2 Application to CSU GE Certification</b> 3 semester units awarded toward GE unless otherwise indicated (*Some AP results generate different credit value depending upon the date completed. More info <a href="http://smccd.edu/transeval">smccd.edu/transeval</a> )	<b>Column 3 Application to SMCCCD Associate Degree General Education</b> 3 semester units awarded toward GE unless otherwise indicated
History - United States	Area 3B or Area 4 & US – 1 US History	Area C2 or Area D & US – 1 US History	Social Science Area US History Specific Area
History - World	Area 3B or Area 4	Area C2 or Area D	Social Science Area or Humanities Area
Human Geography	Area 4	Area D	Social Science Area
Chinese Language/Culture	Area 3B & Area 6A	Area C2	Humanities Area
French Language* Taken Fall 2009 or after	Area 3B & Area 6A	Area C2*	Humanities Area
French Literature* Taken before Fall 2009	Area 3B & Area 6A	Area C2*	Humanities Area
German Language* Taken Fall 2009 Or After	Area 3B & Area 6A	Area C2*	Humanities Area
Italian Language/Culture* Taken Before Fall 2010	Area 3B & Area 6A	Area C2*	Humanities Area
Japanese Language/Culture	Area 3B & Area 6A	Area C2	Humanities Area
Latin - Literature* Taken before Fall 2009	Area 3B & Area 6A	Area C2*	Humanities Area
Latin - Vergil	Area 3B & Area 6A	Area C2	Humanities Area
Spanish Language* Taken Fall 2009 or after	Area 3B & Area 6A	Area C2*	Humanities Area
Spanish Literature* Taken Fall 2009 or after	Area 3B & Area 6A	Area C2*	Humanities Area
Math - Calculus AB	Area 2	Area B4	Math Competency & Critical Thinking/ Analytical Thinking Area
Math - Calculus BC	Area 2	Area B4	Math Competency & Critical Thinking/ Analytical Thinking Area
Math - Calculus BC/AB	Area 2	Area B4	Math Competency & Critical Thinking/ Analytical Thinking Area
Music Theory* Taken Before Fall 2009	NA	Area C1*	Humanities Area
Physics B* Taken Fall 2009 or After	Areas 5A & Area 5C	Area B1 & Area B3* 4 semester units	Natural Science/Scientific Inquiry Area 4 semester units
Physics C Mechanics	Areas 5A & Area 5C	Area B1 & Area B3 4 semester units	Natural Science/Scientific Inquiry Area 4 semester units
Physics C Electricity/Magnetism	Areas 5A & Area 5C	Area B1 & Area B3 4 semester units	Natural Science/Scientific Inquiry Area 4 semester units
Psychology	Area 4	Area D	Social Science Area
Statistics	Area 2	Area B4	Math Competency & Critical Thinking/ Analytical Thinking Area



## International Baccalaureate Exams (IB)

Column 1 - Applied to Intersegmental General Education Transfer Curriculum (IGETC) certification with a score of 5, 6, or 7.

Column 2 – Applied to California State University General Education (CSU GE) certification with a score of 5, 6, or 7 unless otherwise noted.

Column 3 – Applied to Associate Degree general education area at Cañada College, College of San Mateo, and Skyline College with a score of 5, 6, or 7 unless otherwise noted.

<b>IB Exam – HL EXAMS</b>	<b>Column 1 Application to IGETC Certification</b> 3 semester units toward IGETC Area	<b>Column 2 Application to CSU GE Certification</b> 3 semester units toward CSU GE	<b>Column 3 Application to SMCCCD Associate Degree General Education</b> 3 semester units toward AA/AS GE
Biology HL	Area 5B	Area B2	Natural Science Area
Chemistry HL	Area 5A	Area B1	Natural Science Area
Economics HL	Area 4	Area D	Social Science Area
Geography HL	Area 4	Area D	Social Science Area
History HL (Any Region)	Area 3B or Area 4	Area C2 or Area D	Humanities or Social Science Area
Language A1 HL (Any Language)	Area 3B and, for any language other than English, credit for Area 6A is also applied	passing score of 4 Area C2	passing score of 4 Humanities Area
Language A2 HL (Any Language)	Area 3B and, for any language other than English, credit for Area 6A is also applied	passing score of 4 Area C2	passing score of 4 Humanities Area
Language B HL (Any Language)	Area 6A	NA	NA
Mathematics HL	Area 2	passing score of 4 Area B4	passing score of 4 Math Competency is met. Need math placement test for course placement.
Physics HL	Area 5A	Area B1	Natural Science Area
Psychology HL	Area 4	Area D	Social Science Area
Theatre HL	Area 3A	passing score of 4 Area C1	passing score of 4 Humanities Area

## College Level Examination Program (CLEP)

Column 1 – Applied to California State University General Education (CSU GE) certification.

Column 2 – Applied to Associate Degree general education area at Cañada College, College of San Mateo, and Skyline College.

**CLEP cannot be applied to IGETC.**

<b>CLEP Exam</b>	<b>Column 1 Application to CSU GE Certification</b> 3 semester units toward CSU GE	<b>Column 2 Application to SMCCCD Associate Degree General Education</b> 3 semester units toward AA/AS GE
American Government	passing score of 50 - Area D	passing score of 50 - Social Science Area
American Literature	passing score of 50 - Area C2	passing score of 50 - Humanities Area
Analyzing & Interpreting Lit.	passing score of 50 - Area C2	passing score of 50 - Humanities Area
Biology	passing score of 50 - Area B2	passing score of 50 - Natural Science Area
Calculus	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
Chemistry	passing score of 50 - Area B1	passing score of 50 - Natural Science Area
College Algebra	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
College Algebra-Trig	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
College Math	NA	NA
English Comp (no essay)	NA	NA
English Comp (with essay)	NA	NA
English Literature	passing score of 50 - Area C2	passing score of 50 - Humanities Area

<b>CLEP Exam</b>	<b>Column 1</b> <b>Application to CSU GE Certification</b> 3 semester units toward CSU GE	<b>Column 2</b> <b>Application to SMCCCD Associate Degree General Education</b> 3 semester units toward AA/AS GE
Financial Accounting	NA	NA
French Level 1	NA	NA
French Level 2	passing score of 59 - Area C2	passing score of 59 - Humanities Area
Freshman College Composition	NA	NA
German Level 1	NA	NA
German Level 2	passing score of 60 - Area C2	passing score of 60 - Humanities Area
History, United States I	passing score of 50 - Area D and US-1 US History	passing score of 50 - Social Science Area and US-1 US History
History, United States II	passing score of 50 - Area D and US-1 US History	passing score of 50 - Social Science Area US-1 US History
Human Growth And Development	passing score of 50 - Area E	passing score of 50 - Social Science Area
Humanities	passing score of 50 - Area C2	passing score of 50 - Humanities Area
Info Systems & Comp Applications	NA	NA
Intro Educ Psyc	NA	NA
Intro Business Law	NA	NA
Introductory Psychology	passing score of 50 - Area D	passing score of 50 - Social Science Area
Introductory Sociology	passing score of 50 - Area D	passing score of 50 - Social Science Area
Natural Sciences	passing score of 50 - Area B1 or B2	passing score of 50 - Natural Science Area
Pre-Calculus	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
Principles Of Accounting	NA	NA
Principles Of Macroeconomics	passing score of 50 - Area D	passing score of 50 - Social Science Area
Principles Of Management	NA	NA
Principles Of Microeconomics	passing score of 50 - Area D	passing score of 50 - Social Science Area
Social Science & History	NA	NA
Spanish Level 1	NA	NA
Spanish Level 2	passing score of 63 - Area C2	passing score of 63 - Humanities Area
Trigonometry	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
Western Civilization I	passing score of 50 - Area C2 or Area D	passing score of 50 - Humanities Area or Social Science Area
Western Civilization II	passing score of 50 - Area D	passing score of 50 - Social Science Area

## Additional Information on External Exams:

1. Issues around application of and credit for external exams are complex. Where there is common use for general education AREAS as noted above, the application of units to GE, the application of units for admission, the use of external exams to meet major requirements, and more, is complex and specific to the receiving transfer institution. It is up to the student to thoroughly research this information.
2. The chart identifies how San Mateo Community College District applies AP, IB, and CLEP credit toward associate degree general education area requirements, CSU GE areas, and IGETC areas. It does not provide information about transfer credit generated by external exams for the purpose of admissions.
3. Students who have earned credit through AP, IB, and/or CLEP should not take a comparable college course because credit will not be granted for both the external examination and the comparable college course.

4. The chart does not provide information about if or how external exam results apply to major course requirements. Applying AP, IB, or CLEP credit to meet major requirements is determined by each transfer institution.

- a. At Cañada College, College of San Mateo, and Skyline College, each instructional division determines IF OR HOW AP, IB, and/or CLEP credit is applied to associate degree major or certificate requirements.

5. Students earning an AP score of 3, 4, or 5 in the physical and biological science examinations meet IGETC Area 5 and the IGETC laboratory activity, Area 5C, requirement. AP exams in Biology, Chemistry, and Physics B allow California community colleges to apply 4 semester units to IGETC area certification to cover both the science lecture and science lab unit requirements for IGETC Area 5. For Environmental Science, Physics C: Mechanics, and Physics C: Electricity/magnetism, only 3 semester or

4 quarter units are applied to IGETC area 5A and 5C certification which means that students who complete these AP exams are required to complete a 4 semester or 5 quarter unit course to satisfy the minimum required units for IGETC Area 5.

6. References to use for information about external exams are:

- CSU External Exam Credit information [www.calstate.edu/acadAff/codedmemos/AA-2011-12.pdf](http://www.calstate.edu/acadAff/codedmemos/AA-2011-12.pdf)
- UC External Exam Credit information [www.admission.universityofcalifornia.edu/counselors/exam-credit/index.html](http://www.admission.universityofcalifornia.edu/counselors/exam-credit/index.html)
- IGETC Standards Version 1.4 [www.ccctransfer.org/igetc](http://www.ccctransfer.org/igetc)
- CSU Credit - <http://www.calstate.edu/app/general-ed-transfer.shtml> (find “use of external exams”)
- Refer to the college catalog of your transfer destination to learn more about how external exam credit is applied on that campus.

May 2013 Revision





# College of San Mateo Placement Tests

- ACCUPLACER – Reading comprehension and sentence structure (Computerized Placement Tests) (The College Board)
- Compass Mathematics Test - Internet Version (ACT)
- Compass ESL Test

**Interpreting placement test results.** Placement tests are intended to measure skills which research has shown to be closely related to academic success. In combination with other measures, test results represent student strengths and capabilities. Students are advised to discuss placement results with a counselor/advisor so that they can assist them to develop an educational plan.

Refer to the course listing in this catalog for titles, descriptions and prerequisites for the courses in the following placement charts. Students are encouraged to consult with a counselor/advisor regarding course selection and planning.

### Placement Test Results to Meet Course Prerequisites

MATH placement test results, for the purpose of course placement and prerequisite skill level assessment, are valid for two years only. Math placement test results “time out” after two years from the date completed.

ENGLISH/ESL placement test results, for the purpose of course placement and prerequisite skill level assessment do not “time out” and remain valid indefinitely. If, however, a significant amount of time has passed since the English or ESL test was completed, the student may select to repeat the placement test to secure an accurate assessment of current skill level.

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

The English test requirement will be waived for students with:

- EAP (Early Assessment Program) results**  
Approved EAP English results allow eligibility for English 100. However, the student must enroll in English 100 in the summer or fall immediately following completion of the senior year in high school for EAP results to be valid. If a student does not enroll within this time frame, College of San Mateo English placement test will be required.

- IB\* (International Baccalaureate HL Exam) results**  
A score of 4 or higher on IB Exam – Language A1 HL in English results in student eligibility for English 100.
- Advanced Placement Exam\* results**  
AP English Language and Composition or AP English Literature and Composition with a score of 3, 4, or 5 results in student eligibility for English 110 or 165.
- OTHER results with which a student is eligible for English 100**  
SAT Critical Reading with a minimum score of 580

SAT Writing Subject Test with a minimum score of 660

ACT English Usage Test with a minimum score of 23

CSU English Placement Test with a minimum score of 147

\*Refer to pages 44–46 for more information about the use of IB and AP exam results to meet associate degree general education requirements and requirements for CSUGE and IGETC certification.

## 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. Scores in parentheses represent scale scores for the computerized English test. Placements are listed below.

<b>If you have a Reading score of:</b>	<b>and a Sentence Skills score of:</b>	<b>Take the following English and Reading course(s):</b>
0 to 8 (0 to 27) .....	All scores .....	No course placement. See Counselor.
9 to 14 (28 to 41) .....	All scores .....	No course placement. See Counselor.
15 to 20 (42 to 62) .....	0 to 15 (0 to 56) .....	Take ENGL 828
15 to 20 (42 to 62) .....	16 to 20 (57 to 80) .....	Take ENGL 838
15 to 20 (42 to 62) .....	21 to 35 (81 to 120) .....	Take ENGL 848
21 to 26 (63 to 87) .....	0 to 14 (0 to 52) .....	Take ENGL 828
21 to 26 (63 to 87) .....	15 to 17 (53 to 69) .....	Take ENGL 838
21 to 26 (63 to 87) .....	18 to 35 (70 to 120) .....	Take ENGL 848
27 to 35 (88 to 120) .....	0 to 11 (0 to 38) .....	Take ENGL 828
27 to 35 (88 to 120) .....	12 to 13 (39 to 48) .....	Take ENGL 838
27 to 35 (88 to 120) .....	14 to 21 (49 to 85) .....	Take ENGL 848
27 to 35 (88 to 120) .....	22 to 25 (86 to 101) .....	Take ENGL 100 + 102 (100 + 102 paired sections must be taken together)
27 to 35 (88 to 120) .....	26 to 35 (102 to 120) .....	Take ENGL 100

More detailed information on the determination of English course placements is available in the Assessment Center (Building 10, Room 370) during day hours, and in the Counseling Services (Building 10, Room 340).

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## COMPASS ESL (English as a Second Language) Test (ACT) – Internet Version

These scores represent scale scores for the computerized ESL test. Placements are listed below.

If you took SMCCCD Assessment:                      and scored:                      You can take the following ESL course(s):

<b>ESL Grammar/Usage</b>	<b>REVISED SCORES</b>	
Pre-Level 1	1-28	READ 807/ESL 895
Level 1	29-41	ESL 825 or ESL 880
2	42-65	ESL 826
3	66-80	ESL 827
4	81-94	ESL 828
5	95-99	ESL 400
<b>ESL Listening</b>		
Pre-Level 1	1-45	READ 807
Level 1	46-58	ESL 845
Level 2	59-68	ESL 846
Level 3	69-76	ESL 847
Level 4	77-99	ESL 848 or COMM 855
<b>ESL Reading</b>		
Pre-Level 1	1-49	READ 807/ESL 895
Level 1	50-60	ESL 855
Level 2	61-72	ESL 856
Level 3	73-85	ESL 857
Level 4	86-99	ESL 858 or READ 825 or take the paper/pencil Native Speaker placement test.

Caveat: These scores are subject to change in the future.

## Reading Course Placement Guide

Scores in parentheses represent scale scores for the computerized Reading Placement Test.

Reading Comprehension Test Scores	Recommended Reading Courses
0 to 8 (0 to 27)	No Reading Placement. Do not enroll in any reading course. See Counselor.
9 to 10 (28 to 31)	Take READ 812
11 to 15 (32 to 44)	Take READ 825
16 to 22 (45 to 70)	Take READ 830
23 to 28 (71 to 95)	Take READ 400 or READ 405
29 to 35 (96 to 120)	Take READ 400, 405, or 415 optional.*

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

## COMPASS Mathematics Test (ACT) – Internet Version

When reviewing your math placement test results, only scores noted as PLACEMENT DOMAIN determine course placement. Other scores and math areas listed are not used for placement.

If your PLACEMENT DOMAIN is:	The score in you PLACEMENT DOMAIN is	You are eligible for the following course(s)
Pre-Algebra	Less than 41	MATH 811
	41 to 100	MATH 811 or MATH 802
Algebra	Less than 26	MATH 111
	26 to 45	MATH 111 or 110
	46 to 100	MATH 122 or 120 or 115
College Algebra	Less than 46	MATH 122 or 120 or 115
	46 to 100	Math 125 or 130 or 145 or 147 or 200 or 241 (at this placement, must take Math 241 and 130 to be eligible for Math 242)
Trigonometry	Less than 46	MMath 125 or 130 or 145 or 147 or 222 or 241 (at this placement, after completion of 241 the student is eligible for Math 242 without taking Math 130)
	46 to 100	MATH 251

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

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

The Mathematics test requirement will be waived for students with:

### 1. Use of EAP (Early Assessment Program) results

Approved EAP results allow eligibility for Math 125 or 130 or 145 or 200 or 241. However, the student must enroll in an approved math course in the summer or fall immediately following completion of the senior year in high school for EAP results to be valid. If a student does not enroll within this time frame, College of San Mateo Mathematics placement tests will be required.

### 2. Use of Advanced Placement Exam results

AP Calculus AB or AP Calculus BC with a score of 3, 4, or 5



## Transfer Planning

College of San Mateo can help students plan an educational program at CSM which will prepare them to transfer to the University of California, California State University or a private college or university to earn a bachelor's degree. Students are encouraged to meet regularly with a CSM counselor and use the resources of CSM's Transfer Services to develop an educational plan which will assure a smooth transition to the transfer institution of their choice. While completing transfer requirements, students may also want to earn units toward an Associate in Arts or Associate in Science degree at CSM. With careful planning, both objectives can be reached by taking essentially the same set of transferable courses.

### Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from numbers assigned to courses by local California community colleges. A C-ID number next to a course signals that the course is comparable in content and scope to all courses with the same C-ID course number, regardless of their unique titles or local course numbers. The C-ID designation is used to identify comparable courses at different community colleges. However, courses with same C-ID numbers do not necessarily carry the same transfer articulation. Always use [www.assist.org](http://www.assist.org) to confirm how each colleges' courses will be accepted at a CSU or UC campus.

The C-ID numbering system is useful for students attending more than one community college. It is also an important part of the Associate Degrees for Transfer (SB 1440 degrees: AA-T, AS-T). All AA/AS-T degrees include course requirements that are part of the C-ID system. As you review the chart below be advised that courses are being added to the CSM C-ID list on an ongoing basis. An updated list is posted monthly on the College of San Mateo articulation website ([collegeofsanmateo.edu/articulation](http://collegeofsanmateo.edu/articulation)) under C-ID Course Approvals and Conditional Approvals. Conditional C-ID course approvals are listed below and are noted with a “\* “. Conditional approvals are those courses with “temporary” approval and the College is attempting to secure permanent approval.

College of San Mateo Course	C-ID Number
Accounting 121	ACCT 110
Accounting 131	ACCT 120 *
Administration of Justice 100	AJ 110
Administration of Justice 102	AJ 200
Administration of Justice 104	AJ 120 *
Administration of Justice 106	AJ 124
Administration of Justice 108	AJ 160
Administration of Justice 120	AJ 140 *
Administration of Justice 125	AJ 220
Administration of Justice 185	AJ 150
Business 100	BUS 110 *
Business 295	BUS 140
Chemistry 231	CHEM 150
Chemistry 231 & 232	CHEM 160S
Communication Studies 110	COMM 110 *
Communication Studies 130	COMM 130 *
Communication Studies 140	COMM 140 *
Communication Studies 150	COMM 150
Communication Studies 170	COMM 170
Computer Information Systems 278	COMP 122 *
Computer Information Systems 110	IT IS 120
English 100	ENGL 100
English 110	ENGL 120
English 165	ENGL 105
Geography 100	GEOG 110
Geography 110	GEOG 120 *
Geography 150	GEOG 125
Geology 100	GEOL 100 *
Geology 101	GEOL 100L
Kinesiology 101	KIN 100
Literature 201	ENGL 130
Literature 202	ENGL 135
Music 101	MUS 125
Music 102	MUS 135
Music 103	MUS 145
Paleontology 110	GEOL 110
Philosophy 100	PHIL 100 *
Physics 210 & 220	PHYS 100S
Physics 210	PHYS 105
Physics 220	PHYS 110
Physics 250	PHYS 205
Physics 260	PHYS 210
Physics 270	PHYS 215
Sociology 340	PSY 130
Psychology 100	PSY 110
Psychology 121	SOCI 125
Psychology 200	PSY 180
Sociology 121	SOCI 120

### Transfer of Credit

Students planning to transfer can complete their freshman and sophomore level of transfer classes at College of San Mateo and transfer to the baccalaureate institution with junior standing. Students must complete a minimum of 60 transferable semester units in order to transfer as juniors. Typically, students must complete units that apply to an approved general education pattern and lower division major preparation as transfer preparation.

### New Associate Degree for Transfer Can Benefit Students Intending to Transfer to the CSU System

College of San Mateo offers associate degrees (AA-T and AS-T) designed to support transfer to the California State University system. Students who complete the requirements for an Associate Degree for Transfer are eligible for an associate degree AND meet minimum admissions requirements for junior standing at a California State University. Although earning an Associate Degree for Transfer does not guarantee a student admission to all California State University campuses or majors, it does secure priority admission consideration to his/her local CSU campus.

To enhance a student's competitiveness and success as a CSU applicant, in addition to completing the requirements for the associate degree for transfer, it is strongly recommended that students utilize [www.assist.org](http://www.assist.org) to see if there are additional courses suggested or required for a particular major at a specific campus.

On page 69 find a list of current Associate Degrees for Transfer available at College of San Mateo. They are noted as "AA-T or AS-T" on the list.

### CSM Transfer Services

#### [collegeofsanmateo.edu/transfer](http://collegeofsanmateo.edu/transfer)

CSM's Transfer Services provides information and offers workshops on choosing a college, transfer admission requirements, completing transfer admission application forms and writing the application essay. Transfer Services staff can provide details about special Transfer Admission Guarantees that CSM has developed with a number of four-year UC and private institutions which can guarantee students transfer admission.

Students with a clear transfer objective stand the best chance of meeting requirements in a timely manner. *They can make the best use*

of their time and course work by deciding on a transfer institution and major as soon as possible. Students unable to make these decisions when they enter College of San Mateo may follow a general transfer pattern of courses while taking advantage of Transfer Services resources in making transfer plans.

Once students choose a major and the university to which they plan to transfer, they should use [www.assist.org](http://www.assist.org), an online student transfer information system, to see how courses completed at College of San Mateo are applied when transferring to a university. This website also lists courses required for majors. Transfer Services staff and CSM counselors can assist students in planning for transfer, and four-year university representatives often visit CSM to meet with students interested in transferring to their institutions. It is wise for students to consult the catalog of the university to which they plan to transfer to become familiar with specific transfer admission requirements. Many college and university catalogs are available for reference both in the Transfer Services Office and online. Students may also write directly to the admissions office of the institution to obtain an information bulletin which outlines requirements for admission as a transfer student.

Transfer Services is located with the Counseling Center in Building 10, Room 340.

## Requirements for Transfer Students

A student can transfer from College of San Mateo to a four-year college or university as a junior without loss of time or credits by completing the following:

1. Lower Division Preparation for the Major  
These courses provide the necessary background to prepare the transfer student to enter the major as a junior. Use [www.assist.org](http://www.assist.org) for this information.
2. General Education Requirements  
(Sometimes called "Breadth Requirements")  
These are the courses required to obtain a bachelor's degree regardless of major. Courses in writing, critical thinking, sciences, humanities and social sciences are included in general education.
3. Electives  
Upon completion of major and general education requirements, elective courses can be taken to bring the total number of transferable units to the required 60 units for transfer to UC and CSU.

## Students Request General Education Certification Prior to Transfer to a UC or CSU Campus

The UC and CSU systems ask community college transfer students to provide verification of completion of lower division general education requirements. To accomplish this, students must request the Admissions and Records Office (the request can be made on WebSMART) to send a CSU GE or IGETC Certification with the final transcript to the transfer institution. This certification is used by the transfer destination, in addition to the official transcripts, to confirm full or partial completion of CSU GE or IGETC requirements.

Students who transfer without CSU GE or IGETC Certification will be required to meet the general education requirements of the specific UC or CSU campus to which they transfer. Meeting these local general education requirements requires taking additional general education courses after transfer.

## Transfer Admission Procedures

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

1. Request an application from the Admissions Office of the transfer institution approximately one year in advance of planned transfer. Applications for the University of California and the California State University are available online at the following web sites:  
**UC applications**  
[www.ucop.edu/pathways](http://www.ucop.edu/pathways)  
**CSU applications**  
[www.csumentor.edu](http://www.csumentor.edu)
2. Submit completed application during the specified filing period. Students are discouraged from sending them early as they will not be accepted before the initial filing date.
3. If an entrance exam (SAT, ACT) is required for transfer admission, register for the exam at least six months in advance of transfer.
4. Submit a request to the CSM Office of Admissions and Records to have a transcript of your academic record sent to the transfer institution at the time(s) specified by that institution. Transcripts must be requested well in advance of the date required. Four-year colleges and universities will also require transcripts of work completed at all other educational institutions.
5. After admitted to a CSU or UC campus, request a CSU GE or IGETC certification to be sent with your final transcript.

## Transcript Evaluation and Course Substitution Service

Students are strongly advised to use the transcript evaluation service to determine how course work from other colleges/universities can be incorporated into their transfer planning.

The Transcript Evaluation Service is available to students who are currently registered in 6 or more units in the San Mateo Community College District. A transcript evaluation provides important information to the student and counselor about how course work completed at other colleges and universities will be applied to the following College of San Mateo educational goals.

1. California State University General Education Certification – CSU GE
2. Intersegmental General Education Transfer Curriculum – IGETC Certification
3. College of San Mateo Associate Degree General Education requirements
4. College of San Mateo Major or Certificate requirements

Detailed instructions for students on how to use this service can be found at [smccd.edu/transeval](http://smccd.edu/transeval).

## 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, East Bay (Hayward), Humboldt, Long Beach, Los Angeles, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma and Stanislaus.

## University of California

The University of California offers bachelor's, master's and doctoral degree programs in a broad array of subject areas. Last year, more than 6,000 students transferred from California's community colleges to the University, and more than one-fifth of UC's bachelor degrees were awarded to students who started out at a community college. The University is

encouraging even more community college students to take this step in the coming years.

The University of California has a long-established relationship with College of San Mateo and has developed several special programs to help community college students with the transfer process. The University's articulation agreements with CSM make it possible for prospective transfer students to select appropriate courses. Community college students receive priority consideration for transfer admission. The Intersegmental General Education Transfer Curriculum allows prospective transfer students to satisfy the lower division breadth/general education requirements of any UC campus before transferring.

While all of the campuses have similar requirements for undergraduate admission, they differ in size, enrollment, and in academic programs offered. In addition, the campuses vary in styles of campus life, with student populations reflecting a variety of

cultures from the United States and abroad. The University of California includes nine general campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. A tenth campus in San Francisco offers graduate and professional programs in the health sciences.

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### 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 insti-

tutions, and professional schools that offer only a single occupational specialty as well as universities offering a full array of bachelor's, master's, and doctoral degree programs.

When choosing from among the privately supported colleges and universities in California, you may wish to review the type of certification a particular institution has received. Note: In selecting a California independent college or university, students are advised to give first priority to those institutions which are fully accredited by the Western Association of Schools and Colleges. If you would like more information about the certification process as specified in California's Education Code, please contact the California Postsecondary Education Commission at (916) 445-1000.





## CSM Courses Transferable to 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.

Use [www.assist.org](http://www.assist.org) as the most reliable resource to determine how course credit earned at College of San Mateo can be applied when transferred to the CSU system and individual colleges within the system.

**Accounting** 100, 103, 121, 131, 144, 145, 171, 172, 173, 175, 176, 665, 680-689, 690

**Administration of Justice** 100, 102, 104, 106, 108, 120, 125, 145, 153, 185, 680-689, 690

**Anthropology** 110, 125, 180, 350, 370, 680-689, 690

**Architecture** 100, 120, 140, 155, 165, 210, 220, 666, 680-689, 690

**Art** 101, 102, 103, 104, 124, 201, 202, 206, 207, 214, 223, 224, 225, 226, 231, 232, 236, 245, 246, 301, 315, 350, 351, 352, 353, 354, 355, 381, 383, 384, 385, 386, 387, 388, 391, 393, 394, 405, 406, 411, 412, 665, 680-689, 690

**Astronomy** 100, 101, 103, 115, 125, 200, 203, 204, 680-689, 690

**Biology** 100, 102, 110, 123, 126, 127, 128, 130, 145, 184, 195, 210, 220, 230, 240, 250, 260, 310, 329, 675, 680-689, 690

**Business** 100, 115, 125, 150, 180, 201, 295, 315, 316, 317, 326, 401, 680-689, 690

**Business Applications-Windows** 105, 114, 115, 214, 215, 383, 384, 415, 416, 450, 451, 464, 530, 680-689

**Career and Life Planning** 104, 105, 107, 120, 121, 122, 126, 127, 128, 129, 301, 680-689

**Chemistry** 192, 210, 220, 231, 232, 250, 410, 420, 680-689, 690

**Chinese** 111, 112, 121, 122, 131, 132, 134, 140, 201, 211, 212, 221, 680-689, 690

**Communication Studies** (formerly Speech) 110, 130, 140, 150, 170, 171

**Computer and Information Science** 110, 111, 113, 114, 117, 121, 125, 127, 128, 132, 151, 200, 254, 255, 256, 278, 279, 312, 313, 362, 363, 364, 379, 390, 420, 479, 489, 490, 491, 492, 680-689, 690

**Dance** 100, 116, 117, 130, 140, 151, 152, 161, 390, 400, 665, 680-689

**Dental Assisting** 647

**Digital Media** 100, 101, 102, 103, 104, 112, 113, 118, 120, 128, 130, 143, 150, 152, 155, 165, 166, 167, 168, 169, 211, 212, 213, 215, 220, 230, 235, 240, 250, 251, 255, 256, 260, 261, 265, 270, 680

**Drafting Technology** 110, 111, 120, 121, 122, 123, 124, 130, 680-689, 690

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

**Electronics** 111, 112, 144, 231, 232, 275, 405, 421, 422, 424, 441, 442, 444, 445, 680-689, 690

**Engineering** 100, 210, 215, 230, 240, 260, 270, 680-689, 690

**English** 100, 102, 105, 110, 161, 162, 163, 165, 329, 680-689, 690

**English as a Second Language** 400

**Ethnic Studies** 101, 102, 265, 288, 300, 440, 585, 680-689, 690

**Film** 100, 120, 121, 153, 200, 215, 277, 329, 680-689, 690

**Fire Technology** 680-689, 690, 714, 715, 720, 725, 730, 740, 745, 748, 796

**Geography** 100, 110, 150, 680-689, 690

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

**Health Science** 100, 112, 680-689, 690

**History** 100, 101, 102, 201, 202, 260, 310, 315, 680-689, 690

**Kinesiology** 101, 120, 125, 126, 127, 200, 201, 202, 301

**Learning Center** 100

**Library Studies** 100, 680-689

**Literature** 101, 105, 113, 115, 151, 201, 202, 220, 231, 232, 251, 277, 430, 680-689, 690

**Management** 100, 215, 220, 235, 265, 680-689, 690

**Mathematics** 125, 130, 145, 200, 222, 241, 242, 251, 252, 253, 268, 270, 275, 329, 680-689, 690

**Music** 100, 101, 102, 103, 104, 131, 132, 133, 134, 202, 231, 232, 233, 234, 250, 275, 290, 291, 292, 293, 301, 302, 303, 304, 371, 372, 373, 374, 401, 402, 403, 404, 424, 425, 429, 430, 451, 452, 454, 455, 470, 665, 680-689, 690

**Nursing** 211, 212, 221, 222, 231, 232, 241, 242, 264, 610, 615, 620, 630, 666, 680-689, 690

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

**Paleontology** 110, 111, 680-689, 690

**Philosophy** 100, 103, 244, 300, 329, 680-689, 690

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

**Physics** 100, 126, 127, 128, 210, 211, 220, 221, 250, 260, 270, 329, 680-689, 690

**Political Science** 100, 110, 130, 150, 200, 210, 215, 310, 680-689, 690

**Psychology** 100, 105, 110, 120, 121, 200, 201, 220, 225, 300, 410, 680-689, 690

**Reading** 400, 405, 412, 415, 454, 455, 680-689

**Real Estate** 100, 105, 110, 121, 131, 141, 200, 215, 220, 680-689, 690

**Social Science** 301, 302, 304, 307, 308, 310, 313, 314, 315, 316, 318, 319, 321, 325, 382, 383, 384, 385, 386, 680-689, 690

**Sociology** 100, 105, 110, 121, 141, 340, 680-689, 690

**Spanish** 110, 111, 112, 120, 121, 122, 131, 132, 140, 162, 680-689, 690

**COLLEGE OF SAN MATEO CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION 2013-14**

Name: \_\_\_\_\_ CSM ID#: G \_\_\_\_\_  
Last name First name

Major: \_\_\_\_\_ Transfer destination: \_\_\_\_\_

**CSU GE \_\_\_ CSU GE partial \_\_\_ CSU AH&I met \_\_\_**

To apply AP, IB, or CLEP Exam Results to CSU GE use the charts in the CSM Catalog. C = Completed; IP = In Progress Use <a href="http://www.assist.org">www.assist.org</a> for an accurate list of CSUGE courses and to find lower division major course requirements for transfer. If you have completed coursework outside of the San Mateo County Community College District submit a Transcript Evaluation Request ( <a href="http://www.smccd.edu/transeval">www.smccd.edu/transeval</a> ) to determine if any of the coursework can be applied to CSU GE certification. Be advised that there are instances where a course at CSM is approved for CSU GE and the same course at Skyline or Canada is NOT approved for CSU GE (or visa versa). Look at the CSU GE list for the college at which you are enrolled in the class to confirm CSU GE applicability!		C	IP
<b>AREA A: COMMUNICATION SKILLS &amp; CRITICAL THINKING</b> <span style="float:right">9 units</span>			
One course required from each subsection. Grades of "C" or better required in Area A coursework			
<b>A1 Oral Communication</b> COMM 110, 130, 140, 150 Course from other college _____	A1		
<b>A2 Written Communication</b> ENGL 100, 110 AP Score of 3, 4 or 5 in ENGL/LANG or ENGL/LIT Course from other college _____ AP _____	A2		
<b>A3 Critical Thinking</b> ENGL 110, 165 PHIL 103 Course from other college _____	A3		
<b>AREA B: NATURAL SCIENCE &amp; MATHEMATICS</b> <span style="float:right">10 units</span>			
One course each from Physical Science, Life Science, and Math Concepts. At least one of the science courses must include a lab as part of the course or as a separate lab section as identified by *			
<b>B1 Physical Science</b> ASTR 100, 101*, 103*, 115, 125, 200 CHEM 210*, 220*, 231*, 232*, 250*, 410*, 420* GEOG 100 GEOL 100, 101* OCEN 100, 101* PALN 110, 111* PHYS 100, 210*, 220*, 250*, 260*, 270* AP Score of 3,4 or 5 in CHEM or ENV SCI or PHYSICS These AP s meet B1 and B3 Course from other college _____ AP/IB/CLEP _____	B1		
<b>B2 Life Science</b> BIOL 100, 102, 110*, 130, 145, 184, 195*, 210*, 220*, 230*, 240*, 250*, 260*, 675 OCEN 100, 101* PALN 110, 111* PSYC 105, 220 AP Score of 3,4 or 5 in BIOLOGY - meets B2 and B3 Course from other college _____ AP/IB/CLEP _____	B2		
<b>B3 Lab Courses identified by *</b> Course from other college _____ AP Score of 3, 4 or 5 in BIO or CHEM or ENV SCI or PHYSICS _____	B3		
<b>B4 Math Concepts</b> (Grade of "C" or better in B4) CIS 278 MATH 125, 130, 145, 200, 222, 241, 242, 251, 252, 253, 268, 270, 275 PSYC 121 AP Score of 3, 4 or 5 in CALC AB or CALC BC or STATISTICS Course from other college _____ AP/IB/CLEP _____	B4		
<b>AREA C: ARTS, LITERATURE, PHILOSOPHY &amp; LANGUAGES</b> <span style="float:right">9 units</span>			
Choose at least one course from the Arts and at least one course from the Humanities; courses must be from at least two disciplines			
<b>C1 Arts</b> ARCH 100 ART 101, 102, 103, 104, 124, 207, 350, 351 DANC 100 DGME 215 ETHN 288, 585 FILM 100, 120, 121, 200, 215 MUS. 100, 131, 202, 250, 275 AP Score of 3, 4 or 5 in ART HIST or MUST Course from other college _____ AP/IB _____	C1		
<b>C2 Humanities</b> ANTH 180 CHIN 111, 112, 121, 122, 131, 132 COMM 170, 171 ENGL 110, 161, 162, 163 ETHN 265, 440 FILM 153, 277 HIST 100, 101, 102, 201, 202, 260, 310 LIT. 101, 105, 113, 115, 151, 201, 202, 220, 231, 232, 277, 430 PHIL 100, 244, 300 SPAN 110, 111, 112, 120, 121, 122, 131, 132, 140 AP Score of 3, 4 or 5 in ART HIST or HIST or FOREIGN LANG. Course from other college _____ AP/IB/CLEP _____	C2		
	C1 OR C2		
<b>AREA D: SOCIAL, POLITICAL &amp; ECONOMIC INSTITUTIONS</b> <span style="float:right">9 units</span>			
Three courses selected from at least two disciplines			
ADMJ 100 ANTH 110, 180, 370 BUS. 125 COMM 130 DGME 100, 102 ECON 100, 102 ETHN 101, 102, 300, 440 GEOG 110, 150 HIST 100, 101, 102, 201, 202, 260, 310, 315 PLSC 100, 110, 130, 150, 200, 210, 215, 310 PSYC 100, 105, 110, 120, 200, 201, 220, 225, 300, PSYC 410 SOCI 100, 105, 110, 121, 141, 340 or AP Score of 3,4 or 5 in ECON or GOV or HIST or GEOG or PSYC Course from other college _____ AP /IB/CLEP _____	D		
SEE U.S. HISTORY, U.S. CONSTITUTION, CALIFORNIA STATE AND LOCAL GOVERNMENT INFORMATION BELOW		D	
<b>AREA E: LIFELONG UNDERSTANDING &amp; SELF DEVELOPMENT</b> <span style="float:right">3 units</span>			
3 units may be from E1 or a maximum of 1 unit may be selected from E2. CSU EXEC ORDER 1036: VETERANS who present to CSM Admissions and Records Office a DD 214 that lists at least one year active duty & honorable discharge can apply ACE military training to meet CSU GE Area E.			
<b>E1</b> CRER 120, 121 HSCI 100, 112 KINE 101, 200 PSYC 100, 110, 201, 300 SOCI 110, 340 Course from other college _____	E1		
<b>E2</b> ADAP 100, 110, 140, 155 AQUA 109.1-109.4, 127.1-127.4, 133.1-133.4, 135.1-135.4 DANC 116, 117, 121.1-121.4, 131.1-131.4, 140.1-140.4, 151.1-151.4, 152, 161, 390 FITN 112.1-112.4, 116.1-116.4, 134, 201, 202, 206, 225, 226, 227, 235.1-235.4, 237, 301.1-301.4, 334.1-334.4, 335.1-335.4, 339 INDV 121.1-121.4, 251.1-251.4 TEAM 105, 111.1-111.4, 119, 148.1-148.4, 158 VARS 100, 105, 130, 133, 134, 160, 172, 185, 300, 320, 400 Course from other college _____	E2		

**U.S. HISTORY, U.S. CONSTITUTION, CALIFORNIA STATE AND LOCAL GOVERNMENT – CSU GRADUATION REQUIREMENTS**

Although not a transfer requirement, the CSU system requires coursework in U.S. History, U.S. Government, California State and Local Government for their bachelor degrees. The courses below meet CSU graduation requirements and may also be applied to satisfy CSU GE Area D or Area C2 at all CSU campuses if the CSU GE is certified.

Choose one course per area:

Area 1: US HISTORY	HIST 102, 201#, 202, 260	# meets Area 1 & Area 2
Area 2: US CONSTITUTION	HIST 201#, PLSC 200**, 210**, 215	** meets Area 2 & Area 3
Area 3: CA STATE & LOCAL GOVERNMENT	ETHN 101, 102 HIST 310 PLSC 200**, 210**, 310	



## CSU Advising Form

### California State University General Education (CSU GE) 2011-12 Edition

Transfer students should review [www.assist.org](http://www.assist.org) for the most accurate list of approved CSU GE courses and for a list of lower division courses required for a major. In addition, use counseling services to review all transfer requirements—general education, major, units, campus/major selection criteria, and GPA, and to determine if an Associate Degree for Transfer/SB 1440 is suggested to improve transfer success. (See page 65 for more information about the Associate Degree for Transfer/SB1440.) Full CSU GE CERTIFICATION provides official recognition that the GE portion of transfer requirements has been completed and it permits students to transfer from College of San Mateo to any California State University campus without having to take additional lower-division general education courses after transfer. As the last step in the transfer process, students should request a CSU GE CERTIFICATION be sent with the final transcript to the transfer destination. The Office of Enrollment Services is responsible for transcripts and certifications. Students with coursework from other colleges or universities within the United States should use the CSM Transcript Evaluation service to determine if and how prior coursework can be applied to CSU GE certification.

### Use DegreeWorks to monitor progress to CSU GE completion

Within WebSMART under Student Services, students can find DegreeWorks. DegreeWorks is a web-based tool to help students monitor progress toward multiple educational goals.

### Important information regarding CSU GE

1. Request a CSU GE CERTIFICATION, through the Admissions and Records Office to be sent to your transfer destination with your final transcript.
2. Courses listed in more than one area can be used to satisfy only one area, except for courses listed for Area D and U.S. History, U.S. Constitution and California State and Local Government. Any courses used to meet the U.S. History, U.S. Constitution and California State and Local Government requirement can be also used to meet GE Area D.
3. Completion of CSU GE does not guarantee admission to any CSU campus.
4. A maximum of 39 units of lower division general education units required by CSU can be completed at College of San Mateo. Of the 39 units, a maximum of 30 can be certified in Areas B, C, D, and E.
5. Courses applied to meet area A and B4 must be completed with a grade of C or higher (C- grades are not acceptable).
6. Outside of Areas A and B4, up to 9 units of a grade of D can be applied to CSU GE. However, if the campus or major in which you wish to transfer is competitive or selective, grades of D could negatively affect your admissions.
7. Transfer students pursuing a high unit major that requires extensive lower-division major preparation may not be able to complete all lower division general education requirements prior to transfer. Speak with a counselor about course selections.
8. Coursework from other accredited colleges/universities, other than California community colleges, may be approved as long as the courses meet CSU standards. However, the Critical Thinking requirement (Area A3) is a course developed with collaboration from the CSU, UC, and CCC systems and, typically, out of state courses will not be considered equivalent.
9. Generally, CSU campuses urge transfer students to complete all lower division general education and pre-major courses prior to transfer. Use [www.assist.org](http://www.assist.org) and [www.csumentor.edu](http://www.csumentor.edu) as resources.





## Intersegmental General Education Transfer Curriculum (IGETC)

### Standards, Policies, and Procedures

Students are advised to use the information below in consultation with a community college counselor.

Completion of the IGETC will permit a student to transfer from a California Community College to a California State University or University of California campus without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion. However, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education. A list of those UC colleges and majors is found on the following website: [admission.universityofcalifornia.edu/counselors/transfer/advising/igetc](http://admission.universityofcalifornia.edu/counselors/transfer/advising/igetc).

Students transferring to a CSU with a completed IGETC will still need to complete 9 semester units of upper division general education and may be held to other campus specific graduation requirements outside of general education and major coursework.

Completion of IGETC is not an admissions requirement or admission guarantee for transfer, nor is it the only way to fulfill lower-division general education requirements prior to transfer. For student applying only to the CSU system, the CSU GE pattern is a better choice. For the UC system, each school and college at every campus has its own set of requirements, accounting for more than 40 general education patterns within the UC system. Using IGETC is often the better option, especially for those applying to more than one UC campus or for students applying both to CSU and UC campuses. Engineering students and students completing majors that have high lower division unit requirements are advised to focus on completing the pre-major requirements while meeting minimum admissions requirements and to speak with a community college counselor.

It is the student's responsibility to request IGETC Certification. A student may be IGETC certified if he/she has completed coursework at the California Community College(s) with-

out regard to current enrollment status or number of units accrued at a CCC. The last CCC attended for a regular (fall or spring) semester/quarter provides the certification upon request.

Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to a different UC or CSU campus may use IGETC. Students who initially enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmits" and cannot use IGETC. Questions should be directed to the specific UC or CSU campus.

Foreign courses may be applied to IGETC if the foreign institution has United States regional accreditation and if the certifying community college carefully evaluates coursework equivalency. All other foreign coursework cannot be applied to IGETC. However, IGETC allows eligible foreign coursework completed at a non-US institution to be applied to Area 6. College Board Advanced Placement Exams (AP) and International Baccalaureate Exams (IB) may be applied to IGETC as noted by the charts on pages 44-46.

A course must have a minimum unit value of 3 semester or 4 quarter units to meet IGETC requirements. A minimum "C" grade is required in each college course for IGETC. Web site [www.assist.org](http://www.assist.org) identifies how coursework completed at any California Community College is applied to IGETC certification. Courses from all other United States regionally accredited institutions are carefully reviewed for equivalency (course content, prerequisites, texts, units), and placed, if approved, in the same subject areas as those for the community college completing the certification. Usually, IGETC Area 1B is not met with courses completed outside of the California Community College system since few courses meet the specific composition and critical thinking components unique to this requirement.

Full certification is defined as successfully completing all IGETC area courses required by the specific transfer system (UC or CSU). Partial certification is defined as completing all but two courses on the IGETC pattern. The student petitions for certification and the complete or partial certification is sent by the CCC to the UC or CSU. It is the responsibility of the UC or CSU campus to inform a student that has submitted a partial certified IGETC of the specific timelines, conditions, and courses needed to complete the IGETC. The UC or CSU is then responsible for verifying

that the missing IGETC course(s) have been completed.

Area 6, Language Other Than English (LOTE), competence may be demonstrated through one of the following mechanisms and official documentation is required.

1. Satisfactory completion to two years of high school coursework of the same language other than English, with a grade of C or better in each course.
2. Completion of an coursework approved to meet competency listed on the community college IGETC pattern under area 6.
3. Satisfactory completion, with C grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.
4. Satisfactory score on the SATII: Subject Test in languages other than English. Before May 1995 use the first score and if taken after May 1995 use the 2nd score:
  - Chinese with listening: 500/520
  - Hebrew (Modern): 500/470
  - Korean/Korean with listening: /500
  - French/French with listening: 500/540
  - Italian: 500/520
  - Latin: 500/530
  - German/German with listening: 500/510
  - Japanese with listening: 500/510
  - Spanish/Spanish with listening: 500/520
5. Satisfactory score, 3 or higher, in the College Board Advanced Placement examinations in languages other than English.
6. Satisfactory score, 5 or higher, in the International Baccalaureate Higher Level Examinations in language other than English.
7. Language other than English "O" level exam with grade of A, B, or C.
8. Language other than English International "A" Level exam with a score of 5, 6, or 7
9. Seventh and eighth grade courses with grades of C or higher MAY be considered if the courses are approved as comparable in content to those offered at the high school and the student begins the same language in high school at a higher level.

## UC Transfer Admission Minimum Requirements

To be eligible for admission to UC as a transfer student, the following minimum criteria must be met.

1. Complete 60 units of UC transferable college credit with a GPA of at least 2.4 and no more than 14 units taken Pass/No Pass.
2. Complete two approved transferable college courses in English composition, 6 semester units.
3. Complete one approved transferable college course in mathematical concepts and quantitative reasoning, 3 semester units.
4. Complete four approved transferable college courses chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences, 12 semester units.

## Transfer Selection Criteria

When the number of applicants to a particular campus or major exceeds the number of available spaces, as is often the case, the campus has to choose among qualified students. In this case, the minimum requirements will not result in admissions, and the campus looks at "selection" criteria. Selection criteria includes completion of lower division major requirements, achieving a grade point average higher than 2.4 and that is competitive with other high achieving applicants, and completing lower division general education requirements. In addition, some colleges and majors have specific GPA requirements for certain courses, or other unique requirements associated with the college or major. Finally, using a process called comprehensive review, admission officers look beyond the required coursework and grades to evaluate applicants' academic achievements in light of opportunities available to them and the capacity each student demonstrates to contribute to the intellectual life of the campus. More information is usually available on [www.assist.org](http://www.assist.org) and the university web site.

## CSM Courses Transferable to All University of California Campuses

At the time of printing, 2013/2014 information was not available. Below is the 2012/2013 UC course list. View [www.assist.org](http://www.assist.org) to see the UC transferable course list.

ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California. At the ASSIST site, select College of San Mateo, then select UC Transferable course for the correct and up-to-date list of UC transferable courses. Check curriculum for accurate notations of class limitations or comments.

**Accounting** 121\*, 131\*

\* Note: Credit limited to 4 units

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

**Anthropology** 110, 180, 370

**Architecture** 100\*, 120\*, 140\*, 210\*, 220\*, 666\*

\*Any or all of these courses combined: maximum credit, 18 semester units per UC Berkeley's College of Environmental Design.

**Art** 101, 102, 103, 104, 124, 201, 202, 206, 207, 214, 223, 224, 225, 226, 231, 232, 245, 246, 301, 315, 350, 351, 352, 353, 354, 355, 365, 366, 381, 405, 406, 411, 412

**Astronomy** 100, 101, 103, 115, 125, 200

**Biology** 100#, 102, 110, 130\*, 145+, 184, 195, 210, 220+, 230, 240, 250\*, 260\*, 310

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

\* Note: BIOL 130, 250 and 260 combined the maximum UC credit is two courses.

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

**Business** 100, 201

**Career and Life Planning** 105, 120

**Chemistry** 192\*, 210, 220, 231, 232, 250

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

\* Note: 111 and 112 combined are equivalent to semester 1.

+ Note: 121 and 122 combined are equivalent to semester 2 or 122 corresponds to two years of high school study.

^ Note: 131 and 132 combined are equivalent to semester 3.

**Communication Studies** 110, 130, 140, 150, 170, 171

**Computer and Information Science** 110, 111, 117, 121, 125, 132, 255, 256, 278, 279

**Consumer Arts and Science** 310

**Dance** 100, 116, 117, 121, 122, 131, 132, 141, 143, 150, 151, 152, 153, 161, 167, 195, 390, 665

**Digital Media** 100, 102, 103, 215

**Drafting** 121

**Economics** 100, 102

**Engineering** 100, 210, 215, 230, 240, 260, 270

**English** 100, 110, 161, 162, 163, 165

**English as a Second Language** 400

**Ethnic Studies** 101, 102, 265, 288, 300, 440, 585

**Film** 100, 120, 121, 200, 215, 277

**Geography** 100, 110, 150

**Geology** 100\*, 101\*

**Health Science** 100

**History** 100, 101, 102\*, 201\*, 202\*, 260, 310

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

**Kinesiology** 101

**Library Studies** 100

**Literature** 101, 105, 113, 115, 151, 201, 202, 220, 231, 232, 277, 430

**Mathematics** 125, 145, 200\*, 222, 241+, 242+, 251+, 252+, 253+, 268, 270, 275

\* Note: MATH 200, ECON 123 or PSYC 121 combined maximum credit one course.

+ Note: MATH 241 and 242 and 251, 252, 253 combined maximum credit one series.

**Music** 100\*, 101, 102, 103, 104, 131, 132, 133, 134, 202, 231, 232, 233, 234, 250, 275, 301, 302, 303, 304, 371, 372, 373, 374, 401, 402, 403, 404, 424, 425, 429, 430, 451, 452, 454, 455

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

**Paleontology** 110, 111**Philosophy** 100, 103, 244, 300**Physical Education** All classes in the following series: 100–199\*, 200–299\*, 300–399\*

\* Note: Credit limited to 4 units.

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

\* Note: No credit for 100 if taken after PHYS 210 or 250.

+ Note: 210, 220 and 250, 260, 270 combined maximum credit one series.

**Political Science** 100, 110, 130, 150, 200\*, 210\*, 212\*, 215, 310

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

**Psychology** 100, 105, 110@, 120, 121\*, 200+, 201+, 220, 225, 300, 410

\* 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.

**Sociology** 100, 105, 110+, 141\*, 340

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

**Spanish** 110\*, 111\* and 112\* and 120+, 121+, 122+, 131, 132, 140

\* Note: 111 and 112 combined are equivalent to 110.

+ Note: 121 and 122 combined are equivalent to 120, 120 or 122 correspond to two years of high school study.

**SPECIAL NOTE:**

The following courses may be 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 online\* application for admission during the appropriate filing period. You may apply to any number of the ten undergraduate campuses using a single application. For further transfer information, visit Transfer Services (located in the Counseling Center, building 10, room 340; 358-6839) or CSM's Transfer web site at: [collegeofsanmateo.edu/transfer](http://collegeofsanmateo.edu/transfer). UC transfer information is available online at: [admission.universityofcalifornia.edu/transfer](http://admission.universityofcalifornia.edu/transfer).

\*Note: Apply for admission at: [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply).





**UC/CSU INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2013-14**

Name: \_\_\_\_\_ CSM ID#: G \_\_\_\_\_  
Last name First name

Major: \_\_\_\_\_ Transfer destination: \_\_\_\_\_

IGETC for UC \_\_\_ IGETC for UC partial \_\_\_ IGETC for CSU \_\_\_ IGETC for CSU partial \_\_\_ CSU AH&I met \_\_\_

Use AP & IB charts in this Catalog to view how to apply exam results to IGETC. <span style="float: right;">C = Completed; IP = In Progress</span>		C	IP
Use <a href="http://www.assist.org">www.assist.org</a> for the most accurate list of approved IGETC courses and lower division major requirements for transfer.			
If you have completed coursework outside of the San Mateo County Community College District submit a Transcript Evaluation Request ( <a href="http://www.smccd.edu/transeval">www.smccd.edu/transeval</a> ) to determine if any of the coursework can be applied to IGETC certification. Be advised there are instances when a course at CSM is approved for IGETC but the same course at Skyline or Cañada is not approved for IGETC (or visa versa). <u>Look at the approved IGETC list for the college at which you are enrolled in the class to confirm IGETC applicability.</u>			
<b>AREA 1: ENGLISH COMMUNICATION</b> <span style="float: right;"><b>6 - 9 units</b></span>			
CSU – Three courses required, one from each group below UC – Two courses required, one from Group A & B		1A	
A: English Composition ENGL 100 AP Score of 3, 4 or 5 in ENGL/LANG or ENGL/LIT	Course from other college _____ AP _____		
B: Critical Thinking-English Composition ENGL 110, 165	Course from other college _____	1B	
C: Oral Communication (CSU requirement only) COMM 110, 130,140,150	Course from other college _____	1C	
<b>AREA 2: MATHEMATICAL CONCEPTS &amp; QUANTITATIVE REASONING</b> <span style="float: right;"><b>3 units</b></span>			
MATH 125, 145, 200, 222, 241, 242, 251, 252, 253, 268, 270, 275 PSYCH 121			
AP Score of 3, 4 or 5 in CALC AB or CALC BC or STATS			
Course from other college _____ AP/IB _____			
<b>AREA 3: ARTS &amp; HUMANITIES</b> <span style="float: right;"><b>9 units</b></span>			
Three courses with at least one from the Arts and one from the Humanities		3A	
A: Arts ARCH 100 ART 101, 102, 103, 104, 124 DANC 100 DGME 215 ETHN 288, 585 FILM 100, 120, 121, 200, 215	MUS. 100, 131, 202, 250, 275 AP Score of 3, 4 or 5 in ART HIST	3B	
Course from other college _____ AP/IB _____			
B: Humanities CHIN 131, 132 ENGL110 ETHN 265, 440 FILM 277 HIST 100, 101, 102, 201, 202, 260, 310	LIT. 101, 105, 113,115, 151, 201, 202, 220, 231, 232, 277, 430 PHIL 100, 244, 300 SPAN 131, 132, 140,	3A OR 3B	
AP Score of 3, 4 or 5 in ART HIST or ENGL/LIT or HIST or FOR LANG			
Course from other college _____ AP/IB _____			
<b>AREA 4: SOCIAL &amp; BEHAVIORAL SCIENCES</b> <span style="float: right;"><b>9 units</b></span>			
Three courses selected from at least two disciplines			
ADMJ 100 ANTH 110, 180, 370 DGME 100, 102 ECON 100, 102 ETHN 101, 102, 300, 440 GEOG 110,150			
HIST 100, 101, 102, 201, 202, 260 310 PLSC 100, 110, 130, 150, 200, 210, 215, 310 PSYC 100, 105, 110, 120, 200, 201, 220, 225, 300,			
PSYC 410 SOCI 100, 105, 110, 121, 141, 340 AP Score of 3, 4, or 5 in ECON or GOV, or HIST or GEOG or PSYC			
Course from other college _____ AP/IB _____			
<b>AREA 5: PHYSICAL &amp; BIOLOGICAL SCIENCES</b> <span style="float: right;"><b>7 units</b></span>			
Two courses, one from Group A and one from Group B			
At least one of the two courses must incorporate a laboratory as noted in Group C			
A: Physical Science ASTR 100, 101*, 103*, 115, 125, 200 CHEM 210#, 220#, 231#, 232#, 250# GEOG 100 GEOL 100, 101*	OCEAN 100, 101* PALN 110, 111* PHYS 100, 210#, 220#, 250#, 260#, 270#	5A	
AP Score 3, 4 or 5 in CHEM or ENV SCI or PHYSICS all AP also covers Lab requirements			
Course from other college _____ AP/IB _____			
B: Biological Science BIOL 100, 102, 110#, 130, 145, 184, 195*, 210#, 220#, 230#, 240#, 250#, 260# PALN 110, 111* PSYC 220	AP Score of 3, 4 or 5 in BIOL and covers Lab requirements	5B	
Course from other college _____ AP/IB _____			
C: Science Laboratory Courses in Group A or Group B with a “ * “ indicates a “lab only” course. “Lab only” courses must be accompanied by the same subject lecture course. Any Course in Group A or Group B with a “ # “ indicates the course incorporates both lecture and lab requirements.		5C	
Course from other college _____ AP/IB _____			
<b>AREA 6: LANGUAGE OTHER THAN ENGLISH</b> <span style="float: right;"><b>(UC requirement only) 6A</b></span>			
View the college catalog for a complete list of options to satisfy Area 6. Any course from the list below satisfies Area 6.			
If your native language is not English, courses in your native language may not be accepted by the UC system.			
This requirement may be satisfied by successful completion of two years of high school study in the same language.			
High school transcripts required. Completed at high school _____			
AP results of 3, 4 or 5 in any FOR LANG, CHIN 122, 131, 132, 140 SPAN 120, 122, 131, 132, 140			
Course from other college _____ AP/IB _____			

**NOT PART OF IGETC - CSU GRADUATION REQUIREMENTS**

Although not required for transfer, the CSU system requires for graduation courses in U.S. History and American Ideals, US Constitution, and California State and Local Government. (For UC, this requirement is typically completed in high school.) For CSU you may choose one course per area below. Courses used to satisfy this CSU graduation requirement may also be applied to IGETC Area 3B or Area 4 requirements as noted above.

- |                                     |   |                          |
|-------------------------------------|---|--------------------------|
| Area 1: US HISTORY                  | HIST 102, 201#, 202, 260                      |                          |
| Area 2: US CONSTITUTION             | HIST 201#, PLSC 200**, 210**, 215             | # meets Area 1 & Area 2  |
| Area 3: CA STATE & LOCAL GOVERNMENT | ETHN 101, 102 HIST 310 PLSC 200**, 210**, 310 | ** meets Area 2 & Area 3 |



## IGETC Advising Form

### Intersegmental General Education Transfer Curriculum (IGETC)

Transfer students should review [www.assist.org](http://www.assist.org) for the most accurate list of approved IGETC courses and for a list of lower division course required for a major. In addition, use counseling services to review all transfer requirements—general education, major, units, campus/major selection criteria, and GPA. Full IGETC CERTIFICATION provides official recognition that the GE portion of transfer requirements has been completed and permits students to transfer from College of San Mateo to any California State University or University of California campus without having to take additional lower-division general education courses after transfer. As the last step in the transfer process, students should request an IGETC CERTIFICATION be sent with the final transcript to the transfer destination. The Office of Enrollment Services is responsible for transcripts and certifications. Students with coursework from other colleges or universities within the United States should use the CSM Transcript Evaluation service to determine if and how prior coursework can be applied to IGETC certification.

### Use DegreeWorks to monitor progress to IGETC completion

Within WebSMART under "Student Services," students can find DegreeWorks. DegreeWorks is a web-based tool to help students monitor progress to IGETC completion and other goals.

### Important information regarding completing IGETC

1. The IGETC certification permits students to transfer from College of San Mateo to any campus of the California State University (CSU) or University of California (UC) systems without having to take additional lower-division general education after transfer.
2. Completion of the IGETC is not an admission requirement or guarantee for transfer to CSU or UC, nor is it the only way to fulfill lower-division general education requirements for CSU or UC prior to transfer. Engineering students and students completing majors with high lower division unit requirements are advised to focus on

completing the pre-major requirements while meeting minimum admission requirements.

3. Courses listed in more than one area can be used to satisfy only one area unless noted otherwise.
4. All courses applied to IGETC must be completed with a grade of C or higher (C- grades are not acceptable).
5. Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to a different UC or CSU campus MAY use IGETC.
6. Students who initially enroll at a UC campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmits" by the UC. Such students cannot use the IGETC.
7. If the Language Other than English Requirement was satisfied in high school, the student's official high school transcript must be submitted prior to certification.
8. Coursework from other accredited colleges/universities, other than California community colleges, may be approved as long as the courses meet IGETC standards; the exception is Area 1B (Critical Thinking).
9. Be sure to request IGETC certification with your final transcripts to be sent to your choice of university or college.
10. The IGETC is not advisable for all transfer students.

· UC Berkeley - Haas School of Business and colleges of Engineering, Environmental Design and Chemistry have extensive prescribed major prerequisites and IGETC is not appropriate preparation for majors in these colleges.

· UC Los Angeles - The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

· UC Riverside - The Marlan and Rosemary Bourns College of Engineering accepts completion of IGETC but additional breadth coursework may be required after enrollment at Bourns.

· UC San Diego - Eleanor Roosevelt and Revelle Colleges do not accept IGETC.

· UC Santa Cruz - Transfer students pursuing any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC as it will not provide them with lower division preparation for their majors.

## University of California

The following is a listing of contact information for the individual campuses comprising the University of California system. For information about the UC system in general, visit [www.ucop.edu](http://www.ucop.edu).

### Berkeley

University of California  
Berkeley, CA 94720-1500  
(510) 642-6000  
[www.berkeley.edu](http://www.berkeley.edu)

### Davis

University of California  
One Shields Avenue  
Davis, CA 95616-8558  
(530) 752-1011  
[www.ucdavis.edu](http://www.ucdavis.edu)

### Irvine

University of California  
Irvine, CA 92697  
(949) 824-5011  
[www.uci.edu](http://www.uci.edu)

### Los Angeles

University of California  
Los Angeles, CA 90095-1405  
(310) 825-4321  
[www.ucla.edu](http://www.ucla.edu)

### Merced

University of California  
5200 N. Lake Rd.  
Merced, CA 95344  
(209) 724-4400  
[www.ucmerced.edu](http://www.ucmerced.edu)

### Riverside

University of California  
Riverside, CA 92521  
(951) 827-1012  
[www.ucr.edu](http://www.ucr.edu)

### San Diego

University of California  
La Jolla, CA 92093-0005  
(858) 534-3135  
[www.ucsd.edu](http://www.ucsd.edu)

### San Francisco

University of California  
San Francisco, CA 94143-0402  
(415) 476-9000  
[www.ucsf.edu](http://www.ucsf.edu)

### Santa Barbara

University of California  
Santa Barbara, CA 93106  
(805) 893-8000  
[www.ucsb.edu](http://www.ucsb.edu)

### Santa Cruz

University of California  
1156 High Street  
Santa Cruz, CA 95064  
(831) 459-0111  
[www.ucsc.edu](http://www.ucsc.edu)

## California State University (CSU)

The following is a listing of contact information for the individual campuses comprising the California State University system. System-wide information is available at [www.csumentor.edu](http://www.csumentor.edu) and [www.calstate.edu](http://www.calstate.edu).

### **California State University, Bakersfield**

9001 Stockdale Highway  
Bakersfield, CA 93311-1099  
(661) 654-2782  
[www.csub.edu](http://www.csub.edu)

### **California State University, Channel Islands**

One University Drive  
Camarillo, CA 93012  
(805) 437-8520  
[www.csuci.edu](http://www.csuci.edu)

### **California State University, Chico**

400 W. First Street  
Chico, CA 95929-0722  
(530) 898-4636  
[www.csuchico.edu](http://www.csuchico.edu)

### **California State University, Dominguez Hills**

1000 East Victoria Street  
Carson, CA 90747  
(310) 243-3696  
[www.csudh.edu](http://www.csudh.edu)

### **California State University, East Bay**

25800 Carlos Bee Blvd.  
Hayward, CA 94542-3035  
(510) 885-3000  
[www.csueastbay.edu](http://www.csueastbay.edu)

### **California State University, Fresno**

5150 North Maple Avenue  
Fresno, CA 93740-0057  
(559) 278-4240  
[www.csufresno.edu](http://www.csufresno.edu)

### **California State University, Fullerton**

800 North State College Boulevard  
Fullerton, CA 92834-6900  
(714) 278-2011  
[www.fullerton.edu](http://www.fullerton.edu)

### **Humboldt State University**

1 Harpst Street  
Arcata, CA 95521-4957  
(707) 826-4402  
[www.humboldt.edu](http://www.humboldt.edu)

### **California State University, Long Beach**

1250 Bellflower Blvd.  
Long Beach, CA 90840-0106  
(562) 985-4111  
[www.csulb.edu](http://www.csulb.edu)

### **California State University, Los Angeles**

5151 State University Drive  
Los Angeles, CA 90032-8530  
(323) 343-3000  
[www.calstatela.edu](http://www.calstatela.edu)

### **California Maritime Academy**

200 Maritime Academy Drive  
PO Box 1392  
Vallejo, CA 94590  
(707) 654-1000  
[www.csum.edu](http://www.csum.edu)

### **California State University, Monterey Bay**

100 Campus Center Drive  
Seaside, CA 93955-8001  
(831) 582-5100  
[www.csumb.edu](http://www.csumb.edu)

### **California State University, Northridge**

18111 Nordhoff Street Northridge, CA  
91330-8207  
(818) 677-1200  
[www.csun.edu](http://www.csun.edu)

### **California State Polytechnic University, Pomona**

3801 West Temple Ave.  
Pomona, CA 91768-4003  
(909) 869-7659  
[www.csupomona.edu](http://www.csupomona.edu)

### **California State University, Sacramento**

6000 J Street  
Sacramento, CA 95819-6048  
(916) 278-6011  
[www.csus.edu](http://www.csus.edu)

### **California State University, San Bernardino**

5500 University Parkway  
San Bernardino, CA 92407-2397  
(909) 537-5000  
[www.csusb.edu](http://www.csusb.edu)

### **San Diego State University**

5500 Campanile Drive  
San Diego, CA 92182-7455  
(619) 594-5200  
[www.sdsu.edu](http://www.sdsu.edu)



**San Francisco State University**  
1600 Holloway Ave.  
San Francisco, CA 94132-4002  
(415) 338-1111  
[www.sfsu.edu](http://www.sfsu.edu)

**San Jose State University**  
One Washington Square  
San Jose, CA 95192-0009  
(408) 924-1000  
[www.sjsu.edu](http://www.sjsu.edu)

**California Polytechnic State University,  
San Luis Obispo**  
San Luis Obispo, CA 93407  
(805) 756-1111  
[www.calpoly.edu](http://www.calpoly.edu)

**California State University, San Marcos**  
333 S. Twin Oaks Valley Road  
San Marcos, CA 92096-0001  
(760) 750-4848  
[www.csusm.edu](http://www.csusm.edu)

**Sonoma State University**  
1801 East Cotati Ave.  
Rohnert Park, CA 94928-3609  
(707) 664-2880  
[www.sonoma.edu](http://www.sonoma.edu)

**California State University, Stanislaus**  
801 West Monte Vista Ave.  
Turlock, CA 95382  
(209) 667-3122  
[www.csustan.edu](http://www.csustan.edu)



## 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 on pages 67 and 68. A student pursuing an Associate Degree must declare a major field of study. The major is comprised of specific courses within a discipline or related discipline as specified by the appropriate division and recorded in the college catalog. A list of College of San Mateo degree programs, with courses and units required for each major, can be found in the catalog on pages 71 through 141. A minimum of 18 units must be completed in a major. Some majors require more than 18 units. Courses applied to the major may also be applied to meet general education requirements. A student must pass all required major courses with a grade of "C" or higher. Either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at College of San Mateo. A maximum of 12 units from courses in which the student has elected a Pass/No Pass option may be applied toward an Associate degree. An application for the degree must be filed in the Office of Admissions and Records during the last semester of attendance (refer to calendar for the college year for deadline).

### Philosophy of General Education

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.

### Student Catalog Rights

Graduation requirements are listed in the Catalog. Each catalog covers an academic year that reflects enrollment beginning with the fall term and includes subsequent spring and summer terms. Having "catalog rights" means students are held to the graduation requirements listed in the catalog at the time enrollment begins. Students may choose to use catalog rights for any subsequent year of continuous enrollment at Cañada College, College of San Mateo, and Skyline College. Catalog rights apply to enrollment in any of the San Mateo County Community College District colleges.

For the purpose of this policy, "continuous enrollment" means attending at least one term (fall, spring, summer) each academic year. Attendance is required through the fourth week of instruction for semester length classes or thirty percent (30%) of summer classes and semester classes that are shorter than the full semester.

Catalog rights gained at a college outside of the San Mateo Community College District are not applicable at Cañada College, College of San Mateo, or Skyline College.

Catalog rights cannot supersede any State or Federal Regulation or requirement in effect at the time of graduation.

### Additional Associate Degrees and Certificates

A student may earn multiple Associate Degrees and Certificates from College of San Mateo. Each additional degree and Certificate of Achievement will be posted to the student's academic record and the student will receive diplomas for each degree and Certificate of

Achievement earned. For additional degrees and certificates any course used to meet the prescribed graduation requirements may count toward more than one degree and certificate. Courses used for one major may be used to meet requirements for additional majors. Courses used to meet the competency requirements and general education requirements for the first degree may be used to fulfill these requirements for additional degrees, provided the student has maintained "continuous enrollment" (see Graduation Requirements and Student Catalog Rights). If a break in enrollment occurs, a student must comply with the competency, general education, and major requirements in effect at the time the student resumes attendance or those in effect in subsequent years of the student's enrollment.

### Associate Degrees for Transfer (AA-T or AS-T) at College of San Mateo

As a result of the Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749), California community colleges now offer associate degrees for transfer to the California State University (CSU) system. These degrees are referred to as Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T). The degrees are designed to provide students with a clear educational planning pathway to a CSU major and baccalaureate degree. California community college students who are awarded an AA-T or AS-T degree are guaranteed admission to a California State University campus with junior standing and given priority admission consideration to their local CSU campus and to a program that is deemed similar to their AA-T or AS-T major. This priority does not guarantee admission to any specific majors or campuses within the CSM system. In addition to transfer priority, the SB 1440/AA/AS-T opportunity, allows students who have been awarded an AA-T or AS-T the guarantee that, to complete their remaining requirements for the 120-unit baccalaureate degree, they need only to complete an additional selected 60 semester units of course work at the CSU.

Currently available AA/AS-T degrees are listed on page 69.

For more information about SB 1440 – Associate Degrees for Transfer go to the following website - [www.sbi440.org](http://www.sbi440.org).

## Career and Technical Education

Career and Technical Education programs are offered in many fields (see listing on page 69) for students planning to prepare for gainful employment. Advisory committees composed of representatives from the business and industrial community provide consultation to college faculty and staff.

### Two-Year Career and Technical Programs: AA or AS Degree

Most two-year programs lead to an Associate in Arts or Associate in Science degree. Many of the units earned in career and technical programs are accepted by four-year colleges as meeting certain requirements.

## Certificate Programs

Certificates are awarded upon successful completion of selected career and technical programs and upon application to the Office of Admissions and Records. Some certificates require less than two years of full-time study. To be eligible for a certificate, a student must pass all required certificate courses with a grade of C or higher, unless specified otherwise (see specific program) a maximum of 6 units from courses in which the student has elected a Pass/No Pass option may be applied toward a certificate. At least 50% of the units required for a certificate must be taken at College of San Mateo.

Certificate requirements for an individual student are those listed in the College of San Mateo Catalog of the year in which the student begins studies at CSM. Those requirements may be followed throughout the student's course of study. However, if a break in attendance occurs before the certificate is earned, the certificate requirements shall become those listed in the College Catalog which is current at the time studies are resumed.

Certificates may be earned through day or evening part-time or full-time enrollment.

### Certificates of Achievement

The higher of the two levels of certificates, Certificates of Achievement, are awarded upon successful completion of 18 units or more in designated courses. These certificates appear on transcripts.

### Certificates of Specialization

Certificates of Specialization are awarded upon successful completion of designated courses (fewer than 18 units, not state approved) in a specific discipline. Some Certificates of Specialization can be earned in eight- or sixteen-week accelerated programs that prepare students for entry-level positions. These certificates do not appear on transcripts.

## Gainful Employment Disclosure Information

Final regulations published in the Federal Register on October 29, 2010, [75 FR 66665 and FR 66832], by the U.S. Department of Education, require all institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, to report certain information about students who enrolled in Title IV - eligible educational programs that lead to gainful employment in a recognized occupation. College of San Mateo's report on educational programs leading to gainful employment is available at [collegeofsanmateo.edu/prie/institutional\\_documents/GainfulEmployment\\_2011-06-29.pdf](http://collegeofsanmateo.edu/prie/institutional_documents/GainfulEmployment_2011-06-29.pdf).

## Program Planning and Enrollment Management

Students enrolling at College of San Mateo should plan a program of study that will meet their educational and career goals. All enrolled students have access to counseling services and should consult with a counselor early in the educational process for guidance and academic planning assistance. Students often have multiple goals and plan to complete a college certificate, an Associate degree, and/or transfer to a university to complete a Baccalaureate degree.

If in the course of enrollment at College of San Mateo, students find it advisable to change their program of study or educational goal, they may do so. These changes should be discussed with a counselor and students should be aware that any changes may result in extending the time necessary to fulfill the certificate or degree or transfer requirements. Ultimately, students maintain full responsibility for planning their educational programs and for their enrollment management.

Students are responsible to maintain current and accurate information in their WebSMART accounts and update personal contact information, educational goal information, manage registration and enrollment, retrieve grades and placement test results, and monitor academic standing.





## ASSOCIATE IN ARTS/SCIENCE DEGREE REQUIREMENTS 2013-14 EDITION

Name: \_\_\_\_\_ CSM ID#: G \_\_\_\_\_  
Last name First name

Major: \_\_\_\_\_ Date: \_\_\_\_\_

**If you plan to transfer to a California State University campus,  
ask about the Associate Degree for Transfer Degrees (AA-T/AS-T).**

**Directions to students:** Use Degree Works in WebSMART to review how your course work applies to associate degrees and other educational goals. Students who have completed coursework at colleges or universities outside the San Mateo County Community College District should request a Transcript Evaluation within the first semester of attendance to determine how prior coursework can be applied to A.A./A.S. Degree requirements. Go to the following website for more information : [www.smccd.edu/transeval](http://www.smccd.edu/transeval)

<p><b>A—RESIDENCE</b> A minimum of 60 degree applicable units are required. At least 12 units must be completed at College of San Mateo. Also note information under MAJOR.</p>	<p><b>COMPLETED: YES</b> _____ <b>NO</b> _____</p>												
<p><b>B—SCHOLARSHIP</b> A minimum grade point average of 2.0 is required in all degree applicable coursework. Some subgroups of coursework may require a grade of C or higher or a 2.0 minimum cumulative GPA.</p>	<p><b>COMPLETED: YES</b> _____ <b>NO</b> _____</p>												
<p><b>C—COMPETENCY REQUIREMENTS</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>C1: Math/Quantitative Reasoning – Math 120 Intermediate Algebra Basic Competency</b> This competency requirement may be satisfied with any of the following:</p> <ul style="list-style-type: none"> <li>a) Completion of the SMCCCD mathematics placement test with results that indicate eligibility for a math course higher than Math 120</li> <li>b) A grade of C or higher in Math 120 or in both Math 122 and Math 123</li> <li>c) A score of 3, 4 or 5 on one of the following College Board Advanced Placement Tests (AP): Calculus AB, Calculus BC, Statistics</li> <li>d) A score of 4 or higher on International Baccalaureate Exam (IB): Mathematics HL</li> <li>e) A grade of C or higher in a course equivalent to Math 120 taken outside the SMCCCD*</li> <li>f) A grade of C or higher in a course with a prerequisite of intermediate algebra or higher*</li> </ul> <p><b>COMPLETED: YES</b> _____ <b>NO</b> _____</p> <p><b>C2: English – English 100 Basic Competency</b> This competency requirement may be satisfied with any of the following:</p> <ul style="list-style-type: none"> <li>a) A grade of C or higher in English 100 or 105</li> <li>b) A score of 3, 4, or 5 on one of the following College Board Advanced Placement Tests (AP): English Language and Composition, English Literature and Composition</li> <li>c) A grade of C or higher in a course equivalent to English 100 taken outside the SMCCCD*</li> </ul> <p><b>COMPLETED: YES</b> _____ <b>NO</b> _____</p> </div> <div style="width: 48%;"> <p><b>C3: Information Competency</b> This competency may be satisfied with any of the following:</p> <ul style="list-style-type: none"> <li>a) A grade of C or P in one of the following CSM courses: <b>NURS242 LIBR 100, BUSW 530, CIS 110, DGME 100,102 MATH 145</b></li> <li>b) A grade of C or P in <b>LSCI 100</b> (Skyline College) or <b>LIBR 100</b>(Cañada College)</li> <li>c) A score of 70 percent or higher on the CSM Information Competency Proficiency Exam (ICE). For more information on CSM ICE go to <a href="http://collegeofsanmateo.edu/library">collegeofsanmateo.edu/library</a></li> <li>d) A grade of C or higher in an equivalent course taken outside of the SMCCCD that meets CSM standards for information competency. Use the Information Competency Equivalency Petition on the Library website.*</li> </ul> <p><b>COMPLETED: YES</b> _____ <b>NO</b> _____</p> <p><small>*Courses taken outside of SMCCCD must be completed at a college or university within the United States with CSM approved accreditation. The student must seek course approval and provide verification of course equivalency using the CSM Prerequisite Equivalency Petition or the Official Transcript Evaluation Process <a href="http://collegeofsanmateo.edu/forms">collegeofsanmateo.edu/forms</a></small></p> </div> </div>													
<p><b>D—MAJOR</b> Major requirements are a minimum of 18 units; either 12 units or 50 percent of the units applied to the major, whichever is fewer, must be completed at College of San Mateo. A grade of C or higher is required for each course applied to the major. Use the College Catalog to find a list of courses required for each major. Courses applied to the major may also be applied to meet general education requirements.</p> <p>_____</p> <p>_____</p>													
<p>Mark <b>X</b> in the appropriate column for each category: <b>C</b> = Completed; <b>IP</b> = In Progress</p>													
<p><b>E—GENERAL EDUCATION</b> <b>AREA E1: AMERICAN HISTORY &amp; INSTITUTIONS, CA STATE &amp; LOCAL GOVERNMENT</b></p> <p>This requirement may be satisfied by completing one of the three options below:</p> <p><b>Option 1: PLSC 200 OR PLSC 210 OR HIST 201</b></p> <p><b>Option 2:</b> one of the options in Group 1 and one course in Group 2 as noted below:</p> <p style="margin-left: 40px;"><b>Group 1: American History and Institutions</b> (U.S. History, U.S. Constitution)                  PLSC 210, 215, or HIST 100 &amp; 102, 101 &amp; 102, 201 &amp; 202, 201 &amp; 260, 202 &amp; 260                  Course from other college _____</p> <p style="margin-left: 40px;"><b>Group 2: CA State and Local Government</b> (California Institutions)                  ETHN 101, 102 HIST 310, 315 PLSC 310                  Course from other college _____</p> <p><b>Option 3:</b> complete the U.S. History &amp; American Ideals, U.S. Constitution, California State and Local Government requirement as approved by CSU to meet the CSU graduation requirement at a California Community College or a California State University campus.</p> <p><i>IF a student selects Option 2 or Option 3 and uses two classes to meet the Area E1 requirement, one of the courses may also be applied to meet associate degree GENERAL EDUCATION requirement under Area E5 where the course appears (either E5b or E5c).</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;"><b>C</b></th> <th style="width: 25%; text-align: center;"><b>IP</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: right; vertical-align: top;"><b>E1.1</b></td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: right; vertical-align: top;"><b>E1.2</b></td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: right; vertical-align: top;"><b>E1.3</b></td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </tbody> </table>		<b>C</b>	<b>IP</b>	<b>E1.1</b>			<b>E1.2</b>			<b>E1.3</b>		
	<b>C</b>	<b>IP</b>											
<b>E1.1</b>													
<b>E1.2</b>													
<b>E1.3</b>													





Mark X in the appropriate column for each category: C = Completed; IP = In Progress		C	IP
<b>AREA E2: LANGUAGE AND RATIONALITY</b> <span style="float: right;"><b>6 to 9 units</b></span>			
<b>a) English Composition - at least 3 units</b> (If using ENGL 100 or 105 for area 2a, you must select a different course to meet area 2b) ENGL 838, 848, 100, 105 ESL 400 Course from other college _____ AP _____	<b>E2a</b>		
<b>b) English, Literature, Speech Communication - at least 3 units</b> (Courses marked with an asterisk (*) can also be used to meet 2c which allows completion of 2a, 2b, and 2c with 6 units of coursework) COMM 110*, 130*, 140*, 150, 170, 171, 855 ENGL 100*, 105* 110*, 161, 162, 163, 165* ESL 400* DGME 128 FILM 277* LIT. 101*, 105*, 113*, 115*, 151*, 201*, 202*, 220*, 231*, 232*, 251*, 277*, 430* Course from other college _____ AP _____	<b>E2b</b>		
<b>c) Communication and Analytical Thinking - at least 3 units</b> (Courses marked with an asterisk (*) can also be used to meet 2b which allows completion of 2a, 2b, and 2c with 6 units of coursework) BUS. 115, 295, 401 CIS 110, 125, 254, 255, 278 COMM 110*, 130*, 140* DGME 102 ELEC 445 ENGL 100*, 105*, 110*, 165* ESL 400* FILM 277* LIT. 101*, 105*, 113*, 115*, 151*, 201*, 202*, 220*, 231*, 232*, 251* 277*, 430* MATH 120, 123, 125, 130, 145, 200, 222, 241, 251 PHIL 103 PSYC 120 Course from other college _____ AP/IB _____	<b>E2c</b>		
<i>Courses that are used to meet Area 2a, 2b, and/or 2c cannot be used to satisfy other general education requirements.</i>			
<b>AREA E3: HEALTH SCIENCE</b> EFFECTIVE FALL 2010, HEALTH SCIENCE IS NO LONGER AN ASSOCIATE DEGREE REQUIREMENT.			
<b>AREA E4: PHYSICAL EDUCATION ACTIVITY CLASSES</b> <span style="float: right;"><b>1 to 4 units (two activity classes)</b></span>			
Students must complete two activity courses in Physical Education or Dance. Lecture courses in Physical Education will not satisfy this requirement. Class 1 _____ Class 2 _____	<b>PE Class 1</b>		
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 Course from other college _____	<b>PE Class 2</b>		
<b>AREA E5: ADDITIONAL GENERAL EDUCATION REQUIREMENTS</b> <span style="float: right;"><b>12 units</b></span>			
<i>Of the following four areas, a, b, c, d, 12 units are required. Courses may not be used in more than one area.</i>			
<b>a) Natural Science - at least 3 units</b> ANTH 125, ASTR 100, 101, 103, 115, 125, 200 BIOL 100, 102, 110, 130, 145, 184, 195, 210, 220, 230, 240, 250, 260, 310, 675 CHEM 192, 210, 220, 231, 232, 410, 420 ELEC 111 GEOG 100 GEOL 100, 101 OCEN 100, 101 PALN 110, 111 PHYS 100, 210, 220, 250, 260, 270 PSYC 220 Course from other college _____	<b>E5a</b>		
<b>b) Social Science - at least 3 units</b> ADMJ 100 ANTH 110, 180, 350, 370 BUS. 100, 125 DGME 100 ECON 100, 102 ETHN 101, 102, 265, 300, 440 GEOG 110, 150 HIST 100, 101, 102, 201, 202, 260, 310, 315 PLSC 100, 110, 130, 150, 200, 210, 215, 310 PSYC 100, 105, 110, 200, 201, 220, 225, 300, 410 SOSOC 310, 382, 383, 384, 385, 386 SOCI 100, 105, 110, 121, 141, 340 Course from other college _____	<b>E5b</b>		
<b>c) Humanities - at least 3 units</b> ARCH 100 ART 101, 102, 103, 104, 124, 350, 351 CHIN 111, 112, 121, 122, 131, 132, 134, 140, 211, 212, 221 COMM 170, 171 DANC 100 DGME 215 ENGL 110 ETHN 288, 440, 585 FILM 100, 120, 121, 200, 215, 277 KINE 200 LIT. 101, 105, 113, 115, 151, 201, 202, 220, 231, 232, 251, 277, 430 MUS. 100, 131, 202, 250, 275 PHIL 100, 244, 300 SPAN 110, 111, 112, 120, 121, 122, 131, 132, 140, Course from other college _____	<b>E5c</b>		
<b>d) Career Exploration and Self-Development - at least 3 units</b> ADMJ 100 ARCH 666 BIOL 126, 127, 128 BLDG 700 BUS. 201, 315, 316, 317 BUSW series CRER 104, 105, 107, 120, 121, 122, 126, 127, 128, 301, 310 CIS 110 COMM 110, 130, 140, 150 DGME 101, 103, 104, 211, 212, 230, 260, 265 DRAF 110, 120 ENGR 100 ELEC 445 FIRE 715 HSCI 100, 112 KIN 101, 130, 201, 202, 301 LIBR 100 MGMT 100 NURS 666 PHYS 126, 127, 128 R.E. 100 SOSOC 301 SPFI 711 Course from other college _____	<b>E5d</b>		



## A.A./A.S. Degree and Certificate Programs at CSM

<b>ACCOUNTING</b> . . . . .	AA/CERT	Television Producing . . . . .	AA
Accounting Assistant . . . . .	CERT	Video Journalism . . . . .	CERT
CPA Exam Preparation: Financial Accounting & Auditing . . . . .	CERT	Web Design . . . . .	AA/CERT
CPA Exam Preparation: Business Environment & Regulation . . . . .	CERT	Web Developer . . . . .	AA/CERT
Enrolled Agent Exam Preparation . . . . .	CERT	<b>DRAFTING/CAD</b> . . . . .	AS/CERT
Tax Preparer I . . . . .	CERT	Computer Aided Design . . . . .	CERT
Tax Preparer II . . . . .	CERT	<b>ELECTRICAL TECHNOLOGY</b>	
<b>ADMINISTRATION OF JUSTICE</b> . . . . .	AS/AS-T/CERT	Inside Wireman . . . . .	CERT
Basic Police Academy . . . . .	CERT	<b>ELECTRONICS TECHNOLOGY</b>	
<b>ALCOHOL AND OTHER DRUG STUDIES</b> . . . . .	AA/CERT	Electrical Power Systems & Instrumentation . . . . .	CERT
Co-Occurring Disorders . . . . .	CERT	Fundamentals of Smart Building Systems . . . . .	CERT
<b>ARCHITECTURE</b> . . . . .	AS	Telecommunications Fundamentals . . . . .	CERT
<b>ART</b>		<b>ENGINEERING</b> . . . . .	AS
Art History . . . . .	AA/CERT	Engineering Technology - General . . . . .	AS
Fine Arts: General Studio Art . . . . .	AA	<b>ENGLISH</b> . . . . .	AA
Photography . . . . .	AA	<b>ETHNIC STUDIES</b> . . . . .	AA
Studio Art . . . . .	AA-T	<b>FILM</b> . . . . .	AA
<b>BIOLOGY</b> . . . . .	AS	<b>FIRE TECHNOLOGY</b> . . . . .	AS/CERT
Biotechnology . . . . .	AS/CERT	<b>GEOLOGICAL SCIENCES</b> . . . . .	AS
General . . . . .	AS	Geology . . . . .	AS-T
Medical . . . . .	AS	<b>HISTORY</b> . . . . .	AA-T
Pre-Nursing . . . . .	AS	<b>INTERDISCIPLINARY STUDIES</b>	
<b>BUILDING INSPECTION TECHNOLOGY</b> . . . . .	AS/CERT	Contemporary Issues . . . . .	AA
<b>BUSINESS</b>		Intercultural Studies . . . . .	AA
Business Administration, Option 1 (non-transfer) . . . . .	AA	Science & Society . . . . .	AA
Business Administration, Option 2 (transfer) . . . . .	AA	<b>KINESIOLOGY</b> . . . . .	AA-T
Business Administration . . . . .	AS-T	Comprehensive Pilates Instructor . . . . .	CERT
Microcomputer/Database & Spreadsheet . . . . .	AA/CERT	Group Fitness Instructor . . . . .	CERT
Microcomputer/Office Assistant . . . . .	AA/CERT	Pilates Mat Instructor . . . . .	CERT
Office Assistant I . . . . .	CERT	Pilates Mat & Reformer Instructor . . . . .	CERT
Office Assistant II . . . . .	CERT	Yoga Instructor . . . . .	CERT
<b>CHEMISTRY</b> . . . . .	AS	<b>MANAGEMENT</b>	
<b>COMMUNICATION STUDIES</b> . . . . .	AA/AA-T/CERT	Business Management . . . . .	AA/CERT
<b>COMPUTER AND INFORMATION SCIENCE</b> . . . . .	AS	Human Resources Management . . . . .	CERT
C++ Programming . . . . .	CERT	Marketing Management . . . . .	AA/CERT
CIS Network Security Support . . . . .	CERT	Project Management . . . . .	CERT
Computer & Network Forensics . . . . .	AS/CERT	Retail Management . . . . .	AA/CERT
Computer Science Applications & Development . . . . .	AS/CERT	<b>MATHEMATICS</b> . . . . .	AS/AS-T
Computer Forensics . . . . .	CERT	<b>MUSIC</b> . . . . .	AA
Internet Programming . . . . .	CERT	Electronic Music . . . . .	AA/CERT
Java Programming . . . . .	CERT	<b>NURSING</b> . . . . .	AS
<b>COSMETOLOGY</b> . . . . .	AA/CERT	<b>PHYSICAL SCIENCE</b> . . . . .	AS
<b>DENTAL ASSISTING</b> . . . . .	AS/CERT	<b>PHYSICS</b> . . . . .	AS/AS-T
<b>DIGITAL MEDIA</b>		<b>PSYCHOLOGY</b> . . . . .	AA-T
Digital Audio . . . . .	AA/CERT	<b>REAL ESTATE</b> . . . . .	AA
Digital Video . . . . .	CERT	<b>SOCIAL SCIENCE</b> . . . . .	AA
Digital Video Production . . . . .	AA	<b>SOCIOLOGY</b> . . . . .	AA-T
Graphic Design . . . . .	AA/CERT	<b>SPANISH</b> . . . . .	AA/CERT
Graphic Production . . . . .	CERT	<b>SPRINKLER FITTER</b> . . . . .	AS/CERT
Journalism . . . . .	AA/CERT	<b>UNIVERSITY TRANSFER</b> . . . . .	CERT
Lighting . . . . .	CERT		
Multimedia . . . . .	AA/CERT		
Television & Radio Broadcasting . . . . .	CERT		

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For information regarding CSM transfer programs, please refer to the next page, "CSM Transfer Opportunities: Subject Areas & Majors." In addition, meet with a CSM counselor/advisor and use the resources of the CSM Transfer Services Office to develop an educational plan leading to transfer in your specific area of study.

For Gainful Employment Disclosure Information, see page 66.



## 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 [www.cpec.ca.gov/CollegeGuide/CollegeGuide.asp](http://www.cpec.ca.gov/CollegeGuide/CollegeGuide.asp) or [www.assist.org](http://www.assist.org).

### **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**

Accounting  
Agricultural Business  
Business Administration  
Business Economics  
Healthcare Management  
Hotel & Restaurant Management  
Information Systems  
Management  
Marketing  
Marketing & Wine Business Strategies  
Public Administration  
Recreation Administration  
Taxation

### **Communication**

Broadcast and Electronic Media  
Communication Studies  
Film  
Interpersonal Communication  
Journalism  
Mass Communication  
Public Relations  
Radio-Television  
Technical & Professional Writing  
TV, Film & Media Production

### **Computer Science,**

### **Engineering & Technology**

Aeronautical Science & Engineering  
Aerospace Engineering  
Architecture  
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  
Horticulture  
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  
Art History  
Arts Management  
Classical Civilizations  
Comparative Literature  
Dance  
Design/Media Arts  
Dramatic Art  
English  
Ethnomusicology  
Film & Digital Media

Humanities  
Linguistics  
Medieval Studies  
Music  
Music History  
Philosophy  
Photography  
Religious Studies  
Renaissance Studies  
Rhetoric  
Sculpture  
Studio Art  
Chinese  
Italian  
Japanese  
Spanish

### **Mathematics & Physical Sciences**

Astrophysics  
Chemistry  
Earth & Planetary Science  
Earth Systems Science  
Fiber & Polymer Science  
Financial Mathematics & Statistics  
Geology/Geological Sciences  
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**

Administration of Justice/Criminology  
Anthropology  
Archeology  
Cognitive Science  
Economics  
Geography  
History  
Human Development  
Human Sexuality  
Law & Society  
Liberal Studies  
Multicultural Studies  
Peace & Conflict Studies  
Political Science  
Psychology  
Public Policy  
Social Welfare  
Sociology/Social Science  
Women's Studies

## ACCOUNTING

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

For students who wish to transfer as a Business Administration major, refer to Business on page 85.

### AA Associate in Arts Degree

Accounting . . . . . 60 units

### CA Certificate of Achievement

Accounting . . . . . 22 units

### CS Certificates of Specialization

Accounting Assistant . . . . . 8.5 units

CPA Exam Preparation:

Financial Accounting and Auditing . . . . . 14 units

CPA Exam Preparation:

Business Environment and Regulation . . . . . 13.5 units

Enrolled Agent Exam Preparation . . . . . 14.5 units

Tax Preparer I . . . . . 8.5 units

Tax Preparer II . . . . . 15.5 units

### Recommended high school preparation

Coursework in Mathematics, English, and use of microcomputers, including spreadsheet and word processing applications.

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for Business and Accounting for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### AA Major in Accounting

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: minimum 22 semester units

A grade of "C" or higher is required for each course applied to the major.

Complete 16 units listed below

ACTG 100 Accounting Procedures . . . . .	3 units
ACTG 103 Ten Key Skills . . . . .	0.5 unit
ACTG 121 Financial Accounting . . . . .	4 units
ACTG 131 Managerial Accounting . . . . .	4 units
ACTG 144 QuickBooks Set up and Services . . . . .	1.5 units
ACTG 145 QuickBooks Payroll and Merchandising . . . . .	1.5 units
BUSW 415 Spreadsheet I . . . . .	1.5 units

Plus, select a minimum of 6 units from the following courses:

ACTG 161 Intermediate Accounting I . . . . .	4 units
ACTG 162 Intermediate Accounting II . . . . .	4 units
ACTG 163 Auditing . . . . .	3 units
ACTG 164 Governmental and Nonprofit Accounting . . . . .	3 units
ACTG 165 Cost Accounting . . . . .	3 units
ACTG 171 Individual Income Taxes . . . . .	3 units
ACTG 172 Business Income Taxes . . . . .	3 units
ACTG 173 Trust, Estate, Gift Taxes . . . . .	1.5 units
ACTG 175 Volunteer Income Tax Assistance . . . . .	2 units
ACTG 176 Enrolled Agent Exam Preparation . . . . .	3 units
BUS 100 Contemporary American Business . . . . .	3 units
BUS 201 Business Law I . . . . .	3 units
BUS 295 Computer Systems in Business . . . . .	4 units

### CA Accounting

#### Minimum 22 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/actg-ca-accounting.pdf](http://collegeofsanmateo.edu/gedi/docs/actg-ca-accounting.pdf)

Complete major requirements listed under Associate in Arts – Major in Accounting. A grade of "C" or higher is required for each course applied to the certificate.

Major in Accounting continued on next page



**CS Accounting Assistant****8.5 semester units**

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/actg-cs-accountingassistant.pdf](http://collegeofsanmateo.edu/gedi/docs/actg-cs-accountingassistant.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten Key Skill	0.5 unit
ACTG 144	QuickBooks: Set Up and Service	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising	1.5 units
BUSW 415	Spreadsheet I	1.5 units
CRER 127	Career Choices: Job Search	0.5 unit

**CS CPA Exam Preparation: Financial Accounting and Auditing****14 semester units**

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/actg-cs-cpa-prep-faa.pdf](http://collegeofsanmateo.edu/gedi/docs/actg-cs-cpa-prep-faa.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

ACTG 161	Intermediate Accounting I	4 units
ACTG 162	Intermediate Accounting II	4 units
ACTG 163	Auditing	3 units
ACTG 164	Governmental and Nonprofit Accounting	3 units

**CS CPA Exam Preparation: Business Environment and Regulation****13.5 semester units**

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/actg-cs-cpa-prep-ber.pdf](http://collegeofsanmateo.edu/gedi/docs/actg-cs-cpa-prep-ber.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

ACTG 165	Cost Accounting	3 units
ACTG 171	Individual Income Taxes	3 units
ACTG 172	Business Income Taxes	3 units
ACTG 173	Trust, Estate, Gift Taxes	1.5 units
BUS 201	Business Law I	3 units

**CS Enrolled Agent Exam Preparation****14.5 semester units**

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/actg-cs-ea-exam-prep.pdf](http://collegeofsanmateo.edu/gedi/docs/actg-cs-ea-exam-prep.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

ACTG 121	Financial Accounting	4 units
ACTG 171	Individual Income Taxes	3 units
ACTG 172	Business Income Taxes	3 units
ACTG 173	Trust, Estate, Gift Taxes	1.5 units
ACTG 176	Enrolled Agent Exam Preparation	3 units

**CS Tax Preparer I****8.5 semester units**

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/actg-cs-tax-prep-1.pdf](http://collegeofsanmateo.edu/gedi/docs/actg-cs-tax-prep-1.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten Key Skills	0.5 unit
ACTG 171	Individual Income Taxes	3 units
BUSW 415	Spreadsheet I	1.5 units
CRER 127	Career Choices: Job Search	0.5 unit

**CS Tax Preparer II****15.5 semester units**

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/actg-cs-tax-prep-2.pdf](http://collegeofsanmateo.edu/gedi/docs/actg-cs-tax-prep-2.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

ACTG 103	Ten Key Skills	0.5 unit
ACTG 121	Financial Accounting	4 units
ACTG 144	QuickBooks: Set-up and Service Business	OR
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
ACTG 171	Individual Income Taxes	3 units
ACTG 172	Business Income Taxes	3 units
ACTG 173	Trust, Estate, Gift Taxes	1.5 units
BUSW 415	Spreadsheet I	1.5 units
CRER 127	Career Choices: Job Search	0.5 unit

## ADMINISTRATION OF JUSTICE

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree

Administration of Justice . . . . . 60 units

### AS-T Associate in Science Degree for Transfer/SB1440

Administration of Justice . . . . . 60 CSU  
transferable units

### CA Certificate of Achievement

Administration of Justice . . . . . 24 units  
Basic Police Academy . . . . . 22 units

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. Transfer majors may be listed as Administration of Justice, Criminal Justice, Criminology, Law and Society, or other listings. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

The Administration of Justice Program prepares students for jobs in the field of criminal justice. The program at CSM is designed to educate students on the many aspects of justice administration – from the human, social and moral problems to the larger scope of justice systems.

Through the expertise of the faculty and the exposure to professional personnel from the criminal justice system, students can expect to be prepared for a career in various fields including criminal justice, law enforcement, corrections, social services, probation, and law.

The criminal justice system offers employment in various municipal, county and state agencies in California, to individuals who have the ability to work well with all types of people, observe details others might miss, and make sound decisions in times of crisis.

The two-year degree covers a broad range of information and professional skills in criminal law, corrections, and the American justice system. While this degree is intended for transfer, it also may lead to employment or advancement within the justice system. Students planning to transfer to a four-year university should complete the Associate Degree.

### AS Major in Administration of Justice

Upon completion of degree requirements, students will be able to:

1. Identify and classify the various components and goals of the Criminal Justice System, and explain how the components function as a team.
2. Recognize and discuss the development and practical application of law in society.
3. Explain and demonstrate the importance of developing interpersonal and written communication skills necessary to function within the Criminal Justice System and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in law enforcement careers.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 21 semester units

A grade of "C" or higher is required for each course applied to the major.

ADMJ 100	Introduction to the Criminal Justice System . . . . .	3 units
ADMJ 102	Principles and Procedures of the Justice System . . . . .	3 units
ADMJ 104	Concepts of Criminal Law . . . . .	3 units
ADMJ 106	Legal Aspects of Evidence . . . . .	3 units
ADMJ 120	Criminal Investigation and the Justice System . . . . .	3 units

Plus, 6 units from the courses listed below:

ADMJ 108	Community Relations . . . . .	3 units
ADMJ 125	Juvenile Procedures . . . . .	3 units
ADMJ 185	Introduction to Forensics . . . . .	3 units

### AS-T Major in Administration of Justice

Upon completion of degree requirements, students will be able to:

1. Identify and classify the various components and goals of the Criminal Justice System, and explain how the components function as a team.
2. Recognize and discuss the development and practical application of law in society.
3. Explain and demonstrate the importance of developing interpersonal and written communication skills necessary to function within the Criminal Justice System and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in law enforcement careers.

#### Major requirements: 18-19 semester units.

The AS-T major in Administration of Justice prepares students for transfer into bachelor's degree programs in Administration of Justice and similar areas. Completion of this AS-T meets minimum eligibility for transfer to the California State University system. For more information go to page 65.

*Major in Administration of Justice continued on next page*

Complete CSU General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

**Required Core Courses:**

ADMJ 100 Introduction to the Criminal Justice System . . . . .3 units  
ADMJ 104 Concepts of Criminal Law . . . . .3 units

Plus, select 6 units from the following courses:

ADMJ 102 Principles & Procedures of the Justice System . . . . .3 units  
ADMJ 106 Legal Aspects of Evidence . . . . .3 units  
ADMJ 108 Community Relations and the Justice System . . . . .3 units  
ADMJ 120 Criminal Investigation . . . . .3 units  
ADMJ 125 Juvenile Procedures . . . . .3 units  
ADMJ 185 Introduction to Forensic Science . . . . .3 units

Plus, select 6 units from the following courses:

COMM 130 Interpersonal Communication . . . . .3 units  
SOCL 100 Introduction to Sociology . . . . .3 units  
PSYC 100 General Psychology . . . . .3 units  
PSYC 121 Basic Statistical Concepts . . . . .3 units . . . . .OR  
MATH 200 Elementary Probability and Statistics . . . . .4 units

**General Education requirements:**

Select courses to complete CSU General Education OR IGETC for CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

**CSU GE:**

Area A1 Oral Communication . . . . .3 units  
Area A2 Written Communication . . . . .3 units  
Area A3 Critical Thinking . . . . .3 units  
Area B1 Physical Science . . . . .3 units  
Area B2 Life Science . . . . .3 units  
Area B3 Science Lab . . . . .1 unit  
Area B4 Math Concepts . . . . .3 units  
Area C1 Arts . . . . .3 units  
Area C2 Humanities . . . . .3 units  
Area C1 or C2 . . . . .3 units  
Area D Social, Political, and Economic Institutions . . . . .9 units  
Area E Lifelong Understanding . . . . .3 units

OR

**IGETC/CSU:**

Area 1A English Composition . . . . .3 units  
Area 1B Critical Thinking/Composition . . . . .3 units  
Area 1C Oral Communication . . . . .3 units  
Area 2 Math Concepts . . . . .3 units  
Area 3A Arts . . . . .3 units

Area 3B Humanities . . . . .3 units  
Area 3A or 3B . . . . .3 units  
Area 4 Social and Behavioral Science . . . . .9 units  
Area 5A Physical Science . . . . .3 units  
Area 5B Biological Science . . . . .3 units  
Area 5C Science Lab - Either 5A or 5B must  
have a lab component . . . . .1 unit

**Electives:**

Additional CSU transferable courses based on student interest to reach 60 units total.

## CA Administration of Justice

Upon completion of certificate requirements, students will be able to:

1. Identify and classify the various components and goals of the Criminal Justice System, and explain how the components function as a team.
2. Recognize and discuss the development and practical application of law in society.
3. Explain and demonstrate the importance of developing interpersonal and written communication skills necessary to function within the Criminal Justice System and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in law enforcement careers.

**24 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/admj-ca-aj.pdf](http://collegeofsanmateo.edu/gedi/docs/admj-ca-aj.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

Complete major requirements listed under Associate in Science: Major in Administration of Justice. Plus, completion of the General Education requirement as outlined in Area 1, Group A of IGETC.

## CA Basic Police Academy

**22 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/admj-ca-bpa.pdf](http://collegeofsanmateo.edu/gedi/docs/admj-ca-bpa.pdf)

A grade of "C" or higher is required.

ADMJ 145 Basic Police Academy . . . . .22 units

This 880 hour course of training is certified by the California Commission of Peace Officer Standards and Training (POST) to the statutory basic training requirements. This training is presented on the College of San Mateo campus by our regional academy trainer, South Bay Regional Training Center. For more information, contact South Bay at (408) 270-6458.

## POST (California Commission on Peace Officers Standards and Training)

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, 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 successful completion of each of the following courses, students will receive a certification of course completion from the Administration of Justice department.

### PC 832 Training Courses

ADMJ 771	PC 832: Arrest and Control Training	3 units
ADMJ 775	PC 832: Firearms Training	0.5 unit

### Regular Basic Course Modular Format

ADMJ 780	Regular Basic Course Module III	9.5 units
ADMJ 781	Regular Basic Course Module II	13 units

## ALCOHOL AND OTHER DRUG STUDIES

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Alcohol and Other Drug Studies. . . . . 60 units

### CA Certificate of Achievement

Alcohol and Other Drug Studies. . . . . 39 units

### CS Certificate of Specialization

Co-Occurring Disorders. . . . . 15 units

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. Related transfer majors may be listed under several different areas such as, but not limited to, Health, Sociology, and Psychology. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

The certificate program conforms to the Proposed Guidelines for Alcohol and Other Drug Studies Programs within Higher Education prepared for the California State Department of Alcohol and Drug Programs and meets the accreditation standards set forth by the California Association for Alcohol/Drug Educators (CAADE).

*Major in Alcohol and Other Drug Studies continued on next page*



## AA **Major in Alcohol and Other Drug Studies**

Complete General Education and other requirements listed for the Associate degree and

### Major requirements: 39 semester units

A grade of "C" or higher is required for each course applied to the major.

SOSC 301 Intro to Alcohol and Other Drug Studies. . . . .	.3 units
SOSC 302 Pharmacology/Physiological Effects of Alcohol and Other Drug Abuse . . . . .	.3 units
SOSC 304 Intervention, Treatment, Recovery. . . . .	.3 units
SOSC 307 Counseling the Family of the Addicted Person . . . . .	.3 units
SOSC 308 Group AOD Counseling Process. . . . .	.3 units
SOSC 310 Special Population Groups in Alcohol and Other Drug Studies . . . . .	.3 units
SOSC 314 Individual AOD Counseling Process. . . . .	.3 units
SOSC 315 Field Studies and Seminar I. . . . .	.3 units
SOSC 316 Field Studies and Seminar II. . . . .	.3 units
SOSC 319 Co-occurring Disorders I: Recognition and Referral . . . . .	.3 units

Plus 6 units selected from the following courses:

PSYC 100 General Psychology . . . . .	.3 units
PSYC 410 Abnormal Psychology . . . . .	.3 units
SOCI 100 Introduction to Sociology . . . . .	.3 units

Plus 3 units selected from the following courses:

SOSC 313 Alcohol and Other Drug Treatment for Incarcerated Populations. . . . .	.3 units
SOSC 325 Co-occurring Disorders II - Management and Treatment. . . . .	.3 units

## CA **Alcohol and Other Drug Studies**

### 39 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/aods-ca-aods.pdf](http://collegeofsanmateo.edu/gedi/docs/aods-ca-aods.pdf)

Complete major requirements listed under Associate in Arts: Major in Alcohol and Other Drugs Studies. A grade of "C" or higher is required for each course applied to the certificate.

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).

## CS **Co-Occurring Disorders**

### 15 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/aods-cs-cod.pdf](http://collegeofsanmateo.edu/gedi/docs/aods-cs-cod.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

SOSC 319 Co-occurring Disorders I: Recognition and Referral . . . . .	.3 units
SOSC 325 Co-occurring Disorders II: Management and Treatment. . . . .	.3 units
SOSC 302 Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse . . . . .	.3 units
SOSC 314 Individual AOD (Alcohol and Other Drug) Counseling Process . . . . .	.3 units
PSYC 410 Abnormal Psychology. . . . .	.3 units

## ANTHROPOLOGY

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Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

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### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. Transfer majors may be listed as Anthropology or other listings. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## ARCHITECTURE

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Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

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### AS Associate in Science Degree

Architecture . . . . . 60 units

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#### Recommended high school preparation:

Coursework in Art, Mathematics (four years), Mechanical Drawing, English

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for Architecture, Architectural Engineering, or Landscape, City, and Regional Planning for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

### AS Major in Architecture

Upon completion of degree requirements, students will be able to:

1. Use basic architectural principles in elementary two & three dimensional design problem-solving.
2. Use graphics, including freehand drawing and computer applications, and physical models to communicate three dimensional design concepts and alternatives throughout a basic project design process.
3. Describe architectural precedents and traditions, in particular the influences of the 20th/21st century, as well as elementary climatic, technological, socioeconomic, and other cultural factors that impact the built environment and the practice of environmental design.

*Major in Architecture continued on next page*

4. Successfully carry out both individual and collaborative work as a part of a design team.

Complete General Education and other requirements listed for the Associate degree and

**Major requirements: 19 semester units**

A grade of "C" or higher is required for each course applied to the major.

ARCH 100	Survey of Contemporary Architecture . . . . .	3 units
ARCH 120	Architecture + Design Drawing 1: Drawing and Visual Thinking . . . . .	2 units
ARCH 140	Architectural + Design Drawing II: Design Communication . . . . .	2 units
ARCH 210	Design I: Intro to Architecture, Environmental Design and the Design Process. . . . .	4 units
ARCH 220	Design II: Architecture: Design, Form and the Built Environment . . . . .	4 units
ARCH 666	Introduction to Architecture. . . . .	1 unit

Plus 3 additional units selected from the following courses:

ART 201	Drawing and Composition I . . . . .	3 units
ART 202	Drawing and Composition II . . . . .	3 units
ART 301	Design . . . . .	3 units
ART 350	Visual Perception . . . . .	3 units
DGME 212	Media Design II: Photoshop. . . . .	3 units
DRAF 121	Computer-Aided Drafting I. . . . .	3 units
DRAF 122	Computer-Aided Drafting II. . . . .	3 units

## ART

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program

**60– 70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Art: Fine Arts: General Studio Art . . . . . 60 units  
Art: Art History . . . . . 60 units  
Art: Photography . . . . . 60 units

### AA-T Associate in Arts Degree for Transfer/SB1440

Studio Art . . . . . 60 CSU  
transferable units

### CA Certificate of Achievement

Art: Art History. . . . . 18 units

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for Art and Art History for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

## Art: Fine Arts

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.

### AA Major in Fine Arts: General Studio Art

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 30 semester units

A grade of "C" or higher is required for each course applied to the major.

ART 101 Art and Architecture from the Ancient World to Medieval Times . . . . .	OR
ART 102 Art and Architecture of Renaissance and Baroque Europe . . . . .	OR
ART 124 Old Masters' Aesthetics and Techniques . . . . .	.3 units
ART 103 Art of Europe and America from the Rococo to the Present . . . . .	OR
ART 104 Art of the 20th Century . . . . .	.3 units
ART 201 Drawing and Composition I . . . . .	.3 units
ART 202 Drawing and Composition II . . . . .	.3 units
ART 206 Figure Drawing and Portraiture . . . . .	.3 units
ART 207 Life Drawing . . . . .	.3 units
ART 214 Color . . . . .	.3 units
ART 223 Oil Painting I . . . . .	OR
ART 225 Acrylic Painting I . . . . .	.3 units
ART 301 Design . . . . .	OR
ART 315 Digital Printing and Mixed Media . . . . .	OR
ART 245 Mosaic Mural I . . . . .	.3 units
ART 405 Sculpture I . . . . .	.3 units

### AA Major in Art: Art History

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.

Upon completion of degree requirements, students will be able to:

1. Identify major monuments and movements in the history of art.
2. Identify and describe stylistic characteristics in order to place works of art in their historical and stylistic context.
3. Apply critical analysis to compare and contrast works of art.
4. Relate works of art to the societies in which they were created.

5. Critique in an original manner, using the appropriate language of art, the form and content of works of art.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 18 semester units

A grade of "C" or higher is required for each course applied to the major.

ART 101 Art and Architecture from the Ancient World to Medieval Times . . . . .	.3 units
ART 102 Art and Architecture of Renaissance and Baroque Europe . . . . .	.3 units
ART 103 Art of Europe and America from the Rococo to the Present . . . . .	.3 units
ART 104 Art of the 20th Century . . . . .	.3 units
ART 201 Drawing and Composition I . . . . .	.3 units

Select 3 units from the following:

ART 206 Figure Drawing and Portraiture . . . . .	.3 units
ART 207 Life Drawing . . . . .	.3 units
ART 214 Color . . . . .	.3 units
ART 223 Oil Painting I . . . . .	.3 units
ART 301 Design . . . . .	.3 units
ART 350 Visual Perception . . . . .	.3 units
ART 124 Old Masters' Aesthetics and Techniques . . . . .	.3 units
ART 105 Asian Art History . . . . .	.3 units
FILM 100 Introduction to Film . . . . .	.3 units
ANTH 110 Cultural Anthropology . . . . .	.3 units
HIST 100 History of Western Civilization I . . . . .	.3 units
HIST 101 History of Western Civilization . . . . .	.3 units

### CA Art: Art History

Upon completion of certificate requirements, students will be able to:

1. Identify major monuments and movements in the history of art.
2. Identify and describe stylistic characteristics in order to place works of art in their historical and stylistic context.
3. Apply critical analysis to compare and contrast works of art.
4. Relate works of art to the societies in which they were created.

#### 18 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/art-ca-arthistory.pdf](http://collegeofsanmateo.edu/gedi/docs/art-ca-arthistory.pdf)

Complete major requirements listed under Associate in Arts: Major in Art - Art History. A grade of "C" or higher is required for each course applied to the certificate.

*Major in Art continued on next page*



**AA Major in Art: Photography**

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.

Upon completion of degree requirements, students will be able to:

1. Utilize the photographic medium as a means of self-expression.
2. Create effective photographic compositions using design principles.
3. Demonstrate the ability to produce a fine print and create a professional presentation.
4. Critically analyze and evaluate a photographic exhibit.

Complete General Education and other requirements listed for the Associate degree and

**Major requirements: 21 semester units**

A grade of "C" or higher is required for each course applied to the major.

ART 350 Visual Perception . . . . .	.3 units
ART 351 Beginning Black and White Photography . . . . .	.3 units
ART 352 Intermediate Black and White Photography . . . . .	.3 units
ART 354 Color Photography I . . . . .	.3 units
ART 381 Beginning Digital Photography . . . . .	.3 units
ART 391 Experimental Photography I . . . . .	.3 units
ART 353 Advanced Black and White Photography . . . . .	OR
ART 355 Color Photography II . . . . .	.3 units

**AA-T Major in Studio Art****Major requirements: 27 semester units**

Complete CSU General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Required Core (15 units)

ART 102 Renaissance and Baroque Europe . . . . .	.3 units
ART 103 Roccoco to the Present . . . . .	.3 units
ART 201 Drawing and Composition I . . . . .	.3 units
ART 301 Design . . . . .	.3 units
ART 405 Sculpture I . . . . .	.3 units

List A: Art History Restricted Electives. Select one course (3 units)

ART 101 Ancient World to Medieval Times . . . . .	.3 units
ART 104 20th Century . . . . .	.3 units

Select a maximum of one course from any of the following areas to total 9 units

Area 1: Drawing

ART 202 Drawing and Composition II . . . . .	.3 units
ART 206 Figure Drawing and Portraiture . . . . .	.3 units
ART 207 Life Drawing . . . . .	.3 units

Area 2: Painting

ART 223 Oil Painting I . . . . .	.3 units
ART 225 Acrylic Painting I . . . . .	.3 units
ART 124 Old Masters Aesthetics & Techniques . . . . .	.3 units

Area 3: Ceramics

ART 411 Ceramics I . . . . .	.3 units
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Area 4: Digital Art

ART 315 Digital Printing and Mixed Media . . . . .	.3 units
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Area 5: Photography

ART 351 Beginning Black and White Photography . . . . .	.3 units
ART 381 Beginning Digital Photography . . . . .	.3 units

Area 6: Color

ART 214 Color . . . . .	.3 units
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Area 7: Other Media

ART 231 Watercolor I . . . . .	.3 units
ART 236 Chinese Brush Painting . . . . .	.3 units
ART 245 Mosaic Mural I . . . . .	.3 units

Area 8: Advanced Courses

ART 224 Oil Painting II . . . . .	.3 units
ART 226 Acrylic Painting II . . . . .	.3 units
ART 246 Mosaic Mural II . . . . .	.3 units
ART 406 Sculpture II . . . . .	.3 units
ART 352 Intermediate Black & White Photography . . . . .	.3 units
ART 383 Intermediate Digital Photography . . . . .	.3 units

General Education requirements:

Select courses to complete CSU General Education OR IGETC for CSU. This degree doesn't require the CSM AA/AS General Education pattern on pages 67 & 68.

CSU GE:

Area A1 Oral Communication . . . . .	3 units
Area A2 Written Communication . . . . .	3 units
Area A3 Critical Thinking . . . . .	.3 units
Area B1 Physical Science . . . . .	.3 units
Area B2 Life Science . . . . .	.3 units
Area B3 Science Lab . . . . .	.1 unit
Area B4 Math Concepts . . . . .	.3 units
Area C1 Arts . . . . .	.3 units

Area C2 Humanities . . . . .	3 units
Area C1 or C2 . . . . .	3 units
Area D Social, Political, and Economic Institutions. . . . .	9 units
Area E Lifelong Understanding . . . . .	3 units

OR

**IGETC/CSU:**

Area 1A English Composition. . . . .	3 units
Area 1B Critical Thinking/Composition. . . . .	3 units
Area 1C Oral Communication. . . . .	3 units
Area 2 Math Concepts. . . . .	3 units
Area 3A Arts. . . . .	3 units
Area 3B Humanities. . . . .	3 units
Area 3A or 3B. . . . .	3 units
Area 4 Social and Behavioral Science. . . . .	9 units
Area 5A Physical Science . . . . .	3 units
Area 5B Biological Science. . . . .	3 units
Area 5C Science Lab - Either 5A or 5B must have a lab component . . . . .	1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.

## BIOLOGY

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Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

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### AS Associate in Science Degree

Biology . . . . .	60 units
Biology: General. . . . .	60 units
Biology: Biotechnology . . . . .	60 units
Biology: Pre-Nursing . . . . .	60 units
Biology: Medical (Pre-Med, Pre-Dental, Pre-Vet) . . . . .	60 units

### CS Certificate of Specialization

Biotechnology . . . . .	10–11 units
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#### Recommended high school preparation:

One year of Biology, Chemistry, Physics, four years of Mathematics, English

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

*Major in Biology continued on next page*

Medical professions include audiologist, chiropractor, coroner, dentist, exercise physiologist, health care administrator, medical laboratory technologist/technician, medical librarian, nurse, nutritionist, optometrist, pharmacist, physician, podiatrist, public/ environmental health specialist, sanitarian, speech pathologist, and veterinarian. Additional medical careers include specialists in sports medicine, and manual arts, music, occupational, physical, and recreational therapists.

### **AS Major in Biology**

Upon completion of degree requirements, students will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principle of evolution as a fundamental process of all biology.
3. Describe how structure and function are related at all levels of life.
4. Demonstrate proficiency in basic lab skills and analysis.

Complete General and other requirements listed for the Associate degree and

#### **Major requirements: 24 semester units**

A grade of "C" or higher is required for each course applied to the major.

BIOL 210 General Zoology . . . . .	5 units
BIOL 220 General Botany . . . . .	5 units
BIOL 230 Introductory Cell Biology . . . . .	4 units
CHEM 210 General Chemistry I . . . . .	5 units
CHEM 220 General Chemistry II . . . . .	5 units

Students with little or no high school preparation should complete BIOL 110, CHEM 192, MATH 110, and PHYS 100 prior to beginning major coursework.

### **AS Major in Biology: General**

Upon completion of degree requirements, students will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principle of evolution as a fundamental process of all biology.
3. Describe how structure and function are related at all levels of life.
4. Demonstrate proficiency in basic lab skills and analysis.

Complete General Education and other requirements listed for the Associate degree and

#### **Major requirements: 20–23 semester units**

A grade of "C" or higher is required for each course applied to the major.

8–10 units from the following courses:

BIOL 110 General Principles of Biology . . . . .	4 units
BIOL 210 General Zoology . . . . .	5 units

BIOL 220 General Botany . . . . .	5 units
BIOL 230 Introductory Cell Biology . . . . .	4 units

9–12 units from the following courses:

BIOL 102 Environmental Conservation . . . . .	3 units
BIOL 130 Human Biology . . . . .	3 units
BIOL 145 Plants, People, and Environment . . . . .	3 units
BIOL 184 Wildlife Biology . . . . .	3 units
BIOL 195 Biology Field Laboratory . . . . .	1 unit

Plus, 3 units of a Physical Science –

ASTR, CHEM, GEOG, GEOL, OCEN, PALN, PHYS

### **AS Major in Biology: Biotechnology**

Biotechnology is a field of scientific research that applies molecular biology. The biotechnologist therefore requires the knowledge and skills of the biochemist, molecular biologist, microbiologist, and immunologist.

An advanced degree in Biotechnology can lead to career opportunities in research, manufacturing/production, marketing/sales, patents, quality control, and regulatory affairs. 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.

Upon completion of degree requirements, students will be able to:

1. Explain the scientific method and its applications, and the use of the scientific method in a laboratory setting.
2. Explain the principles of evolution as a fundamental process of all biology.
3. Describe how structure and function are related at all levels of life.
4. Demonstrate proficiency in basic lab skills and analysis.
5. Students will provide examples of the pathways from academic techniques and discoveries in biotechnology to industrial/commercial applications.

Complete General Education and other requirements listed for the Associate degree and

#### **Major requirements: 24 semester units**

A grade of "C" or higher is required for each course applied to the major.

BIOL 123 Biotechnology Workshop . . . . .	1 unit
BIOL 210 General Zoology . . . . .	OR
BIOL 220 General Botany . . . . .	5 units
BIOL 230 Introductory Cell Biology . . . . .	4 units
BIOL 240 General Microbiology . . . . .	4 units
CHEM 210 General Chemistry I . . . . .	5 units
CHEM 220 General Chemistry II . . . . .	5 units

Students with little or no high school preparation should complete BIOL 100, CHEM 100 or 192, and PHYS 100 prior to beginning major coursework.

**CS** **Biotechnology****10–11 semester units**

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/biol-cs-biotechnology.pdf](http://collegeofsanmateo.edu/gedi/docs/biol-cs-biotechnology.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

BIOL 123 Biotechnology Workshop . . . . .1 unit  
 CHEM 210 or 220 General Chemistry I/II . . . . .5 units

Plus select one course from the following:

BIOL 110, 210, 220, 230, 240

**AS** **Major in Biology: Medical**

An Associate degree in Biology: Medical, 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, pediatric 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.

Upon completion of the degree requirements, students will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principles of evolution as a fundamental process of all biology.
3. Describe how structure and function contribute to homeostasis at all levels of human biology.
4. Demonstrate proficiency in basic lab skills and analysis.
5. Demonstrate knowledge of common and current clinical issues.

Complete General Education and other requirements listed for the Associate degree and

**Major requirements: 23–24 semester units**

A grade of "C" or higher is required for all courses applied to the major.

BIOL 210 General Zoology . . . . .5 units  
 BIOL 230 Introductory Cell Biology . . . . .4 units  
 CHEM 210 General Chemistry I . . . . .5 units  
 CHEM 220 General Chemistry II . . . . .5 units

Plus 4 or 5 units from one of the following courses

BIOL 240 General Microbiology . . . . .4 units  
 BIOL 250 Human Anatomy . . . . .4 units  
 BIOL 260 Introduction to Physiology . . . . .5 units

**AS** **Major in Biology: Pre-Nursing**

The Biology degree in Pre-Nursing prepares students to transfer to a four-year program at a baccalaureate institution. Upon completion of a Bachelor of Science in Nursing, graduates choose from first level professional nursing staff positions in specializations which include community health, geriatrics, maternity, mental health, pediatrics, psychiatry, and surgery.

Upon completion of degree requirements, students will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principles of evolution as a fundamental process of all biology.
3. Describe how structure and function contribute to homeostasis at all levels of human biology.
4. Demonstrate proficiency in basic lab skills and analysis.
5. Demonstrate knowledge of common and current clinical issues.

Complete General Education and other requirements listed for the Associate degree and

**Major requirements: 21–23 semester units**

A grade of "C" or higher is required for all courses applied to the major.

BIOL 240 General Microbiology . . . . .4 units  
 BIOL 250 Human Anatomy . . . . .4 units  
 BIOL 260 Introduction to Physiology . . . . .5 units

Plus 8 or 10 units from one of the following groups

Group 1 CHEM 210 and 220 . . . . .10 units  
 Group 2 CHEM 410 and 420 . . . . .8 units



## BUILDING INSPECTION TECHNOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program

#### 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree

Building Inspection . . . . . 60 units

### CA Certificate of Achievement

Building Inspection . . . . . 34–35 units

### AS Major in Building Inspection

Upon completion of degree requirements, students will be able to:

1. Describe and discuss Building Inspection standards and testing criteria to assure quality construction.
2. Explain the intent of code requirements
3. Identify and explain graphics and terms of structural design and engineering

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 34–35 semester units

A grade of "C" or higher required for each course applied to the major.

BLDG 700	Introduction to Building Code. . . . .	3 units
BLDG 710	Non-Structural Provisions of the Uniform Building Code. . . . .	3 units
BLDG 720	Electrical Inspection I. . . . .	3 units
BLDG 725	Electrical Inspection II. . . . .	3 units
BLDG 730	Plumbing Inspection. . . . .	3 units
BLDG 735	ADA Building Requirements. . . . .	3 units
BLDG 740	Mechanical Code . . . . .	3 units
BLDG 750	Structural Plan Review . . . . .	3 units
BLDG 760	Energy Regulations. . . . .	3 units
BLDG 775	Introduction to Residential Dwelling Inspection Technology . . . . .	3 units

Plus,

ENGL 838/848 or higher. . . . . 4–5 units

Suggested electives:

BLDG 790; MGMT 235, 265; PHYS 100

### CA Building Inspection

Upon completion of certificate requirements, students will be able to:

1. Describe and discuss Building Inspection standards and testing criteria to assure quality construction.
2. Explain the intent of code requirements.
3. Identify and explain graphics and terms of structural design and engineering.

#### 34–35 semester units

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/bldg-ca-buildinginspection.pdf](http://collegeofsanmateo.edu/gedi/docs/bldg-ca-buildinginspection.pdf)

Complete major requirements listed under Associate in Science: Major in Building Inspection. A grade of "C" or higher is required for each course applied to the certificate.

## BUSINESS

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Business Administration,  
Option 1 (Non-transfer program) . . . . . 60 units  
Business Administration,  
Option 2 (Transfer program). . . . . 60 units  
Business Information Processing  
Option 1: Microcomputer/Office Assistant . . . . . 60 units  
Option 2: Microcomputer/Database and  
Spreadsheet Functions . . . . . 60 units

### AS-T Associate in Science Degree for Transfer/SB1440

Business Administration . . . . . 60 CSU transferable units

### CA Certificate of Achievement

Business Information Processing  
Option 1: Microcomputer/Office Assistant . . . . . 23–24.5 units  
Option 2: Microcomputer/Database and  
Spreadsheet Functions . . . . . 24 units

### CS Certificates of Specialization

Office Assistant I . . . . . 8–9.5 units  
Office Assistant II . . . . . 11 units

#### Recommended high school preparation:

Coursework in Mathematics, English, Accounting, and use of microcomputers, including spreadsheet and word processing applications.

### AA Major in Business Administration, Option 1 (Non-transfer)

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. Administrative assistant, bookkeeper, buyer, employment interviewer, and sales

agent are some of the careers for which the non-transfer option helps prepare the student.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 24–26 semester units

A grade of "C" or higher is required for each course applied to the major.

ACTG 100 Accounting Procedures. . . . . 3 units. . OR  
ACTG 121 Financial Accounting. . . . . 4 units  
BUS 100 Contemporary American Business . . . . . 3 units  
BUS 101 Human Relations I . . . . . 3 units  
BUS 115 Business Mathematics . . . . . 3 units  
BUS 201 Business Law I . . . . . 3 units  
BUS 401 Business Communications . . . . . 3 units  
BUS 295 Computer Systems in Business . . . . . 4 units. . OR  
CIS 110 Introduction to Computer and  
Information Science . . . . . 3 units

Plus, select 3 units from a BUSW series

### AA Major in Business Administration, Option 2 (Transfer Program)

With a B.A. or advanced degree, career opportunities extend to include accountant, administrative assistant, budget analyst, management consultant, claims agent, controller, credit analyst, financial manager, financial planner, hospital administrator, insurance agent, lawyer, loan officer, securities analyst, and trust officer.

Additional fields for which this option helps prepare the student are advertising/marketing, international business, banking, business publications, computer operations, and computer software implementation.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 20–24 semester units

A grade of "C" or higher is required for each course applied to the major.

ACTG 121 Financial Accounting . . . . . 4 units  
ECON 100 Principles of Macroeconomics . . . . . 3 units  
ECON 102 Principles of Microeconomics . . . . . 3 units  
MATH 200 Statistics. . . . . 4 units

Plus, select 6–10 units from the following courses:

ACTG 131 Managerial Accounting . . . . . 4 units  
BUS 100 Contemporary American Business . . . . . 3 units  
BUS 201 Business Law I . . . . . 3 units  
BUS 295 Computer Systems in Business . . . . . 4 units  
MATH 125 Elementary Finite Math . . . . . 3 units  
MATH 241 Applied Calculus 1. . . . . 5 units  
MATH 251 Calculus with Analytic Geometry I . . . . . 5 units

*Major in Business continued on next page*

**AS-T Major in Business Administration**

The AS-T major in Business Administration prepares students for transfer into bachelor's degree programs in Business Administration and similar areas. With a bachelor's degree or advanced degree, career opportunities include accountant, administrative assistant, budget analyst, management consultant, claims agent, controller, credit analyst, financial manager, financial planner, hospital administrator, insurance agent, lawyer, loan officer, securities analyst, and trust officer. Additional fields for which the options helps prepare the student are advertising/marketing, international business, banking, business publications, computer operations, and computer software implementation.

**Major requirements: 26-31 semester units**

Complete CSU General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

**Required Core (17 units)**

ACTG 121 Financial Accounting . . . . .	4 units
ACTG 131 Managerial Accounting . . . . .	4 units
ECON 100 Principles of Macroeconomics . . . . .	.3 units
ECON 102 Principles of Microeconomics . . . . .	.3 units
BUS 201 Business Law I . . . . .	.3 units

**List A: Select one course (3–5 units)**

MATH 241 Applied Calculus I . . . . .	.5 units
MATH 200 Elementary Probability and Statistics . . . . .	4 units
MATH 125 Finite Math . . . . .	.3 units

**List B: Select two courses (6–9 units)**

Any List A course not used above	
BUS 295 Computer Systems in Business	
Either BUS 100 Contemporary American Business . 3 units . . . . .	OR
BUS 401 Business Communications	

**General Education requirements:**

Select courses to complete CSU General Education OR IGETC for CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

**CSU GE:**

Area A1 Oral Communication . . . . .	.3 units
Area A2 Written Communication . . . . .	.3 units
Area A3 Critical Thinking . . . . .	.3 units
Area B1 Physical Science . . . . .	.3 units
Area B2 Life Science . . . . .	.3 units
Area B3 Science Lab . . . . .	.1 unit
Area B4 Math Concepts . . . . .	.3 units
Area C1 Arts . . . . .	.3 units
Area C2 Humanities . . . . .	.3 units
Area C1 or C2 . . . . .	.3 units
Area D Social, Political, and Economic Institutions . . . . .	9 units
Area E Lifelong Understanding . . . . .	.3 units

OR

**IGETC/CSU:**

Area 1A English Composition . . . . .	.3 units
Area 1B Critical Thinking/Composition . . . . .	.3 units
Area 1C Oral Communication . . . . .	.3 units
Area 2 Math Concepts . . . . .	.3 units
Area 3A Arts . . . . .	.3 units
Area 3B Humanities . . . . .	.3 units
Area 3A or 3B . . . . .	.3 units
Area 4 Social and Behavioral Science . . . . .	9 units
Area 5A Physical Science . . . . .	.3 units
Area 5B Biological Science . . . . .	.3 units
Area 5C Science Lab - Either 5A or 5B must have a lab component . . . . .	.1 unit

**Electives:**

Additional CSU transferable courses based on student interest to reach 60 units total.

**AA Major in Business Information Processing Option 1: Microcomputer/Office Assistant**

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.

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.

Complete General Education and other requirements listed for the Associate degree and

**Major requirements: 23–24.5 semester units**

A grade of "C" or higher is required for each course applied to the major.

BUS 101 Human Relations I . . . . .	.3 units
BUS 115 Business Mathematics . . . . .	.3 units
BUS 315 Keyboarding I . . . . .	3 units . OR
BUS 317 Keyboarding Skill-Building . . . . .	1.5 units
BUS 326 Electronic Filing and Records Management . . . . .	1.5 units
BUS 401 Business Communication . . . . .	.3 units
BUSW 105 Introduction to Microcomputers . . . . .	1.5 units
BUSW 114 Windows Fundamentals I . . . . .	1.5 units
BUSW 214 Word Processing I Using WORD for Windows . . . . .	1.5 units

BUSW 215	Word Processing II Using WORD for Windows . . . . .	1.5 units
BUSW 383	Business Presentations Using Power Point for Windows . . . . .	1.5 units
BUSW 415	Spreadsheet I Using Excel for Windows. . . . .	1.5 units
BUSW 530	Introduction to Internet . . . . .	1.5 units
CRER 127	Career Choices: Job Search . . . . .	0.5 unit

### **CA Business Information Processing Option 1: Microcomputer/Office Assistant** 23–24.5 semester units

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/bus-ca-mc-officeassistant.pdf](http://collegeofsanmateo.edu/gedi/docs/bus-ca-mc-officeassistant.pdf)

Complete major requirements listed under Associate in Arts – Major in Business: Business Information Processing Option 1 Microcomputer/ Office Assistant. A grade of “C” or higher is required for each course applied to the certificate.

### **AA Major in Business Information Processing Option 2: Microcomputer/ Data Base and Spreadsheet Functions**

Among career opportunities for those skilled in microcomputer data-base and spreadsheet functions are technical support specialist, PC applications support specialist, PC telephone customer service representative, computer support aide, and consultant/trainer.

Complete General Education and other requirements listed for the Associate degree and

#### **Major requirements: 24 semester units**

A grade of “C” or higher is required for each course applied to the major.

ACTG 100	Accounting Procedures. . . . .	3 units
ACTG 144	Quick Books: Set-up and Service Business . . . . .	1.5 units
ACTG 145	Quick Books: Payroll and Merchandising. . . . .	1.5 units
BUS 100	Contemporary American Business . . . . .	3 units
BUS 115	Business Mathematics . . . . .	3 units
BUSW 105	Introduction to Microcomputers . . . . .	1.5 units
BUSW 114	Windows Fundamentals I. . . . .	1.5 units
BUSW 214	Word Processing Using WORD for Windows . . . . .	1.5 units
BUSW 415	Spreadsheet I Using Excel for Windows. . . . .	1.5 units
BUSW 416	Spreadsheet II Using Excel for Windows. . . . .	1.5 units
BUSW 464	Database Management Fundamentals Using Access for Windows . . . . .	3 units
BUSW 530	Introduction to the Internet . . . . .	1.5 units

### **CA Business Information Processing Option 2: Microcomputer/Data Base and Spreadsheet Functions** 24 semester units

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/bus-ca-mc-db-ss-functions.pdf](http://collegeofsanmateo.edu/gedi/docs/bus-ca-mc-db-ss-functions.pdf)

Complete major requirements listed under Associate in Arts – Major in Business: Business Information Processing Option 2 Microcomputer/ Data Base and Spreadsheet Functions. A grade of “C” or higher is required for each course applied to the certificate.

### **CS Office Assistant I** 8–9.5 semester units

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/bus-cs-officeassistant1.pdf](http://collegeofsanmateo.edu/gedi/docs/bus-cs-officeassistant1.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

BUS 317	Keyboarding Skill-Building . . . . .	1.5 units
BUS 316	Keyboarding II . . . . .	3 units . . . . .OR
BUSW 214	Word Processing Using WORD for Windows . . . . .	1.5 units
BUSW 114	Windows Fundamentals I . . . . .	1.5 units
BUSW 415	Spreadsheet I Using EXCEL for Windows. . . . .	1.5 units
BUSW 530	Introduction to the Internet . . . . .	1.5 units
CRER 127	Career Choices: Job Search . . . . .	0.5 unit

### **CS Office Assistant II** 11 semester units

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/bus-cs-officeassistant2.pdf](http://collegeofsanmateo.edu/gedi/docs/bus-cs-officeassistant2.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

BUS 317	Keyboarding Skill-Building . . . . .	1.5 units
BUSW 114	Windows Fundamentals I. . . . .	1.5 units
BUSW 214	Word Processing I Using WORD for Windows . . . . .	1.5 units
BUSW 215	Word Processing II Using WORD for Windows . . . . .	1.5 units
BUSW 383	Business Presentations Using Power Point for Windows . . . . .	1.5 units
BUSW 415	Spreadsheet I Using Excel for Windows. . . . .	1.5 units
BUSW 530	Introduction to Internet . . . . .	1.5 units
CRER 127	Career Choices: Job Search. . . . .	0.5 unit



## CHEMISTRY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree

Chemistry . . . . . 60 units

#### Recommended high school preparation:

Coursework in Chemistry, Biology, Physics, Mathematics

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

### AS Major in Chemistry

Upon completion of degree requirements, students will be able to:

1. Demonstrate preparedness to transfer to a 4 year institution
2. Effectively explain general chemistry and organic chemistry theories and concepts. (Effective Communication)
3. Perform quantitative analysis relating but not limited to graphical and numerical data obtained from laboratory experiments, and apply general chemistry and organic chemistry theories to solve problems. (Quantitative Skill)
4. Critically analyze and apply general chemistry and organic chemistry concepts. (Critical Thinking)

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 24–25 semester units

A grade of “C” or higher is required for each course applied to the major.

CHEM 210	General Chemistry I . . . . .	5 units
CHEM 220	General Chemistry II . . . . .	5 units
CHEM 231	Organic Chemistry I . . . . .	5 units
CHEM 232	Organic Chemistry II . . . . .	5 units
PHYS 210/211	General Physics I / Calculus Supplement . . . . .	5 units . . . . . OR
PHYS 250	Physics with Calculus . . . . .	4 units

## COMMUNICATION STUDIES

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program

60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Communication Studies . . . . . 60 units

### AA-T Associate in Arts Degree for Transfer/SB1440

Communication Studies . . . . . 60 CSU transferable units

### CS Certificate of Specialization

Communication Studies . . . . . 12 units

#### Recommended high school preparation:

Coursework in English, Speech, Psychology

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

An A.A. degree in Communication Studies prepares students for transfer to a baccalaureate institution for a degree in Communication Studies or a related discipline. The ability to organize one's thoughts and present them with clarity and precision are communication skills transferable to all careers. A background in communication studies is particularly applicable to careers in advertising, arts administration, cinema, copy editing and writing, corporate communications, counseling, education, entertainment, interviewing, journalism, labor relations, law, the legislature, lobbying, management, marketing, media, news analysis, personnel, play writing, politics, proofreading, public affairs, public information, public relations, radio and television, reporting, research, sales, script writing and editing, speech writing, sportscasting, supervision, television, and theatre.

### AA Major in Communication Studies

Upon completion of degree requirements, students will be able to:

1. Write a speech outline that demonstrates proper organizational components.
2. Apply communication skills and communication theories when working in a team.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 18 semester units

A grade of "C" or higher is required for each course applied to the major.

COMM 110 Public Speaking . . . . .	.3 units
COMM 130 Interpersonal Communication. . . . .	.3 units
COMM 140 Small Group Communication . . . . .	.3 units
COMM 150 Intercultural Communication. . . . .	.3 units

Plus, select 6 units from the following courses:

COMM 170 Oral Interpretation I. . . . .	.3 units
COMM 171 Oral Interpretation II. . . . .	.3 units
BUS. 401 Business Communication . . . . .	.3 units
MGMT 220 Organizational Behavior. . . . .	.3 units
PSYC 110 Courtship, Marriage and Family. . . . .	.3 units
SOCI 110 Courtship, Marriage and Family. . . . .	.3 units

### AA-T Major in Communication Studies

#### Major requirements: 18 semester units

The AA-T major in Communication Studies prepares students for transfer into bachelor's degree programs in communication and similar areas.

Upon completion of degree requirements, students will be able to:

1. Write a speech outline that demonstrates proper organizational components.
2. Apply communication skills and communication theories when working in a team.

Complete General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Required Core Course:

COMM 110 Public Speaking. . . . .	.3 units
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Group A: Students must take the following:

COMM 130 Interpersonal Communication . . . . .	.3 units
COMM 140 Small Group Communication . . . . .	.3 units

Group B: Any two courses from the following (6 units):

COMM 150 Intercultural Communication . . . . .	.3 units
COMM 170 Oral Interpretation I. . . . .	.3 units

*Major in Communication Studies continued on next page*

Group C: Any one course from the following or any Group B course not used above (3 units):

- ANTH 110 Cultural Anthropology . . . . .3 units
- PSYC 100 General Psychology . . . . .3 units
- SOCI 100 Introduction to Sociology. . . . .3 units
- ENGL 110 Composition, Literature, and Critical Thinking . . . .3 units
- DGME 260 Newswriting and Reporting . . . . .3 units
- COMM 171 Oral Interpretation II. . . . .3 units

General Education requirements:

Select courses to complete CSU General Education OR IGETC or CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

CSU GE:

- Area A1: Oral Communication . . . . .3 units
- Area A2 Written Communication . . . . .3 units
- Area A3 Critical Thinking . . . . .3 units
- Area B1 Physical Science. . . . .3 units
- Area B2 Life Science . . . . .3 units
- Area B3 Science Lab . . . . .1 unit
- Area B4 Math Concepts . . . . .3 units
- Area C1 Arts . . . . .3 units
- Area C2 Humanities. . . . .3 units
- Area C1 or C2 . . . . .3 units
- Area D Social, Political, and Economic Institutions . . . . . 9 units
- Area E Lifelong Understanding . . . . .3 units

OR

IGETC/CSU:

- Area 1A English Composition . . . . .3 units
- Area 1B Critical Thinking/Composition . . . . .3 units
- Area 1C Oral Communication . . . . .3 units
- Area 2 Math Concepts. . . . .3 units
- Area 3A Arts . . . . .3 units
- Area 3B Humanities. . . . .3 units
- Area 3A or 3B . . . . .3 units
- Area 4 Social and Behavioral Science . . . . . 9 units
- Area 5A Physical Science . . . . .3 units
- Area 5B Biological Science . . . . .3 units
- Area 5C Science Lab - Either 5A or 5B  
must have a lab component. . . . .1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 transferable units total.

**CS Communication Studies**  
12 semester units

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/comm-cs-communicationstudies.pdf](http://collegeofsanmateo.edu/gedi/docs/comm-cs-communicationstudies.pdf)

A grade of “C” or higher is required for each course applied to the certificate

- COMM 110 Public Speaking . . . . .3 units
- COMM 130 Interpersonal Communication. . . . .3 units

Plus, select 6 units from the following courses

- COMM 140 Small Group Communication . . . . .3 units
- COMM 150 Intercultural Communication. . . . .3 units
- COMM 170 Oral Interpretation I. . . . .3 units
- COMM 171 Oral Interpretation II. . . . .3 units

## COMPUTER AND INFORMATION SCIENCE

*Important Information for Students Planning their Program for Transfer*  
College of San Mateo has a few associate degrees pending approval. For the most recent information on AA-T and AS-T degrees and other programs, please refer to the Addendum to the online 2013-14 College of San Mateo Catalog. Go to [collegeofsanmateo.edu/schedule](http://collegeofsanmateo.edu/schedule).

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree

Computer and Information Science . . . . . 60 units  
Computer and Network Forensics . . . . . 60 units  
Computer Science Applications  
and Development . . . . . 60 units

### CA Certificate of Achievement

Computer and Network Forensics . . . . . 33 units  
Computer Science Applications  
and Development . . . . . 31–34 units

### CS Certificates of Specialization

C++ Programming . . . . . 8 units  
CIS Network Security Specialist . . . . . 9 units  
Computer Forensics . . . . . 15 units  
Internet Programming . . . . . 14–17 units  
Java Programming . . . . . 8 units

### Recommended high school preparation:

Coursework in Mathematics, Computer Programming, English, Business, Electronics.

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for Computer and Information Science for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

Computer and Information Science offers extraordinary career opportunities to individuals who possess fluency in the English language, solid keyboarding skills, and a desire to work with computers on a daily basis. Students in the Computer and Information Science

program at CSM are trained primarily on PC microcomputers and receive the finest training and experience available in areas such as programming, data communications, applications development, network support, end-user support, and hardware/systems support. This training is intended to lead to employment in the computing industry or transfer to a baccalaureate institution for continued study in the field and to provide advanced study for computing professionals.

Career opportunities include applied scientist, communications technician, computer maintenance technician, computer operator, data base specialist, documentation specialist, information specialist, Local Area Network (LAN) administrator, PC specialist, programmer, software engineer, software technician, systems analyst, systems test engineer, technician support representative, and as sales personnel skilled in marketing methods for computer systems. While some students secure employment following completion of the A.S. degree or Certificate program, many transfer to four-year universities to complete a Bachelor's degree in a computer-related field.

### AS Major in Computer and Information Science

Upon completion of degree requirements, students will be able to:

1. Implement, test and debug a medium-size computer program that is stylistically and functionally correct, based on an object-oriented design model.
2. Construct reliable, robust, object oriented solutions to problems involving the storage, retrieval and update of large quantities of data.
3. Demonstrate proficiency in one or more computer programming languages.
4. Communicate technical concepts both in writing and orally.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 31 semester units

A grade of "C" or higher is required for each course applied to the major.

CIS 255 (CS1) Programming Methods: Java . . . . . OR  
CIS 278 (CS2) Programming Methods: C++ . . . . . 4 units  
CIS 256 (CS2) Data Structures: Java . . . . . OR  
CIS 279 (CS2) Data Structures: C++ . . . . . 4 units  
MATH 251 Calculus with Analytic Geometry I . . . . . .5 units  
MATH 252 Calculus with Analytic Geometry II . . . . . .5 units  
ENGL 100 Composition and Reading . . . . . .3 units

Plus, select 4 or more units from CIS courses numbered 110 or higher

Plus, select 6 or more units from MATH 253, 268, 270, 275; PHYS 250.

*Major in Computer and Information Science continued on next page*



**AS Major in Computer and Network Forensics**

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; private security firms; human resource departments, information system departments, and computer forensic departments in private sector corporations.

Upon completion of degree requirements, students will be able to:

1. Apply criminal investigation techniques to basic computer forensic investigations.
2. Conduct analyses of digital media and recover digital evidence.
3. Employ surveillance methods to uncover and prevent network intrusions.
4. Formulate a network security policy based on risk analysis of the network.
5. Explain how computer forensics is applied by law enforcement and in corporate environments.
6. Document and prepare digital evidence for presentation in court.

Complete General Education and other requirements listed for the Associate degree and

**Major requirements: 33 semester units**

A grade of "C" or higher is required for each course applied to the major.

CIS 121	Unix/Linux. . . . .	3 units
CIS 151	Networks and Digital Communications. . . . .	3 units
CIS 479	Network Security Fundamentals. . . . .	3 units
CIS 489	Computer Forensics . . . . .	3 units
CIS 490	Computer Forensics: Network Analysis and Defense . . . . .	3 units
CIS 491	Computer Forensics: Search and Seizure . . . . .	3 units
ADMJ 102	Principles and Procedures of the Justice System . . . . .	3 units
ADMJ 104	Introduction to Criminal Law . . . . .	3 units
ADMJ 106	Legal Aspects of Evidence . . . . .	3 units
ADMJ 120	Criminal Investigation . . . . .	3 units
ELEC 215	Introduction to PC Hardware. . . . .	3 units

**CA Computer and Network Forensics**

Upon completion of certificate requirements, students will be able to:

1. Apply criminal investigation techniques to basic computer forensic investigations.
2. Conduct analyses of digital media and recover digital evidence.
3. Employ surveillance methods to uncover and prevent network intrusions.
4. Formulate a network security policy based on risk analysis of the network.
5. Explain how computer forensics is applied by law enforcement and in corporate environments.
6. Document and prepare digital evidence for presentation in court.

**33 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/cis-ca-forensics.pdf](http://collegeofsanmateo.edu/gedi/docs/cis-ca-forensics.pdf)

Complete major requirements listed under Associate in Science – Major in Computer and Network Forensics. A grade of "C" or higher is required for each course applied to the certificate.

**AS Major in Computer Science Applications and Development**

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.

Upon completion of degree requirements, students will be able to:

1. Create and debug code for given specifications and write appropriate documentation.
2. Demonstrate a comprehensive understanding of one or more computer programming languages.
3. Demonstrate proficiency in using data analysis and data management tools.
4. Demonstrate proficiency in using one or more internet programming languages to design and implement a web based program.
5. Communicate effectively orally, in writing and in media.
6. Work collaboratively and ethically in teams on projects.

Complete General Education and other requirements listed for the Associate degree and

**Major requirements: 31-34 semester units**

A grade of "C" or higher is required for each course applied to the major.

CIS 110	Introduction to Computer and Information Science. . . . .	3 units
CIS 151	Networks and Digital Communications. . . . .	3 units

CIS 254 Introduction to Object-Oriented Program Design . . . . .	4 units
CIS 255 (CS1) Programming Methods: Java . . . . .	OR
CIS 278 (CS2) Programming Methods: C++. . . . .	4 units
CIS 256 (CS2) Data Structures: Java . . . . .	OR
CIS 279 (CS2) Data Structures: C++. . . . .	4 units

Plus, select 6–8 units from the following courses:

CIS 278 (CS2) Programming Methods: C++. . . . .	4 units
(if not used above)	
CIS 255 (CS1) Programming Methods: Java . . . . .	4 units
(if not used above)	
CIS 256 (CS2) Data Structures: Java . . . . .	4 units
(if not used above)	
CIS 279 (CS2) Data Structures: C++. . . . .	4 units
(if not used above)	
CIS 121 Unix/Linux. . . . .	3 units
CIS 132 Introduction to Databases . . . . .	3 units
CIS 363 Enterprise Database Management with MySQL. . . . .	4 units
CIS 364 Enterprise Data Warehouse. . . . .	4 units

Plus, select 6-8 units from the following courses

CIS 113 Internet Programming: Ruby. . . . .	4 units
CIS 114 Internet Programming: JavaScript/AJAX. . . . .	4 units
CIS 117 Internet Programming: Python . . . . .	4 units
CIS 127 Internet Programming: HTML5 and CSS. . . . .	4 units
CIS 379 Internet Programming: XML . . . . .	3 units
CIS 380 Internet Programming: PHP . . . . .	3 units

## CA Computer Science Applications and Development

Upon completion of certificate requirements, students will be able to:

1. Create and debug code for given specifications and write appropriate documentation
2. Demonstrate a comprehensive understanding of one or more computer programming languages.
3. Demonstrate proficiency in using data analysis and data management tools.
4. Demonstrate proficiency in using one or more internet programming languages to design and implement a web based program.
5. Communicate effectively orally, in writing and in media.
6. Work collaboratively and ethically in teams on projects.

### 31-34 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/cis-ca-csad.pdf](http://collegeofsanmateo.edu/gedi/docs/cis-ca-csad.pdf)

Complete major requirements listed under Associate in Science – Major in Computer Science Applications and Development. A grade of “C” or higher is required for each course applied to the certificate.

## CS C++ Programming

### 8 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/cis-cs-cprogramming.pdf](http://collegeofsanmateo.edu/gedi/docs/cis-cs-cprogramming.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

CIS 278 (CS1) Programming Methods: C++. . . . .	4 units
CIS 279 (CS2) Data Structures: C++. . . . .	4 units

## CS CIS Network Security Specialist

### 9 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/cis-cs-nss.pdf](http://collegeofsanmateo.edu/gedi/docs/cis-cs-nss.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

CIS 151 Networks and Digital Communication. . . . .	3 units
CIS 479 Network Security Fundamentals. . . . .	3 units
CIS 489 Computer Forensics . . . . .	3 units

## CS Computer Forensics

### 15 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/cis-cs-computerforensics.pdf](http://collegeofsanmateo.edu/gedi/docs/cis-cs-computerforensics.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

CIS 121 Unix/Linux. . . . .	3 units
CIS 479 Network Security Fundamentals. . . . .	3 units
CIS 489 Computer Forensics . . . . .	3 units
CIS 490 Computer Forensics: Network Analysis and Defense . . . . .	3 units
CIS 491 Computer Forensics: Search and Seizure . . . . .	3 units

## CS Internet Programming

The Certificate of Specialization in Internet Programming provides students with the basic knowledge that is essential for the development of Web applications. Students will study and gain experience with client- and server-side languages that are most commonly used in developing these applications. They will also learn fundamental principles of Web development in order to be prepared to work with current and emerging technologies.

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include front-end developer, back-end developer, programmer and Web developer.

Upon completion of certificate requirements, students will be able to:

1. Identify, describe and apply best practices of Web application development.
2. Create standards-compliant, accessible Web documents using HTML, HTML5, CSS and JavaScript.

Major in Computer and Information Science continued on next page

3. Utilize a server-side scripting language and database to create a dynamic website.
4. Review technical considerations and constraints of projects.

**14-17 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/cis-cs-internetprogramming.pdf](http://collegeofsanmateo.edu/gedi/docs/cis-cs-internetprogramming.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

- CIS 114 Internet Programming: JavaScript/Ajax . . . . . 4 units
- CIS 380 Internet Programming: PHP . . . . . 3 units

Select 3-4 units from the following database courses:

- CIS 132 Introduction to Databases . . . . . 3 units . . . . .OR
- CIS 363 Enterprise Database Management with MySQL . . . . .OR
- CIS 364 Enterprise Data Warehousing . . . . . 4 units

Plus, select 4–6 units from the following courses:

- CIS 113 Internet Programming: Ruby . . . . . 4 units
- CIS 117 Internet Programming: Python . . . . . 4 units
- CIS 127 Internet Programming: HTML5 and CSS . . . . . 3 units
- CIS 128 Mobile Web App Development . . . . . 4 units
- CIS 379 Internet Programming: XML . . . . . 3 units

**CS Java Programming**

**8 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/cis-cs-javaprogramming.pdf](http://collegeofsanmateo.edu/gedi/docs/cis-cs-javaprogramming.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

- CIS 255 (CS1) Programming Methods: Java . . . . . 4 units
- CIS 256 (CS2) Data Structures: Java . . . . . 4 units



## COSMETOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### AA Associate in Arts Degree

Cosmetology . . . . . 81 units

### CA Certificate of Achievement

Cosmetology . . . . . 57 units

#### Recommended high school preparation:

Coursework in Art, Business Mathematics, Accounting, Psychology and Interpersonal Communication.

State Law requires completion of the tenth grade or equivalent. Student must be 17 years of age to be eligible for the State Examination. High School students may enroll in cosmetology training at College of San Mateo in their junior or senior year. Contact the Cosmetology Department for more information.

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.

#### Admission Requirements:

Student must complete the four items below.

1. The CSM Admissions Application
2. The Cosmetology Program Application (Contact the Department for an application (650) 574-6363)
3. CSM English Placement Test
4. CSM Matriculation requirements

Admissions priority is given to San Mateo Community College District residents.

When space is available, students with previous training may be eligible for admission to the Advanced Standing program in Cosmetology within a one-year period of withdrawal from a previous school and upon submission of State Board records to the Cosmetology Department.

No student who has completed more than 600 hours of approved training in another school will be admitted to the Advanced Standing program.

### AA Major in Cosmetology

Upon completion of degree requirements, students will be able to:

1. Pass the practical section of the State of California Board of Barbering and Cosmetology licensing exam.
2. Pass the written section of the State of California Board of Barbering and Cosmetology licensing exam.
3. Work effectively as a member of a team.
4. Evaluate client needs and select appropriate techniques and products to achieve desired results.
5. Practice work habits that meets with industry standards and practice life-long learning to remain current with industry standards.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 57 semester units

A grade of "C" or higher is required for each course applied to the major.

COSM 712	Fundamentals of Cosmetology I . . . . .	10 units
COSM 722	Fundamentals of Cosmetology II . . . . .	10 units
COSM 732	Advanced Cosmetology I . . . . .	18.5–23.5 units
COSM 742	Advanced Cosmetology II . . . . .	18.5–23.5 units

Upon satisfactory completion of 1600 total hours with grades of "C" or higher, students are qualified to take the California State Board of Cosmetology examination for licensure as a Cosmetologist.

### CA Cosmetology

Upon completion of the certificate requirements, students will be able to:

1. Pass the practical section of the State of California Board of Barbering and Cosmetology licensing exam.
2. Pass the written section of the State of California Board of Barbering and Cosmetology licensing exam.
3. Work effectively as a member of a team.
4. Evaluate client needs and select appropriate techniques and products to achieve desired results.
5. Practice work habits that meets with industry standards and practice life-long learning to remain current with industry standards

#### 57 semester units required

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/cosm-ca-cosmetology.pdf](http://collegeofsanmateo.edu/gedi/docs/cosm-ca-cosmetology.pdf)

Complete major requirements listed under Associate in Arts – Major in Cosmetology. A grade of "C" or higher is required for each course applied to the certificate.

### Special Course in Cosmetology

COSM 750 – Brush-Up

Refresher course to upgrade skills for students who hold an out-of-state license that require supplemental training to qualify for the California State Bureau of Cosmetology licensing exam.



## DENTAL ASSISTING

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### AS Associate in Science Degree

Dental Assisting . . . . . 60 units

### CA Certificate of Achievement

Dental Assisting . . . . . 32–40.5 units

#### Recommended high school preparation:

Coursework in Science, English, Psychology, and courses in Art that develop manual dexterity.

#### Requirements:

Students are required to take the CSM English Placement Test prior to enrolling in the program. Any student who wants to become licensed by the State of California as a Registered Dental Assistant (RDA) must have a high school diploma or equivalent to qualify for the licensing exam.

#### Dental Assisting Applications

Dental Assisting Program applications will be accepted from February 1, thru March 15, 2014. Acceptance into the Dental Assisting Program requires students to be eligible for English 100, and have a minimum overall GPA of 2.0. Applications will be available online at [collegeofsanmateo.edu/dentalassisting](http://collegeofsanmateo.edu/dentalassisting).

### AS Major in Dental Assisting

Upon completion of degree requirements, students will be able to:

1. Legally sit for the Registered Dental Assistant (RDA) licensing examination for the State of California.
2. Legally sit for the Certified Dental Assistant (CDA) licensing examination administered by the Dental Assisting National Board (DANB).
3. Follow the continuing education (CE) procedures necessary to maintain current knowledge and remain updated in areas of dental assisting and dentistry in general.
4. Demonstrate knowledge of existing California laws regarding delegatable duties and dental ethics as they relate to dental assisting.

Complete General Education and other requirements listed for the Associate of Science degree and

#### Major requirements: 35–37 semester units

A grade of “C” or higher is required for each course applied to the major.

DENT 716 Dental Office Procedures (Fall) . . . . . 2.5 units  
 DENT 721 Dental Materials I (Fall) . . . . . 3 units  
 DENT 722 Dental Materials II (Spring) . . . . . 2 units  
 DENT 731 Dental Science I (Fall) . . . . . 3 units  
 DENT 732 Dental Science II (Spring) . . . . . 3 units  
 DENT 735 (Fall only) or PSYC 100 or SOCI 100 . . . . . 1–3 units  
 DENT 740 Chair side I (Fall) . . . . . 3 units

DENT 742 Chair side II (Spring) . . . . . 3 units  
 DENT 743 Coronal Polish (Spring) . . . . . 0.5 unit  
 DENT 749 Pre-Clinical Science (Fall) . . . . . 0.5 unit  
 DENT 751 Dental Clinic (Fall) . . . . . 1.5 units  
 DENT 763 Dental Radiology (Fall and Spring) . . . . . 2 units  
 DENT 647 Dental Assisting Clinical  
 Internship (Spring) . . . . . 4 units  
 COMM 110 or COMM 130 . . . . . 3 units

Select 3 units from the following courses:

PSYC 100 General Psychology . . . . . 3 units  
 SOCI 100 Introduction to Sociology . . . . . 3 units

### CA Dental Assisting

32–40.5 semester units

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/dent-ca-dentalassisting.pdf](http://collegeofsanmateo.edu/gedi/docs/dent-ca-dentalassisting.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

DENT 716 Dental Office Procedures (Fall) . . . . . 2.5 units  
 DENT 721 Dental Materials I (Fall) . . . . . 3 units  
 DENT 722 Dental Materials II (Spring) . . . . . 2 units  
 DENT 731 Dental Science I (Fall) . . . . . 3 units  
 DENT 732 Dental Science II (Spring) . . . . . 3 units  
 DENT 735 (Fall only) or PSYC 100 or SOCI 100 . . . . . 1–3 units  
 DENT 740 Chair side I (Fall) . . . . . 3 units  
 DENT 742 Chair side II (Spring) . . . . . 3 units  
 DENT 743 Coronal Polish (Spring) . . . . . 0.5 unit  
 DENT 744 Dental Sealants (Spring) . . . . . 0.5 unit  
 DENT 749 Pre-Clinical Science (Fall) . . . . . 0.5 unit  
 DENT 751 Dental Clinic (Fall) . . . . . 1.5 units  
 DENT 763 Dental Radiology (Fall and Spring) . . . . . 2 units  
 DENT 647 Dental Assisting Clinical  
 Internship (Spring) . . . . . 4 units  
 COMM 860 or 100 or 120 Communication in  
 the Workplace . . . . . 1 unit

Select 1-1.5 units from the following courses:

ENGL 865 or ENGL 838/848 or ENGL 100 . . . . . 1–3 units

## DIGITAL MEDIA

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Digital Media: Digital Audio  
Digital Media: Digital Video Production  
Digital Media: Graphic Design  
Digital Media: Journalism  
Digital Media: Multimedia  
Digital Media: Television Producing  
Digital Media: Web Design  
Digital Media: Web Developer

### CA Certificate of Achievement

Digital Media: Graphic Design  
Digital Media: Graphic Production  
Digital Media: Journalism  
Digital Media: Multimedia  
Digital Media: Web Design  
Digital Media: Web Developer

### CS Certificate of Specialization

Digital Media: Digital Audio  
Digital Media: Digital Video  
Digital Media: Graphic Design  
Digital Media: Graphic Production  
Digital Media: Lighting  
Digital Media: Multimedia  
Digital Media: Television and Radio Broadcasting  
Digital Media: Video Journalism  
Digital Media: Web Design/Web Developer

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for Digital Media for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### Broadcast and Electronic Media

CSM's Broadcast and Electronic Media program is helping to train the next generation of media makers, equipping them with technical skills, an ethical conscience, and an understanding of how media affects society. This 21st century program prepares students for a career in broadcasting through professional hands-on training. Students in Broadcast and Electronic Media can choose from three A.A. Degrees and four Certificates of Specialization, earn transfer credits, or just build their career skills. Students have the opportunity to explore a variety of possible career choices within the broadcasting industry: TV and video producing, directing, lighting, camera operation (in the studio and field), video editing, scriptwriting, on-air talent, audio recording and mixing, and radio programming. Students can expect rigorous training and real world projects.

TV training takes place in CSM's state-of-the-art TV studio, which is located inside a full-time broadcast station, KCSM-TV. Some classes produce programming that is broadcast on KCSM, so students work on TV shows that will air in a top-ten media market. Students enrolled in radio production will produce programming for a web-based college radio station.

### AA Major in Digital Media: Digital Audio

The Digital Audio degree prepares students for entry level work in the radio industry or audio production. This degree focuses on: training students in sound recording and mixing; creating radio programming; and studying the intersection of audio and visual media. Students receive hands-on training for work in recording studios, audio production companies, and radio stations.

Upon completion of degree requirements, students will be able to:

1. Demonstrate a working knowledge of the practical and theoretical concepts used in sound recording for radio, television, and other electronic media.
2. Analyze the artistic and technical aspects of audio productions.

Complete General Education and other requirements listed for the Associate degree and

#### Major Requirements: 27.5 semester units

A grade of "C" or higher is required for each course applied to the major.

DGME 100 Media in Society . . . . .	3 units
DGME 102 Media Law and Ethics . . . . .	3 units
DGME 112 TV Studio Production . . . . .	OR
DGME 113 Digital Video Production . . . . .	3 units
DGME 118 Digital Audio Production . . . . .	3 units
DGME 150 Advanced Audio: Radio Production . . . . .	OR
DGME 152 Advanced Digital Audio: Pro Tools . . . . .	3 units
MUS 290 Electronic Music I . . . . .	3 units
MUS 291 Electronic Music II . . . . .	2 units
MUS 293 Audio for Visual Media . . . . .	2.5 units
DGME 250 Digital Media Practicum . . . . .	3 units
DGME 255 Portfolio . . . . .	2 units

*Major in Digital Media continued on next page*

**CS Digital Media: Digital Audio**

Upon completion of certificate requirements, students will be able to:

1. Select and configure recording equipment for a recording session.
2. Record using digital audio technology.
3. Mix and transcode a digital audio production.

**12 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/dgme-cs-digitalaudio.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-cs-digitalaudio.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

DGME 118 Digital Audio Production . . . . .	.3 units
DGME 150 Advanced Audio: Radio Production . . . . .	.3 units
DGME 152 Advanced Digital Audio: Pro Tools. . . . .	.3 units
MUS 290 Electronic Music I . . . . .	.3 units

**AA Major in Digital Media: Digital Video Production**

The Digital Video Production degree prepares students for entry level work in TV and video production. This degree concentrates on broadcast level TV production and shooting and editing digital video. There are hundreds of production companies and TV stations throughout California that employ qualified directors of photography, video journalists, and video editors who have the type of training this program offers.

Upon completion of degree requirements, students will be able to:

1. Demonstrate technical proficiency in video production and post-production,
2. Analyze the artistic and technical aspects of video productions such as composition, sound, lighting, and continuity.

Complete General Education and other requirements listed for the Associate degree and

**Major Requirements: 29 semester units**

A grade of “C” or higher is required for each course applied to the major.

DGME 100 Media in Society . . . . .	.3 units
DGME 102 Media Law and Ethics. . . . .	.3 units
DGME 260 Newswriting and Reporting . . . . .	.3 units
DGME 112 TV Studio Production. . . . .	.3 units
DGME 113 Digital Video Production . . . . .	.3 units
DGME 118 Digital Audio Production. . . . .	.3 units
DGME 120 Advanced Video and Editing . . . . .	.3 units
DGME 130 Lighting for Studio and Field . . . . .	.3 units
DGME 155 Video Journalism . . . . .	.3 units
DGME 255 Portfolio . . . . .	.2 units

**CS Digital Media: Digital Video**

Upon completion of certificate requirements, students will be able to:

1. Use video editing to tell a story.
2. Enhance and improve video with purposeful graphics.

**9 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/dgme-cs-digitalvideo.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-cs-digitalvideo.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

DGME 113 Digital Video Production . . . . .	.3 units
DGME 120 Advanced Video and Editing . . . . .	.3 units
DGME 143 Motion Graphics . . . . .	.3 units

**AA Major in Digital Media: Graphic Design**

Graphic Design prepares students for entry-level work in the visual media industry. The curriculum includes basic visual literacy and visual communication skills, the complete software package necessary for employment, typography, graphic design theory and application, and production classes that provide real-world hands-on learning experiences.

The skills that graphic designers possess transcend media boundaries. They may work in print media such as publishing, advertising and package design or three-dimensional media such as environmental graphics, exhibit or display design, or signage. They may design for electronic media such as television, the web, or multimedia or they may create motion graphics and titling for film and video. They may work in information design and interface design.

They may design packaging, books, magazines, and posters, all forms of advertising, corporate communications, corporate identity, environmental and retail design, web design, education design, or nonprofit design. Their creativity and skills are necessary wherever a message and an audience meet, regardless of the media.

Upon completion of degree requirements, students will be able to:

1. Synthesize visual solutions to graphic problems by integrating information and ideas.
2. Design and produce original solutions to graphic problems using technology and software central to the graphics industry effectively.
3. Analyze, compare and contrast the effectiveness of their own original design work and the work of others.

Complete General Education and other requirements listed for the Associate degree and

**Major Requirements: 31 semester units**

A grade of “C” or higher is required for each course applied to the major.

DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	.3 units
DGME 211 Media Design I: Illustrator. . . . .	.3 units

DGME 212 Media Design II: Photoshop . . . . .	3 units
DGME 168 Web Design II: Dreamweaver. . . . .	3 units
DGME 220 Typography . . . . .	3 units
DGME 230 Publication Design and Production with InDesign. . . . .	3 units
DGME 235 Graphic Design Theory and Application . . . . .	4 units
DGME 240 Digital Publishing. . . . .	4 units
DGME 250 Digital Media Practicum. . . . .	3 units
DGME 255 Portfolio. . . . .	2 units

## CA Digital Media: Graphic Design

The Graphic Design certificate prepares students for entry-level work in the visual media industry. The curriculum includes basic visual literacy and visual communication skills, the complete software package necessary for employment, typography, graphic design theory and application, and production classes that provide real-world hands-on learning experiences.

The skills that graphic designers possess transcend media boundaries. They may work in print media such as publishing, advertising and package design or three-dimensional media such as environmental graphics, exhibit or display design, or signage. They may design for electronic media such as television, the web, or multimedia or they may create motion graphics and titling for film and video. They may work in information design and interface design.

They may design packaging, books, magazines, and posters, all forms of advertising, corporate communications, corporate identity, environmental and retail design, web design, education design, or nonprofit design. Their creativity and skills are necessary wherever a message and an audience meet, regardless of the media.

Upon completion of certificate requirements, students will be able to:

1. Create original graphic design projects using comprehensive design, production, and business techniques.
2. Create an original portfolio in order to pursue employment or college transfer opportunities .
3. Collaborate effectively with project team members and industry professionals.
4. Demonstrate a holistic understanding and practical ability to complete an industry standard graphic design project from inception to completion.

### 27 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/dgme-ca-graphicdesign.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-ca-graphicdesign.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	3 units
DGME 211 Media Design I: Illustrator. . . . .	3 units
DGME 212 Media Design II: Photoshop . . . . .	3 units
DGME 215 History of Graphic Design. . . . .	3 units
DGME 220 Typography . . . . .	3 units

DGME 230 Publication Design and Production with InDesign. . . . .	3 units
DGME 235 Graphic Design Theory and Application . . . . .	4 units
DGME 250 Digital Media Practicum. . . . .	3 units
DGME 255 Portfolio . . . . .	2 units

## CS Digital Media: Graphic Design

Upon completion of certificate requirements, students will be able to:

1. Create original graphic design projects using comprehensive design techniques.
2. Communicate effectively to present graphic design solutions to peers and clients.
3. Demonstrate a holistic understanding and practical ability to create an industry standard graphic design project from inception to completion.

### 13 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/dgme-cs-graphicdesign.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-cs-graphicdesign.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	3 units
DGME 215 History of Graphic Design. . . . .	3 units
DGME 220 Typography . . . . .	3 units
DGME 235 Graphic Design Theory and Application . . . . .	4 units

## AA Major in Digital Media: Journalism

CSM's Journalism program provides a robust learning environment where hands-on experience and training in media ethics prepare students for further study and careers in media industries. Students collaborate on the production of The San Matean, the award-winning campus newspaper and website, in a real-world exploration of how media function. Among the skills they develop are reporting, editing, news photography, online editing, video reporting, and page design. Students are provided a rich exploration of media issues, ethics, and other vital journalism basics. The program can help students pursue an array of career opportunities, including work for advertising agencies, corporate communications departments, magazines.

Complete General Education and other requirements listed for the Associate degree and

### Major Requirements: 24 semester units

A grade of "C" or higher is required for each course applied to the major.

DGME 100 Media in the Society. . . . .	3 units
DGME 101 Writing Across the Media . . . . .	3 units
DGME 113 Digital Video Production . . . . .	3 units
DGME 118 Digital Audio Production. . . . .	3 units
DGME 167 Web Design I: Fireworks . . . . .	3 units
DGME 260 Newswriting and Reporting . . . . .	3 units
DGME 261 Advanced Newswriting and Reporting. . . . .	3 units
DGME 265 Newspaper and Online News Production . . . . .	3 units

*Major in Digital Media continued on next page*



## CA *Digital Media: Journalism*

CSM's Journalism program provides a robust learning environment where hands-on experience and training in media ethics prepare students for careers in media industries. Students collaborate on the production of *The San Mateo*, the award-winning campus newspaper and website, in a real-world exploration of how media function. Among the skills they develop are reporting, editing, news photography, online editing, video reporting, and page design. Students are provided a rich exploration of media issues, ethics, and other vital journalism basics. The program can help students pursue an array of career opportunities, including work for advertising agencies, corporate communications departments, magazines.

Upon completion of certificate requirements, students will be able to:

1. Communicate effectively by producing beat reports and formulating story ideas based on campus and off-campus research.
2. Demonstrate effective teamwork and project planning by working within a student-centered hierarchy on print and online journalism projects. Students learn to collaborate and assign individual duties within their group.
3. Develop story and photo ideas and original ways of presenting materials for the newspaper and website.
4. Produce an authentic newspaper and website.
5. Gather content and design coverage for print and online within a First Amendment context.
6. Produce video and audio content for the website.

### 21 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/dgme-ca-journalism.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-ca-journalism.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

DGME 100 Media in Society . . . . .	3 units
DGME 113 Digital Video Production . . . . .	3 units
DGME 118 Digital Audio Production . . . . .	3 units
DGME 167 Web Design I: Fireworks . . . . .	3 units
DGME 260 Newswriting and Reporting . . . . .	3 units
DGME 261 Advanced Newswriting and Reporting . . . . .	3 units
DGME 265 Newspaper and Online News Production . . . . .	3 units

## CS *Digital Media: Video Journalism*

Upon completion of certificate requirements, students will be able to:

1. Produce video that clearly communicates information for specific audiences.
2. Write and report a typical video news package.
3. Explain the difference between video journalism and more traditional forms of journalism.

### 15 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/dgme-cs-videojournalism.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-cs-videojournalism.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

DGME 101 Writing Across the Media . . . . .	3 units
DGME 113 Digital Video Production . . . . .	3 units
DGME 120 Advanced Video and Editing . . . . .	3 units
DGME 155 Video Journalism . . . . .	3 units
DGME 260 Newswriting and Reporting . . . . .	3 units

## AA *Major in Digital Media: Multimedia*

Multimedia designers combine design and technical knowledge to create information and communication technology-based products that entertain, educate, or inform the user. This includes entertainment products such as computer games, education and training materials such as electronic kiosks in museums and trade shows, DVD-ROM games and "edutainment" programs, and interactive presentations used in business settings.

The duties of a multimedia designer may include animation, storyboarding, digital audio, digital video, project management, accessibility, and liaising with clients.

Multimedia designers work in the film and TV industries, advertising and marketing firms, web companies, government agencies, academic organizations and non-profit organizations, or may work as independent multimedia designers.

Upon completion of degree requirements, students will be able to:

1. Demonstrate multimedia editing software
2. Differentiate and construct multimedia formats
3. Differentiate digital media file formats
4. Evaluate the limitations of digital media
5. Know legal and ethical issues

Complete General Education and other requirements listed for the Associate degree and

### Major Requirements: 32 semester units

A grade of "C" or higher is required for each course applied to the major.

DGME 102 Media Law and Ethics . . . . .	3 units
DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	3 units
DGME 167 Web Design I: Fireworks . . . . .	3 units
DGME 165 Digital Animation: Flash . . . . .	3 units
DGME 166 Web Authoring: ActionScript . . . . .	3 units
DGME 113 Digital Video Production . . . . .	3 units
DGME 118 Digital Audio Production . . . . .	3 units
DGME 143 Motion Graphics . . . . .	3 units
DGME 220 Typography . . . . .	3 units
DGME 250 Digital Media Practicum . . . . .	3 units
DGME 255 Portfolio . . . . .	2 units

**CA Digital Media: Multimedia**

Multimedia designers combine design and technical knowledge to create information and communication technology-based products that entertain, educate, or inform the user. This includes entertainment products such as computer games, education and training materials such as electronic kiosks in museums and trade shows, DVD-ROM games and “edutainment” programs, and interactive presentations used in business settings.

The duties of a multimedia designer may include animation, storyboarding, digital audio, digital video, project management, accessibility, and liaising with clients.

Multimedia designers work in the film and TV industries, advertising and marketing firms, web companies, government agencies, academic organizations and non-profit organizations, or may work as independent multimedia designers.

Upon completion of certificate requirements, students will be able to:

1. Describe multimedia concepts at various stages of development relating to the multimedia process and use of appropriate software.
2. Demonstrate the ability to work in teams effectively.
3. Apply critical thinking and creative problem-solving skills to a variety of multimedia and production cases.
4. Employ theoretical knowledge, skills and attitudes to real world issues / situations.
5. Develop and evaluate student project-based learning activities.
6. Demonstrate proficiency with multimedia processes and software tools.

**24 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/dgme-ca-multimedia.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-ca-multimedia.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

DGME 102 Media Law and Ethics . . . . .	.3 units
DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	.3 units
DGME 113 Digital Video Production . . . . .	.3 units
DGME 143 Motion Graphics . . . . .	.3 units
DGME 165 Digital Animation . . . . .	.3 units
DGME 166 Web Authoring: ActionScript . . . . .	.3 units
DGME 167 Web Design I: Fireworks . . . . .	.3 units
DGME 168 Web Design II: Dreamweaver . . . . .	.3 units

**CS Digital Media: Multimedia**

Upon completion of certificate requirements, students will be able to:

1. Describe multimedia concepts at various stages of development relating to the multimedia process and use of appropriate software.
2. Demonstrate the ability to work in teams effectively.
3. Apply critical thinking and creative problem-solving skills to a variety of multimedia and production cases.
4. Employ theoretical knowledge, skills, and attitudes to real world issues / situations.
5. Demonstrate proficiency with multimedia processes and software tools.

**12 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/dgme-cs-multimedia.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-cs-multimedia.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

DGME 113 Digital Video Production . . . . .	.3 units
DGME 143 Motion Graphics . . . . .	.3 units
DGME 165 Digital Animation: Flash . . . . .	.3 units
DGME 166 Web Authoring: ActionScript . . . . .	.3 units

**AA Major in Digital Media: Television Producing**

The Television Producing degree prepares students for entry level work as a media producer. This degree focuses on creating regular TV programming, writing, and producing video. Hands-on courses provide training in camera operation, news reporting, video editing and on-air talent, including voiceover and on-camera announcing.

Upon completion of degree requirements, students will be able to:

1. Produce television segments that serve target viewers
2. Identify possible effects of media productions on audiences

Complete General Education and other requirements listed for the Associate degree and

**Major Requirements: 29 semester units**

A grade of “C” or higher is required for each course applied to the major.

DGME 100 Media in Society . . . . .	.3 units
DGME 101 Writing Across the Media . . . . .	.3 units
DGME 102 Media Law and Ethics . . . . .	.3 units
DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	.3 units
DGME 112 TV Studio Production . . . . .	.3 units
DGME 113 Digital Video Production . . . . .	.3 units
DGME 120 Advanced Video and Editing . . . . .	.3 units
DGME 128 On-Air Talent . . . . .	.3 units
DGME 155 Video Journalism . . . . .	.3 units
DGME 255 Portfolio . . . . .	.2 units

*Major in Digital Media continued on next page*

**AA Major in Digital Media: Web Design**

Web designers are responsible for creating the look and feel of World Wide Web pages for a client's website. This involves developing an interface design that effectively communicates the ideas being promoted by the website. A web designer may take part in the initial planning of a website, meeting with the clients to discuss ideas for the layout and organization of the site, and other matters concerning the overall design and accessibility of the site. Web designers may also be involved with programming and project management.

The work environments of web designers include working for large and medium sized corporations, web design and development firms, government agencies, academic organizations, non-profit organizations, and internet companies, or working as independent web designers.

Upon completion of degree requirements, students will be able to:

1. Demonstrate web editing software
2. Differentiate and construct web graphic formats
3. Differentiate the different scripting languages
4. Evaluate the limitations of the web
5. Know legal and ethical issues

Complete General Education and other requirements listed for the Associate degree and

**Major Requirements: 26 semester units**

A grade of "C" or higher is required for each course applied to the major.

DGME 102 Media Law and Ethics . . . . .	3 units
DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	3 units
DGME 167 Web Design I: Fireworks . . . . .	3 units
DGME 168 Web Design II: Dreamweaver . . . . .	3 units
DGME 169 Web Design III: CSS . . . . .	3 units
DGME 165 Digital Animation: Flash . . . . .	3 units
DGME 220 Typography . . . . .	3 units
DGME 250 Digital Media Practicum . . . . .	3 units
DGME 255 Portfolio . . . . .	2 units

**CA Digital Media: Web Design**

Upon completion of certificate requirements, students will be able to:

1. Describe design concepts at various stages of development relating to the design process and use of appropriate software.
2. Demonstrate the ability to work in teams effectively.
3. Apply critical thinking and creative problem-solving skills to a variety of design and production cases.
4. Employ theoretical knowledge, skills and attitudes to real world issues/situations.
5. Develop and evaluate student project-based learning activities.
6. Demonstrate proficiency with design processes and software tools.

**24 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/dgme-ca-webdesign.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-ca-webdesign.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

DGME 102 Media Law and Ethics . . . . .	3 units
DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	3 units
DGME 165 Digital Animation: Flash . . . . .	3 units
DGME 166 Web Authoring: ActionScript . . . . .	3 units
DGME 167 Web Design I: Fireworks . . . . .	3 units
DGME 168 Web Design II: Dreamweaver . . . . .	3 units
DGME 169 Web Design III: CSS . . . . .	3 units
DGME 220 Typography . . . . .	3 units

**CS Digital Media: Web Design/Web Developer**

Upon completion of certificate requirements, students will be able to:

1. Describe developer concepts at various stages of development relating to the developer process and use of appropriate software.
2. Demonstrate the ability to work in teams effectively.
3. Apply critical thinking and creative problem-solving skills to a variety of developer and production cases.
4. Employ theoretical knowledge, skills, and attitudes to real world issues / situations.
5. Demonstrate proficiency with developer processes and software tools.

**12 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/dgme-cs-webdesign-webdeveloper.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-cs-webdesign-webdeveloper.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

DGME 165 Digital Animation: Flash . . . . .	3 units
DGME 166 Web Authoring: ActionScript . . . . .	3 units
DGME 167 Web Design I: Fireworks . . . . .	3 units
DGME 168 Web Design II: Dreamweaver . . . . .	3 units

**AA Major in Digital Media: Web Developer**

Web developers are masters at optimizing website structure and interactivity. Web developers develop database tools and custom applications to enable the site to deliver the highest quality experience to the user.

Web developer duties may include programming, markup, scripting, databases, web security, web business management, and web accessibility.

Web developer work environments include working for large and medium sized corporations, web design and development firms, government agencies, academic organizations, non-profit organizations, and internet companies, or working as independent web developers.

Upon completion of degree requirements, students will be able to:

1. Demonstrate web editing software
2. Differentiate and construct web graphic formats
3. Differentiate the different scripting languages
4. Evaluate the limitations of the web
5. Know legal and ethical issues

Complete General Education and other requirements listed for the Associate degree and

**Major Requirements: 33 semester units**

A grade of "C" or higher is required for each course applied to the major.

DGME 102 Media Law and Ethics . . . . .	3 units
DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	3 units
DGME 167 Web Design I: Fireworks . . . . .	3 units
DGME 168 Web Design II: Dreamweaver . . . . .	3 units
DGME 169 Web Design III: CSS . . . . .	3 units
DGME 165 Digital Animation . . . . .	3 units
DGME 166 Web Authoring: ActionScript . . . . .	3 units
CIS 111 Introduction to Internet Programming . . . . .	3 units
CIS 114 Internet Programming: JavaScript/Ajax . . . . .	4 units
DGME 250 Digital Media Practicum . . . . .	3 units
DGME 255 Portfolio . . . . .	2 units

**CA Digital Media: Web Developer**

Upon completion of certificate requirements, students will be able to:

1. Describe developer concepts at various stages of development relating to the developer process and use of appropriate software.
2. Demonstrate the ability to work in teams effectively.
3. Apply critical thinking and creative problem-solving skills to a variety of developer and production cases.
4. Employ theoretical knowledge, skills, and attitudes to real world issues/situations.
5. Develop and evaluate student project-based learning activities.
6. Demonstrate proficiency with developer processes and software tools.

**21 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/dgme-ca-webdeveloper.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-ca-webdeveloper.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

DGME 102 Media Law and Ethics . . . . .	3 units
DGME 165 Digital Animation: Flash . . . . .	3 units
DGME 166 Web Authoring: ActionScript . . . . .	3 units
DGME 167 Web Design I: Fireworks . . . . .	3 units
DGME 168 Web Design II: Dreamweaver . . . . .	3 units
DGME 169 Web Design III: CSS . . . . .	3 units
CIS 111 Introduction to Internet Programming . . . . .	3 units

**CA Digital Media: Graphic Production**

The Graphic Production certificate prepares students for entry-level work in the visual media industry. The curriculum includes basic visual literacy and visual communication skills, the complete software package necessary for employment, typography, graphic design theory and application, and production classes that provide real-world hands-on learning experiences.

Graphic production is required in print media such as publishing, advertising and package design and in three-dimensional media such as environmental graphics, exhibit or display design, or signage. Graphic production is also a part of electronic media such as television, the web, or multimedia including motion graphics and titling for film and video.

Upon completion of certificate requirements, students will be able to:

1. Create original graphic design / web design projects using comprehensive production and business techniques.
2. Create an original portfolio in order to pursue employment or college transfer opportunities.
3. Collaborate effectively with project team members and industry professionals.
4. Demonstrate a holistic understanding and practical ability to complete an industry standard graphic design / web design project from inception to completion.

*Major in Digital Media continued on next page*



**27 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/dgme-ca-graphicproduction.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-ca-graphicproduction.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

DGME 211 Media Design I: Illustrator . . . . .	3 units
DGME 212 Media Design II: Photoshop . . . . .	3 units
DGME 213 Media Design III: Advanced Photoshop and Illustrator . . . . .	3 units
DGME 220 Typography . . . . .	3 units
DGME 230 Publication Design and Production with InDesign . . . . .	3 units
DGME 168 Web Design II: Dreamweaver . . . . .	3 units
DGME 240 Digital Publishing . . . . .	4 units
DGME 250 Digital Media Practicum . . . . .	3 units
DGME 255 Portfolio . . . . .	2 units

**CS Digital Media: Graphic Production**

Upon completion of certificate requirements, students will be able to:

1. Produce graphic design / web design projects using comprehensive production techniques .
2. Demonstrate the ability to communicate effectively to team members or clients regarding graphic design / web design production techniques and solutions.
3. Demonstrate a holistic understanding and practical ability to complete production cycles of graphic design / web design projects.

**12 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/dgme-cs-graphicproduction.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-cs-graphicproduction.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

DGME 211 Media Design I: Illustrator . . . . .	3 units
DGME 212 Media Design II: Photoshop . . . . .	3 units
DGME 230 Publication Design and Production with InDesign . . . . .	3 units
DGME 168 Web Design II: Dreamweaver . . . . .	3 units

**CS Digital Media: Lighting**

Upon completion of certificate requirements, students will be able to:

1. Create a lighting design for a typical TV studio set.
2. Apply aesthetic principles to create a specific mood/tone.
3. Demonstrate use of shadow to shape perception.

**9 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/dgme-cs-lighting.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-cs-lighting.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

DGME 103 Thinking Visually: Fundamentals of Two-Dimensional Design . . . . .	3 units
DGME 112 TV Studio Production . . . . .	OR
DGME 113 Digital Video Production . . . . .	3 units
DGME 130 Lighting for Studio and Field . . . . .	3 units

**CS Digital Media: Television and Radio Broadcasting**

Upon completion of certificate requirements, students will be able to:

1. Demonstrate developing proficiency in video production.
2. Cooperate in and contribute to a team environment.
3. Produce a block of radio programming.

**15 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/dgme-cs-tv-radio-broadcasting.pdf](http://collegeofsanmateo.edu/gedi/docs/dgme-cs-tv-radio-broadcasting.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

DGME 100 Media in Society . . . . .	3 units
DGME 112 TV Studio Production . . . . .	3 units
DGME 113 Digital Video Production . . . . .	3 units
DGME 118 Digital Audio Production . . . . .	3 units
DGME 150 Advanced Audio: Radio Production . . . . .	3 units

## DRAFTING TECHNOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree

CAD/Drafting Technology . . . . . 60 units

### CA Certificates of Achievement

CAD/Drafting Technology . . . . . 21 units

### CS Certificates of Specialization

Computer-Aided Design . . . . . 16.5 units

#### Recommended high school preparation:

Coursework in Mechanical Drawing, Art, Computers, Mathematics

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. Consider university majors that may be listed as Industrial Technology, Construction Management, Construction Engineering Technology. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

Drafting is common to all manufacturing and construction activities. The drafter interprets the engineer's ideas, presenting them in the language of manufacturing and construction. Recognized as one of the finest Drafting programs in the state, CSM's instructors have recent industry experience and classrooms are equipped with the latest equipment, including computeraided drafting (CAD) stations. 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.

### AS Major in CAD/Drafting Technology

Complete General Education and other requirements listed for the Associate degree and

#### Major Requirements: 21 semester units

A grade of "C" or higher is required for each course applied to the major.

DRAF 121 Computer-Aided Drafting I . . . . .	.3 units
DRAF 122 Computer-Aided Drafting II . . . . .	.3 units
DRAF 130 Mechanical Design and Computer Aided Drafting (CAD) . . . . .	.3 units
DRAF 110 SolidWorks I . . . . .	.3 units
DRAF 111 SolidWorks II . . . . .	.3 units
DRAF 113 Revit. . . . .	.3 units

Plus, select 3 units from any course in:

ARCH (Architecture)  
BUSW (Business Applications Windows Platform)  
DGME (Digital Media): DGME 103 Thinking Visually: Fundamentals of Two-dimensional Design, 165 Digital Animation: Flash, 167 Web Design I: Fireworks, 211 Media Design I: Illustrator, 212, Media Design II: Photoshop  
ELEC (Electronics)

### CA CAD/Drafting Technology

Upon completion of certificate requirements, students will be able to:

1. Apply ANSI drafting standards to drafting projects.
2. Construct problem-solving skills to master the creation of drawings and assemblies as well as create accurate detail drawings of a component including all necessary dimensions for making the component and complete parts lists.
3. Judge and select correct drawing processes and procedures to synthesize and integrate information in drawings and assemblies.
4. Create user-defined drawing templates, title blocks and sheet formats.
5. Apply the appropriate types and styles of drawing views to various models.
6. Write script files and use the script command to run script files.
7. Create a slide show and be able to preload slides when running a slide show.
8. Define, write and load custom screen menus.
9. Understand the basic AutoLISP functions and their applications as well as use, load, run, and debug Visual LISP programs and trace the variables.
10. Make accurate sheet metal flat pattern layouts.
11. Make accurate drawings of various fasteners and understand the process used to categorize them.

Major in Drafting Technology continued on next page

12. Do plus/minus tolerancing for interchangeable parts.
13. Demonstrate ability to put forward a clear presentation with an introduction, body, and conclusion organized around a specific design problem or concept.
14. Evaluate his/her commitment to personal achievement via the new knowledge gained in this subject.

**21 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/draf-ca-cad-drafting.pdf](http://collegeofsanmateo.edu/gedi/docs/draf-ca-cad-drafting.pdf)

Complete major requirements listed under Associate in Science – Major in Drafting. A grade of “C” or higher is required in each course applied to the certificate.

**CS Computer-Aided Design**

**16.5 semester units**

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/draf-cs-cad.pdf](http://collegeofsanmateo.edu/gedi/docs/draf-cs-cad.pdf)

A grade of “C” or higher is required in each course applied to the certificate.

DRAF 121 Computer-Aided Drafting I . . . . .	3 units
DRAF 122 Computer-Aided Drafting II. . . . .	3 units
DRAF 110 SolidWorks I. . . . .	3 units
DRAF 111 SolidWorks II. . . . .	3 units
CRER 127 Career Choices II: Job Search . . . . .	0.5 unit
ENGL 848 Introduction to Composition and Writing . . . . .	4 units

## ECONOMICS

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*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60–70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

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**University Transfer Program**

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## ELECTRICAL TECHNOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### CS Certificate of Specialization

Electrical Technology: Inside Wireman . . . . . 15 units

#### Requirements

The courses required for this degree and certificate are administered by College of San Mateo in conjunction with the Joint Apprenticeship Training Committee. Registration is limited to those students fulfilling the related instructional requirements of the State of California as an indentured apprentice. For information, contact the San Mateo County JATC for Electrical Construction Industry of the Technology Division.

Students must be at least 18 years of age and have a high school diploma or G.E.D. High school mathematics courses or at least one semester of college-level algebra is also required for this course of study.

For course descriptions see 'Apprenticeship Training'.

### CS Electrical Technology: Inside Wireman

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.

#### 15 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/eel-el-cs-insidewireman.pdf](http://collegeofsanmateo.edu/gedi/docs/eel-el-cs-insidewireman.pdf)

A grade of "C" or higher is required in each course applied to the certificate.

ELEL 731 Electrical Apprenticeship I . . . . .	1.5 units
ELEL 732 Electrical Apprenticeship II . . . . .	1.5 units
ELEL 733 Electrical Apprenticeship III . . . . .	1.5 units
ELEL 734 Electrical Apprenticeship IV . . . . .	1.5 units
ELEL 735 Electrical Apprenticeship V . . . . .	1.5 units
ELEL 736 Electrical Apprenticeship VI . . . . .	1.5 units
ELEL 737 Electrical Apprenticeship VII . . . . .	1.5 units
ELEL 738 Electrical Apprenticeship VIII . . . . .	1.5 units
ELEL 739 Electrical Apprenticeship IX . . . . .	1.5 units
ELEL 740 Electrical Apprenticeship X . . . . .	1.5 units

## ELECTRONICS TECHNOLOGY

*Important Information for Students Planning their Program for Transfer*  
College of San Mateo has a few associate degrees pending approval. For the most recent information on AA-T and AS-T degrees and other programs, please refer to the Addendum to the online 2013-14 College of San Mateo Catalog. Go to [collegeofsanmateo.edu/schedule](http://collegeofsanmateo.edu/schedule).

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### CA Certificate of Achievement

Electrical Technology: Electrical Power  
Systems and Instrumentation . . . . . 19 units

### CS Certificate of Specialization

Electrical Technology: Electrical Power  
Systems and Instrumentation . . . . . 16 units  
Fundamentals of Smart Building Systems . . . . . 15 units  
Telecommunications Fundamentals . . . . . 11 units

#### Recommended high school preparation:

Coursework in Electronics, Science, Mathematics, English

The Electronics Technology program at CSM prepares a student for entry-level employment as an electronics technician and, with additional General Education coursework, for transfer to a baccalaureate institution. Entry-level employment opportunities exist in many segments of the electronics industry in the greater Bay Area. Companies involved with circuit design and fabrication; computer construction, installation, and support; component manufacturing; high-technology transportation; aerospace systems; automated process control; and consumer electronics all offer program graduates opportunities for entry-level employment.

Career opportunities in Electronics include work as an engineering aide, a technician, or a manager. These individuals are involved with design, manufacturing, sales, or service of a wide range of products. Electronics is one of the largest and fastest growing career fields in Northern California, with more significant growth expected over the next decade. Most Electronics Technology majors specialize in a particular area, such as communications systems, computer and digital systems, microwave, medical electronics, manufacturing, or precision instruments.

### CA Electrical Technology: Electrical Power Systems and Instrumentation

19 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/elec-ca-epsi.pdf](http://collegeofsanmateo.edu/gedi/docs/elec-ca-epsi.pdf)

Major in Electronics Technology continued on next page



A grade of "C" or "P" or higher is required for each course applied to the certificate.

ELEC 111 Introduction to Electronics Fundamentals . . . . .	3 units
ELEC 112 Advanced Electronics Applications . . . . .	3 units
ELEC 231 Basic Applied Electronic Mathematics . . . . .	2 units
ELEC 232 Advanced Electronics Mathematics . . . . .	1 unit
ELEC 405 Transformers and Rotating Machines . . . . .	2 units
ELEC 421 Fundamentals of Electric Motor Control . . . . .	4 units
ELEC 441 Sensors and Data Transmission Systems . . . . .	4 units

### **CS** **Electrical Technology: Electrical Power Systems and Instrumentation** 16 semester units

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/elec-cs-epsi.pdf](http://collegeofsanmateo.edu/gedi/docs/elec-cs-epsi.pdf)

A grade of "C" or "P" or higher is required for each course applied to the certificate.

ELEC 111 Introduction to Fundamentals of Electronics . . . . .	3 units
ELEC 231 Basic Applied Electronic Mathematics . . . . .	2 units
ELEC 232 Advanced Electronics Mathematics . . . . .	1 unit
ELEC 405 Transformers/Rotating Machines . . . . .	2 units
ELEC 421 Fundamentals of Electric Motor Control . . . . .	4 units
ELEC 441 Sensors and Data Transmission Systems . . . . .	4 units

### **CS** **Fundamentals of Smart Building Systems** 15 semester units

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/elec-cs-sbs.pdf](http://collegeofsanmateo.edu/gedi/docs/elec-cs-sbs.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

ELEC 231 Basic Applied Electronics Mathematics . . . . .	2 units
ELEC 111 Introduction to Electronics Fundamentals . . . . .	3 units
ELEC 144 Solar Energy Fundamentals . . . . .	4 units
BLDG 700 Introduction to the Building Code . . . . .	3 units
BLDG 790 Blueprint Reading for Construction . . . . .	3 units

### **CS** **Telecommunications Fundamentals** 11 semester units

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/elec-cs-telecommunications.pdf](http://collegeofsanmateo.edu/gedi/docs/elec-cs-telecommunications.pdf)

A grade of "C" or higher is required for each course applied to the certificate.

ELEC 111 Introduction to Electronics Fundamentals . . . . .	3 units
ELEC 231 Basic Applied Electronic Mathematics . . . . .	2 units
CIS 110 Introduction to Computer and Information Science . . . . .	3 units
TCOM 410 Writing and Installation for Telecommunications and Networking (Skyline) . . . . .	3 units

## ENGINEERING

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### **University Transfer Program** 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### **AS** **Associate in Science Degree**

Engineering . . . . .	60 units
Engineering Technology: General . . . . .	60 units

#### **Recommended high school preparation:**

Coursework in Mathematics (four years), Physics (one year), Chemistry (one year), Mechanical Drawing (one year), Computer Information Science and English

#### **University Transfer Program**

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for Engineering for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### **AS** **Major in Engineering**

Engineering is one of the largest professions in the United States, with over one million jobs in fields ranging from airplane design to pollution control. The three largest branches of engineering are electrical, mechanical and civil. All branches of engineering place a heavy emphasis on problem solving and mathematics. Engineering education focuses on teaching scientific and engineering concepts and their application to the creative and effective solution of problems.

Career opportunities for those who hold a Bachelor's or advanced degree include engineering positions in aerospace, agricultural, architectural, biomedical, chemical, civil, computer, electrical, industrial, materials, mechanical, and environmental nuclear fields. Most engineers work for manufacturing industries, while a smaller percentage work for federal, state and local government agencies or as private consultants. The remainder hold faculty positions at colleges and universities.

Upon completion of degree requirements, students will be able to:

1. Use math, science, and engineering concepts to identify, formulate, and solve engineering problems.
2. Use the techniques and tools of engineering at an elementary level to design a device, program, or process to meet specified requirements
3. Communicate the results of design and analysis orally and through text and graphics.
4. Work effectively in teams.

Engineering degree SLOs 1-4 are based on a subset of ABET's Criterion 3: Program Outcomes used in the accreditation of Bachelor's degree programs in engineering.

Complete General Education and other requirements listed for the Associate degree and

**Major Requirements: 19 semester units**

A grade of "C" or higher is required for each course applied to the major.

Select at least two courses from the engineering core (6-8 units):

ENGR 210 Engineering Graphics . . . . .	4 units
ENGR 230 Engineering Statics . . . . .	3 units
ENGR 260 Circuits and Devices . . . . .	4 units
ENGR 270 Materials Science . . . . .	3 units

Select at least one programming course (3-4 units):

CIS 255 (CS1) Programming Methods: Java . . . . .	4 units
CIS 278 (CS1) Programming Methods: C++ . . . . .	4 units
ENGR 215 Computational Methods for Engineers and Scientists . . . . .	3 units

Select the remaining units from the engineering core and the following list (7-10 units). ENGR 100 is strongly recommended:

CHEM 220 General Chemistry II . . . . .	5 units
CHEM 231 Organic Chemistry I . . . . .	5 units
ECON 100 Principles of Macroeconomics OR	
ECON 102 Principles of Microeconomics . . . . .	3 units
ENGR 100 Introduction to Engineering . . . . .	3 units
MATH 200 Elementary Probability and Statistics . . . . .	4 units
MATH 270 Linear Algebra . . . . .	3 units
MATH 275 Ordinary Differential Equations . . . . .	3 units
PHYS 270 Physics with Calculus III . . . . .	4 units

## AS **Major in Engineering Technology: General**

Engineering Technology is that part of the engineering field which blends scientific and engineering knowledge with technical skills in research, development and production. CSM offers the General Education, mathematics, science, engineering, and many of the technical courses required to meet lower division requirements in Engineering Technology and prepare the student for transfer to a baccalaureate institution for a degree in Engineering Technology. The Associate degree alone prepares students for employment as engineering technicians, who work with or under the direction of engineers.

Career opportunities 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.

Upon completion of degree requirements, students will be able to:

1. Identify, analyze, and solve technical problems in an area of specialization;
2. Conduct, analyze, and interpret experiments;
3. Work effectively in teams.

Engineering Technology SLOs are based on a subset of ABET's Criterion 3: Program Outcomes used in the accreditation of degree programs in engineering technology.

Complete General Education and other requirements listed for the Associate degree and

**Major Requirements: 26 semester units**

A grade of "C" or higher is required for each course applied to the major.

ENGR 210 Engineering Graphics . . . . .	4 units
MATH 241 Applied Calculus I . . . . .	5 units
MATH 242 Applied Calculus II . . . . .	3 units
PHYS 210 General Physics I . . . . .	4 units
PHYS 220 General Physics II . . . . .	4 units

Plus, select 6 units from an area of technology specialization.

Suggested Electives:

ACTG 100 Accounting Procedures . . . . .	3 units
ENGR 100 Introduction to Engineering . . . . .	3 units
CIS 278 (CS1) Programming Methods: C++ . . . . .	4 units
MATH 200 Elementary Probability and Statistics . . . . .	4 units

Or other technical courses

## ENGLISH

*Important Information for Students Planning their Program for Transfer*  
 College of San Mateo has a few associate degrees pending approval. For the most recent information on AA-T and AS-T degrees and other programs, please refer to the Addendum to the online 2013-14 College of San Mateo Catalog. Go to [collegeofsanmateo.edu/schedule](http://collegeofsanmateo.edu/schedule).

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60–70 transferable units

California State University  
 University of California  
 Independent Colleges and Universities

## AA Associate in Arts Degree

English ..... 60 units

### Recommended high school preparation:

Coursework in English, Literature, Journalism

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

## AA Major in English

Upon completion of degree requirements, students will be able to:

1. Analyze and respond critically to literary and expository texts.
2. Demonstrate knowledge of a variety of authors, literary genres, and literary devices.

Complete General Education and other requirements listed for the Associate degree and

### Major requirements: 18 semester units

A grade of "C" or higher is required for each course applied to the major.

Select 3 units from the following courses:

- ENGL 110 Composition, Literature, and Critical Thinking ..... 3 units
- ENGL 165 Advanced Composition ..... 3 units

And complete 15 units in Group A or Group B below:

#### Group A - 15 units

- Literature courses in the 100 series, the 200 series, LIT 430

#### Group B - 15 units

- 9-12 units from Literature courses in the 100 series, the 200 series, LIT 430

- And select 3–6 units from Creative Writing classes:

- ENGL 161 Creative Writing I ..... 3 units
- ENGL 162 Creative Writing II ..... 3 units
- ENGL 163 Creative Writing III ..... 3 units





## ETHNIC STUDIES

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Ethnic Studies . . . . . 60 units

#### Recommended high school preparation:

Coursework in History, Social Science, Psychology, Sociology, English

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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 a Bachelor's degree in Ethnic Studies can pursue careers in the arts, business, city planning, creative writing, education at all levels, international relations, journalism, law, medicine, politics, psychology, public health, research, and social work. In addition, Ethnic Studies courses allow public school teachers the opportunity to meet California State requirements in ethnic education.

### AA Major in Ethnic Studies

Complete General Education and other requirements listed for the Associate degree and

#### Major Requirements: 18 semester units

A grade of "C" or higher is required for each course applied to the major.

ETHN 101 Introduction to Ethnic Studies I . . . . . 3 units  
ETHN 102 Introduction to Ethnic Studies II . . . . . 3 units

Plus, select 12 units from the following courses:

ETHN 160 Psychology of People of Color . . . . . 3 units  
ETHN 288 African-American Cinema . . . . . 3 units  
ETHN 300 Introduction to La Raza Studies . . . . . 3 units  
ETHN 440 Cultural Experience of  
Asian-American Writers . . . . . 3 units  
ETHN 585 Ethnicity in Cinema . . . . . 3 units

## FILM

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Film . . . . . 60 units

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

Individuals interested in careers in film may obtain an A.A. in Film, which trains them in history, analysis, and production. Many graduates continue their education at a university, majoring in Film. Career opportunities for those with an A.A., B.A. or advanced degree include film criticism, film education and production in the film and television industries.

### AA Major in Film

Upon completion of degree requirements, students will be able to:

1. Analyze and respond critically to film form and film style.
2. Demonstrate knowledge of important directors, genres and movements in the history of film art.

Complete General Education and other requirements listed for the Associate degree and

#### Major Requirements: 21 semester units

A grade of "C" or higher is required for each course applied to the major.

FILM 100 Introduction to Film . . . . . 3 units  
FILM 120 Film History I . . . . . 3 units  
FILM 121 Film History II . . . . . 3 units  
FILM 215 Film and New Digital Media . . . . . 3 units

Plus, select 9 units from the following courses:

FILM 153 Screenwriting . . . . . 3 units  
FILM 200 Film in Focus . . . . . 3 units  
ENGL 161, 162, 163 Creative Writing I/II/III . . . . . 3 units each  
ETHN 288 African-American Cinema . . . . . 3 units  
ETHN 585 Ethnicity in Cinema . . . . . 3 units  
DGME 100 Media in Society . . . . . 3 units  
DGME 112 TV Studio Production . . . . . 3 units  
DGME 113 Digital Video Production . . . . . 3 units  
DGME 118 Digital Audio Production . . . . . 3 units  
DGME 130 Lighting for Studio and Field . . . . . 3 units

## FIRE TECHNOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree

Fire Technology . . . . . 60 units

### CA Certificate of Achievement

Fire Technology. . . . . 33–38 units

#### Recommended high school preparation:

Coursework in Mathematics, English, and use of microcomputers, including spreadsheet and word processing applications.

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for areas such as Fire Protection or Forestry and Land Management for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

The Fire Technology program prepares students to meet the high standards necessary in pursuing a career in the fire service as a firefighter, or a member of related fire protection services such as emergency medical technician.

Students who wish to concentrate on meeting the basic requirements for entry-level employment are advised to complete FIRE 793 and FIRE 796. Many of the fire agencies in California require completion of this training to meet minimum requirements for employment as a firefighter.

Students will develop entry-level expertise in the areas of fire suppression, fire prevention, training and administration. Opportunities also exist with private industry safety programs, insurance companies and fire equipment manufacturing firms.

The Fire Technology field offers enhanced opportunities for employment to students who have completed CSM's program.

Through the expertise of the faculty and the exposure to professional fire service personnel, students can expect to be trained in the latest theories and techniques of fire technology, firefighting skills and emergency medical training.

### AS Major in Fire Technology

Upon completion of degree requirements, students will be able to:

1. Identify and discuss the concepts and theories related to the fire service including its history and development, fire prevention techniques and fire protection equipment, fire behavior and chemistry, building construction considerations, and firefighter safety.
2. Recognize the tools and equipment used in the fire service, and demonstrate their safe and proper use.
3. Explain and demonstrate the importance of developing interpersonal and communication skills necessary to function within the fire service and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in the fire service.

Complete General Education and other requirements listed for the Associate degree and

#### Major Requirements: 30 semester units

A grade of "C" or higher is required for each course applied to the major.

FIRE 715 (FT1) Fire Protection Organization . . . . .	3 units
FIRE 720 (FT2) Fire Prevention Technology . . . . .	3 units
FIRE 730 (FT5) Fire Behavior and Combustion . . . . .	3 units
FIRE 740 (FT4) Building Construction for Fire Protection . . . . .	3 units
FIRE 745 (FT3) Fire Protection Systems and Equipment . . . . .	3 units
FIRE 748 (FT6) Firefighter Safety and Survival . . . . .	3 units

Plus, select 12 units from the following courses:

FIRE 714 Wildland Fire Control . . . . .	3 units
FIRE 725 Fire Apparatus and Equipment . . . . .	3 units
FIRE 793 Firefighter I Academy . . . . .	12 units
FIRE 796 Emergency Medical Technician - Basic . . . . .	10 units
FIRE 800 Fire Service Entrance Test Prep . . . . .	3 units
FIRE 810 Firefighter Internship . . . . .	3 units

Other FIRE courses may be used with permission from the Fire Technology Coordinator and with an official course substitution approval on file in the Admissions and Records Office.

## CA Fire Technology

Upon completion of certificate requirements, students will be able to:

1. Identify and discuss the concepts and theories related to the fire service including its history and development, fire prevention techniques and fire protection equipment, fire behavior and chemistry, building construction considerations, and firefighter safety.
2. Recognize the tools and equipment used in the fire service, and demonstrate their safe and proper use.
3. Explain and demonstrate the importance of developing interpersonal and communication skills necessary to function within the fire service and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in the fire service.

### 33–38 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/fire-ca-firetechnology.pdf](http://collegeofsanmateo.edu/gedi/docs/fire-ca-firetechnology.pdf)

Complete major requirements listed under Associate in Science - Major in fire Technology. A grade of "C" or higher is required for each course applied to the certificate.

Plus, completion of the General Education English requirement as outlined in Section C (2) of the Associate in Arts/Science Degree Requirements.

## 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 796, a ten unit course, and passing the National Registry Test provides the student with a National Registry certificate as an EMT. This course is also required as a prerequisite for students who want to continue on with paramedic training.

## GEOGRAPHY

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program

#### 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## GEOLOGICAL SCIENCES

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree

Geological Science. . . . . 60 units

### AS-T Associate in Science Degree for Transfer/SB1440

Geology. . . . . 60 CSU transferable units

#### Recommended high school preparation:

Coursework in Chemistry, Biology, Mathematics,

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

An Associate degree in Geological Science prepares the student for transfer to a baccalaureate institution for a four-year degree in Geology. While some jobs are available for technicians with Associate degrees in Geological Science, a Bachelor's degree in Geology is a minimum requirement for employment in exploratory geology, minerals management, and engineering.

Approximately 40% of geologists work for oil and gas companies, either in service or exploration. Some work for mining and quarrying companies, while others work as consultants or are self-employed. Government agencies provide employment opportunities with the Bureau of Mines, U.S. Geologic Survey, and Bureau of Reclamation. Specific career opportunities include engineering geologist, environmental geologist, geochemist, geology assistant, geophysicist, hydrologist, mining geologist, marine geologist, oceanographer, paleontologist, petroleum geologist, petrologist, seismologist, soils technician, teacher/professor, volcanologist, and waste management geologist.

### AS Major in Geological Science

Upon completion of degree requirements, students will be able to:

1. Demonstrate a fundamental understanding of the basic concepts and principles of physical and historical geology, including: the internal and external processes that shape and form the Earth the materials of the Earth, Geologic Time and Dating Methods Ecology, Evolution, Extinction and the Fossil Record
2. Apply the principles of the scientific method and geologic concepts to identify minerals, rocks and fossils interpret rocks and fossils interpret geologic maps, cross sections and stratigraphic columns analyze geologic and paleontologic data

Complete General Education and other requirements listed for the Associate degree and

#### Major Requirements: 18 semester units

A grade of "C" or higher is required for each course applied to the major.

GEOL 100/101 Survey of Geology and Lab . . . . . 4 units  
PALN 110/111 General Paleontology and Lab. . . . . 4 units  
CHEM 210/220 General Chemistry I and II . . . . . 10 units

Additional recommended preparation (not required):

MATH 241/242 Applied Calculus I and II . . . . . 8 units  
PHYS 210/220 General Physics I and II. . . . . 8 units  
OR  
MATH 251/252 Calculus and Analytical Geometry I and II . . . 10 units  
PHYS 250/260 Physics with Calculus I and II . . . . . 8 units

### AS-T Major in Geology

#### Major requirements: 28 semester units

Complete CSU General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Required Core:

GEOL 100/101 Survey of Geology and Lab. . . . . 4 units  
PALN 110/111 General Paleontology and Lab . . . . . 4 units  
MATH 251 Calculus with Analytical Geometry I. . . . . 5 units  
MATH 252 Calculus with Analytical Geometry II . . . . . 5 units  
CHEM 210 General Chemistry I . . . . . 5 units  
CHEM 220 General Chemistry II . . . . . 5 units

Additional recommended preparation (not required):

PHYS 250 Physics with Calculus I . . . . . 4 units  
PHYS 260 Physics with Calculus II . . . . . 4 units

General Education requirements:

Select courses to complete CSU General Education OR IGETC for CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

#### CSU GE:

Area A1 Oral Communication . . . . . 3 units  
Area A2 Written Communication . . . . . 3 units

*Major in Geological Sciences continued on next page*



Area A3 Critical Thinking .....	3 units
Area B1 Physical Science .....	3 units
Area B2 Life Science .....	3 units
Area B3 Science Lab .....	1 unit
Area B4 Math Concepts .....	3 units
Area C1 Arts .....	3 units
Area C2 Humanities .....	3 units
Area C1 or C2 .....	3 units
Area D Social, Political and Economic Institutions .....	9 units
Area E Lifelong Understanding .....	3 units

OR

IGETC/CSU

Area 1A English Composition .....	3 units
Area 1B Critical Thinking/Composition .....	3 units
Area 1C Oral Communication .....	3 units
Area 2 Math Concepts .....	3 units
Area 3A Arts .....	3 units
Area 3B Humanities .....	3 units
Area 3A or 3B .....	3 units
Area 4 Social and Behavioral Science .....	9 units
Area 5A Physical Science .....	3 units
Area 5B Biological Science .....	3 units
Area 5C Science Lab - Either 5A or 5B must have a lab component .....	1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.

## HISTORY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

**University Transfer Program  
60–70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AA-T Associate in Science  
Degree for Transfer/SB1440**

History ..... 60 CSU  
transferable units

**University Transfer Program**

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**AA-T Major in History**

The AA-T major in History prepares students for transfer into bachelor's degree programs in history and similar areas.

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.

**Major requirements: 18 semester units.**

Complete CSU General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Required Core Courses:

HIST 100 Western Civilization I .....	3 units
HIST 101 Western Civilization II .....	3 units
HIST 201 United States History I .....	3 units
HIST 202 United States History II .....	3 units

Plus, two courses, one from each group (6 units):

Group A: Any diversity course defined as:

HIST 260 Women in American History . . . . .	.3 units
ETHN 101 Introduction to Ethnic Studies I . . . . .	.3 units
ETHN 102 Introduction to Ethnic Studies II. . . . .	.3 units
ETHN 440 Cultural Experience of Asian-American Writers . . .	.3 units
SPAN 110 Elementary Spanish . . . . .	.5 units
SPAN 111 Elementary Spanish I. . . . .	.3 units
SPAN 112 Elementary Spanish II . . . . .	.3 units
SPAN 120 Advanced Elementary Spanish . . . . .	.5 units
SPAN 121 Advanced Elementary Spanish I. . . . .	.3 units
SPAN 122 Advanced Elementary Spanish II. . . . .	.3 units
CHIN 111 Elementary Chinese I. . . . .	.3 units
CHIN 112 Elementary Chinese II . . . . .	.3 units
CHIN 121 Advanced Elementary Chinese I. . . . .	.3 units
CHIN 122 Advanced Elementary Chinese II. . . . .	.3 units
CHIN 131 Intermediate Chinese I . . . . .	.3 units
CHIN 132 Intermediate Chinese II . . . . .	.3 units

Group B: Any history course or any non-history course from the humanities or social sciences related to history articulated as fulfilling CSU GE Area C or D or any introductory level social science course articulated as fulfilling CSU GE Area D:

HIST 102 History of American Civilization . . . . .	.3 units
HIST 260 Women in American History . . . . .	.3 units
HIST 310 California History. . . . .	.3 units
HIST 315 History of San Mateo County . . . . .	.3 units
ADMJ 100 Introduction to the Criminal Justice System. . . . .	.3 units
ANTH 110 Cultural Anthropology . . . . .	.3 units
ANTH 180 Magic, Science and Religion. . . . .	.3 units
ANTH 370 Olmec, Maya and Aztec People . . . . .	.3 units
BUS. 125 International Business. . . . .	.3 units
COMM 130 Interpersonal Communication . . . . .	.3 units
ECON 100 Principles of Macroeconomics . . . . .	.3 units
ECON 102 Principles of Microeconomics. . . . .	.3 units
GEOG 110 Cultural Geography . . . . .	.3 units
GEOG 150 World Regional Geography. . . . .	.3 units
PLSC 100 Introduction to Political Science . . . . .	.3 units
PSYC 100 General Psychology . . . . .	.3 units
PSYC 105 Experimental Psychology. . . . .	.3 units
PSYC 110 Courtship, Marriage, and Family . . . . .	.3 units
PSYC 200 Developmental Psychology. . . . .	.3 units
PSYC 201 Child Development . . . . .	.3 units
PSYC 220 Introduction to Psychobiology . . . . .	.3 units
PSYC 225 Theories of Personality. . . . .	.3 units
PSYC 300 Social Psychology. . . . .	.3 units
PSYC 410 Abnormal Psychology. . . . .	.3 units
SOCI 100 Introduction to Sociology. . . . .	.3 units
SOCI 105 Social Problems . . . . .	.3 units

SOCI 110 Courtship, Marriage and Family . . . . .	.3 units
SOCI 141 Race and Ethnic Relations. . . . .	.3 units
SOCI 340 Human Sexuality. . . . .	.3 units
DGME 100 Media and Society . . . . .	.3 units
DGME 102 Media Law and Ethics. . . . .	.3 units

General Education requirements:

Select courses to complete CSU General Education OR IGETC for CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

CSU GE:

Area A1 Oral Communication . . . . .	.3 units
Area A2 Written Communication. . . . .	.3 units
Area A3 Critical Thinking . . . . .	.3 units
Area B1 Physical Science. . . . .	.3 units
Area B2 Life Science . . . . .	.3 units
Area B3 Science Lab . . . . .	.1 unit
Area B4 Math Concepts . . . . .	.3 units
Area C1 Arts . . . . .	.3 units
Area C2 Humanities. . . . .	.3 units
Area C1 or C2 . . . . .	.3 units
Area D Social, Political, and Economic Institutions . . . . .	.9 units
Area E Lifelong Understanding . . . . .	.3 units

OR

IGETC/CSU:

Area 1A English Composition. . . . .	.3 units
Area 1B Critical Thinking/Composition. . . . .	.3 units
Area 1C Oral Communication. . . . .	.3 units
Area 2 Math Concepts. . . . .	.3 units
Area 3A Arts. . . . .	.3 units
Area 3B Humanities. . . . .	.3 units
Area 3A or 3B. . . . .	.3 units
Area 4 Social and Behavioral Science. . . . .	.9 units
Area 5A Physical Science . . . . .	.3 units
Area 5B Biological Science. . . . .	.3 units
Area 5C Science Lab - Either 5A or 5B must have a lab component . . . . .	.1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.

## INTERDISCIPLINARY STUDIES

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Interdisciplinary Studies with an  
Area of Emphasis with three options:

- Option 1 - Intercultural Studies . . . . . 60 units
- Option 2 - Contemporary Issues. . . . . 60 units
- Option 3 - Science and Society. . . . . 60 units

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### AA Major in Interdisciplinary Studies, Option 1: Intercultural Studies

This degree option introduces students to multiple cultural perspectives to enable them to be informed, engaged citizens in a multicultural society. Depending on the student's focus, this degree offers transfer opportunities into areas such as World Arts and Cultures, Global Studies, Multicultural Studies, and Ethnic Studies. Students should work with a counselor to identify any additional supporting classes for transfer to a particular program and university. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: A minimum of 18 units

A grade of "C" or higher is required for each course applied to the major.

At least 3 units of courses that examine more than one culture within the course to be selected from the following options:

- ANTH 110 Cultural Anthropology . . . . . 3 units
- ANTH 180 Magic, Science and Religion. . . . . 3 units
- ETHN 585 Ethnicity in Cinema . . . . . 3 units
- GEOG 110 Cultural Geography . . . . . 3 units
- LIT 220 Introduction to World Literature. . . . . 3 units
- MUS 250 World Music. . . . . 3 units

- PHIL 300 Introduction to World Religions . . . . . 3 units
- PLSC 110 Contemporary Foreign Governments . . . . . 3 units
- COMM 150 Intercultural Communication . . . . . 3 units

At least 6 units of courses in the arts and literature to be selected from the following options:

- ETHN 288 African-American Cinema. . . . . 3 units
- ETHN 440 Cultural Experience of  
Asian-American Writers . . . . . 3 units
- LIT 232 Survey of English Literature. . . . . 3 units
- LIT 430 Mythology and Folklore. . . . . 3 units

At least 9 units of courses in the areas of social, political, and economic institutions to be selected from the following options:

- ANTH 370 Olmec, Maya, and Aztec People and  
Cultures of Mexico and Central America . . . . . 3 units
- ETHN 101 Introduction to Ethnic Studies I . . . . . 3 units
- ETHN 102 Introduction to Ethnic Studies II. . . . . 3 units
- ETHN 300 Introduction to La Raza Studies. . . . . 3 units
- ETHN 440 Cultural Experience of  
Asian-American Writers. . . . . 3 units
- HIST 100 History of Western Civilization I . . . . . 3 units
- HIST 101 History of Western Civilization II . . . . . 3 units
- HIST 102 History of American Civilization . . . . . 3 units
- HIST 260 Women in American History . . . . . 3 units

### AA Major in Interdisciplinary Studies, Option 2: Contemporary Issues

This degree option provides students with both an introduction to the wide range of issues facing contemporary society and the tools to analyze these issues critically. Depending on the student's focus, this degree offers transfer possibilities into such majors as Communications, Environmental Studies, Ethnic Studies, Sociology, and Social Services. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: A minimum of 18 units

A grade of "C" or higher is required for each course applied to the major.

At least 6 units of courses that introduce students to major disciplines in the social sciences. The 6 units of courses must be selected from the following options and include at least two different discipline areas:

- BUS 100 Contemporary American Business . . . . . 3 units
- ECON 100 Principles of Macroeconomics . . . . . 3 units
- ECON 102 Principles of Microeconomics. . . . . 3 units
- GEOG 110 Cultural Geography . . . . . 3 units
- PSYC 100 General Psychology . . . . . 3 units
- PSYC 300 Social Psychology. . . . . 3 units

SOCI 100 Introduction to Sociology . . . . . 3 units  
 COMM 110 Public Speaking . . . . . 3 units

At least 3 units of courses in statistics or critical thinking, selected from the following:

ENGL 165 Advanced Composition . . . . . 3 units  
 MATH 200 Elementary Probability and Statistics . . . . . 4 units  
 PHIL 103 Critical Thinking . . . . . 3 units  
 PSYC 121 Basic Statistical Concepts . . . . . 3 units

At least 9 units of courses that explore particular issues facing contemporary society. The 9 units of courses must be selected from the following options and include at least two different discipline areas:

ARCH 100 Survey of Contemporary Architecture . . . . . 3 units  
 BIOL 102 Environmental Conservation . . . . . 3 units  
 BIOL 195 Biology Field Laboratory . . . . . 1 unit  
 DGME 100 Media in Society . . . . . 3 units  
 DGME 102 Media Law and Ethics . . . . . 3 units  
 DGME 100 Media in Society . . . . . 3 units  
 PHIL 244 Contemporary Social and Moral Issues . . . . . 3 units  
 PLSC 130 International Relations . . . . . 3 units  
 PLSC 215 Contemporary Issues in American Politics . . . . . 3 units  
 SOCI 105 Social Problems . . . . . 3 units  
 SOCI 141 Race and Ethnic Relations . . . . . 3 units

BIOL 110 General Principles of Biology . . . . . 4 units  
 BIOL 145 Plants, People, and Environment . . . . . 3 units  
 BIOL 184 Wildlife Biology . . . . . 3 units  
 BIOL 195 Biology Field Laboratory . . . . . 1 unit  
 GEOG 100 Physical Geography . . . . . 3 units  
 GEOL 100 Survey of Geology . . . . . 3 units  
 GEOL 101 Geology Laboratory . . . . . 1 unit  
 OCEN 100 Oceanography . . . . . 3 units  
 OCEN 101 Oceanography Laboratory/Field Study . . . . . 1 unit

At least 9 units of courses in the social sciences to be selected from the following options:

ANTH 110 Cultural Anthropology . . . . . 3 units  
 ANTH 180 Magic, Science and Religion . . . . . 3 units  
 ECON 100 Principles of Macroeconomics . . . . . 3 units  
 ECON 102 Principles of Microeconomics . . . . . 3 units  
 GEOG 110 Cultural Geography . . . . . 3 units  
 GEOG 150 World Regional Geography . . . . . 3 units  
 PLSC 215 Contemporary Issues in American Politics . . . . . 3 units  
 PSYC 100 General Psychology . . . . . 3 units  
 PSYC 220 Introduction to Psychobiology . . . . . 3 units  
 SOCI 100 Introduction to Sociology . . . . . 3 units  
 SOCI 105 Social Problems . . . . . 3 units

## **AA** *Major in Interdisciplinary Studies, Option 3: Science and Society*

This degree provides students with the foundation from which to understand the impact of scientific issues on contemporary society. Depending on the student's focus, this major offers transfer possibilities in the social sciences, including Economics, Sociology, and Social/Behavioral Sciences, and in more specialized interdisciplinary majors such as Environmental Economics and Policy, Environmental Analysis and Design, Social Ecology, Community and Regional Development, and Development Studies. Students should work with a counselor to identify the appropriate mathematics classes and any additional supporting classes for transfer to a particular program and university. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

Complete General Education and other requirements listed for the Associate degree and

### **Major requirements: A minimum of 19 units**

A grade of "C" or higher is required for each course applied to the major.

At least 3 units of courses that link science with society, to be selected from:

PHIL 244 Contemporary Social and Moral Issues . . . . . 3 units

At least 7 units of courses in the sciences to be selected from the following options:

BIOL 100 Introduction to Life Sciences . . . . . 3 units  
 BIOL 102 Environmental Conservation . . . . . 3 units



## KINESIOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program

60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA-T Associate in Art Degree for Transfer/ SB1440

Kinesiology . . . . . 60 CSU  
transferable units

### CA Certificate of Achievement

Specialized Pilates Instructor . . . . . 18-22 units

### CS Certificates of Specialization

Comprehensive Pilates Instructor . . . . . 13-14 units

Group Fitness Instructor . . . . . 6 units

Pilates Mat Instructor . . . . . 7-8 units

Pilates Mat and Reformer Instructor . . . . . 10-11 units

Yoga Instructor . . . . . 8 units

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### AA-T Major in Kinesiology

Upon completion of degree requirements, students will be able to:

1. Demonstrate a working knowledge of body mechanics as it relates to physical activity, fitness and health.
2. Explain the impact of physical activity and inactivity on fitness and health.

#### Major requirements: 20-24 semester units

The AA-T major in Kinesiology prepares students for transfer into bachelor's degree programs in kinesiology and similar areas.

Complete CSU General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Group A: Complete the following courses (15 units):

KINE 101 Introduction to Kinesiology . . . . . 3 units

BIOL 250 Human Anatomy . . . . . 4 units

BIOL 260 Introductory Physiology . . . . . 5 units

And select 3 units from the following with a maximum of one unit from any one area:

#### Aquatics:

AQUA 127.1, 127.2, 127.3 or 127.4 Swim Stroke  
Development I, II, III or IV . . . . . 0.5 or 1 unit

AQUA 133.3, 133.2, 133.3 or 133.4 Individual  
Swim Conditioning I, II, III or IV . . . . . 0.5 or 1 unit

AQUA 135.1, 135.2, 135.3 or 135.4  
Aqua Exercise I, II, III or IV . . . . . 0.5 or 1 unit

#### Dance:

DANC 117 Tap Dance . . . . . 0.5 or 1 unit

DANC 121.1, 121.2, 121.3 or 121.4

Modern Dance I, II, III or IV . . . . . 0.5 or 1 unit

DANC 130.1, 130.2, 130.3 or

130.4 Jazz Dance I, II, III or IV . . . . . 0.5 or 1 unit

DANC 140.1, 140.2, 140.3 or

140.4 Ballet I, II, III or IV . . . . . 0.5 or 1 unit

#### Fitness:

FITN 116.1, 116.2, 116.3 or 116.4

Body Conditioning I, II, III or IV . . . . . 0.5 or 1 unit

FITN 134 Track and Trail Aerobics . . . . . 0.5 or 1 unit

FITN 201 Beginning Weight Training . . . . . 0.5 or 1 unit

FITN 202 Intermediate Weight Training . . . . . 0.5 or 1 unit

FITN 206 Circuit Weight Training . . . . . 0.5 or 1 unit

FITN 225 Athletic Conditioning . . . . . 0.5 or 1 unit

FITN 226 Plyometric Training . . . . . 0.5 or 1 unit

FITN 235.1, 235.2, 235.3 or 235.4

Boot Camp I, II, III or IV . . . . . 0.5 or 1 unit

FITN 112.1, 112.2, 112.3 or 112.4

Cross Training I, II, III or IV . . . . . 0.5 or 1 unit

FITN 301.1, 301.2, 301.3 or 301.4

Spinning I, II, III or IV . . . . . 0.5 or 1 unit

FITN 334.1, 334.2, 334.3 or 334.4

Yoga I, II, III or IV . . . . . 0.5 or 1 unit

FITN 335.1, 335.2, 335.3 or 335.4

Pilates I, II, III or IV . . . . . 0.5 or 1 unit

FITN 339 Pilates Circuit Training . . . . . 0.5 or 1 unit

#### Individual Sports:

INDV 121.1, 121.2, 121.3 or 121.4

Badminton I, II, III or IV . . . . . 0.5 or 1 unit

INDV 251.1, 251.2, 251.3 or 251.4

Tennis I, II, III or IV . . . . . 0.5 or 1 unit

#### Team Sports:

TEAM 111.1, 111.2, 111.3 or 111.4

Basketball I, II, III or IV . . . . . 0.5 or 1 unit

TEAM 148.1, 148.2, 148.3 or 148.4

Indoor Soccer I, II, III or IV . . . . . 0.5 or 1 unit

Group B: Select two courses from the following (5-9 units)

MATH 200 Elementary Probability and Statistics	4 units
BIOL 100 Introduction to the Life Sciences	3 units
BIOL 195 Biology Field Laboratory	1 unit
CHEM 210 General Chemistry	5 units
PHYS 210 General Physics	4 units
KINE 120 First Aid/CPR	1 unit

General Education requirements:

Select courses to complete CSU General Education OR IGETC or CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

**CSU GE:**

Area A1: Oral Communication	3 units
Area A2 Written Communication	3 units
Area A3 Critical Thinking	3 units
Area B1 Physical Science	3 units
Area B2 Life Science	3 units
Area B3 Science Lab	1 unit
Area B4 Math Concepts	3 units
Area C1 Arts	3 units
Area C2 Humanities	3 units
Area C1 or C2	3 units
Area D Social, Political, and Economic Institutions	9 units
Area E Lifelong Understanding	3 units

OR

**IGETC/CSU:**

Area 1A English Composition	3 units
Area 1B Critical Thinking/Composition	3 units
Area 1C Oral Communication	3 units
Area 2 Math Concepts	3 units
Area 3A Arts	3 units
Area 3B Humanities	3 units
Area 3A or 3B	3 units
Area 4 Social and Behavioral Science	9 units
Area 5A Physical Science	3 units
Area 5B Biological Science	3 units
Area 5C Science Lab - Either 5A or 5B must have a lab component	1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 transferable units total.

## CA **Specialized Pilates Instructor** 18-22 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/kine-ca-spec-pilates-inst.pdf](http://collegeofsanmateo.edu/gedi/docs/kine-ca-spec-pilates-inst.pdf)

Pilates is a mind-body method of exercise using a floor mat and a variety of equipment to improve ones strength, flexibility, agility and performance. Pilates increases core strength and teaches body awareness, good posture and efficient movement patterns. The Specialized Pilates Instructor Certificate prepares students to teach at a health club, fitness center, privately owned studio, or as an independent contractor. The program includes instruction in the technique, pedagogy, history and theory behind Pilates. Students procure personal sessions, observation hours, and student teaching hours in each of the program's core courses. In addition, students choose 2-3 additional elective courses to create an individualized program that suits their career goals.

A grade of "C" or higher is required for each course applied to the certificate:

**Required Core Courses**

KINE 125 Pilates Mat Instructor Training	3 units
KINE 126 Pilates Reformer Instructor Training	3 units
KINE 127 Pilates Apparatus Instructor Training	3 units
FITN 335.1, 335.2, 335.3 or 335.4 Pilates I, II, III or IV	1 unit

Select one of the following courses:

BIOL 130 Human Biology	3 units
BIOL 250 Human Anatomy (or equivalent)	4 units

**Elective Courses (5-8 units):**

AQUA 135.1, 135.2, 135.3 or 135.4 Aqua Exercise I, II, III or IV	1 unit
ACTG 100 Accounting Procedures	3 units
BIOL 310 Nutrition	3 units
BUS 100 Contemporary American Business	3 units
BUS 150 Small Business Management	3 units
FITN 334.1, 334.2, 334.3 or 334.4 Yoga I, II, III or IV	0.5 or 1 unit
FITN 201 Beginning Weight Training	0.5 or 1 unit
FITN 225 Athletic Conditioning	0.5 or 1 unit
FITN 226 Plyometric Conditioning	0.5 or 1 unit
FITN 301.1, 301.2, 301.3 or 301.4 Spinning I, II, III or IV	0.5 or 1 unit
KINE 101 Introduction to Kinesiology	3 units
KINE 301 Introduction to Personal Training	3 units
KINE 120 First Aid/CPR (or equivalent)	1 unit
PSYC 100 General Psychology	3 units
PSYC 200 Developmental Psychology	3 units
PSYC 220 Introduction to Psychobiology	3 units
COMM 130 Interpersonal Communication	3 units
COMM 860 Communication in the Workplace	1 unit

*Major in Kinesiology continued on next page*

**CS Comprehensive Pilates Instructor****13–14 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/kine-cs-comp-pilates-inst.pdf](http://collegeofsanmateo.edu/gedi/docs/kine-cs-comp-pilates-inst.pdf)

Prepares students to teach the complete Pilates repertoire on the Mat, Reformer, Trapeze Table, Chair, Barrels and Small Apparatus.

A grade of "C" or higher is required for each course applied to the certificate.

KINE 125 Pilates Mat Instructor Training . . . . .	3 units
KINE 126 Pilates Reformer Instructor Training . . . . .	3 units
KINE 127 Pilates Apparatus Instructor Training . . . . .	3 units

Select one of the following courses:

BIOL 130 Human Biology . . . . .	3 units
BIOL 250 Human Anatomy . . . . .	4 units

Plus complete one unit from the following courses:

KINE 120 First Aid/CPR . . . . .	1 unit
FITN 335.1, 335.2, 335.3 or 335.4 Pilates I, II, III or IV . . . . .	1 unit

**CS Group Fitness Instructor****6 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/kine-cs-groupfitness-inst.pdf](http://collegeofsanmateo.edu/gedi/docs/kine-cs-groupfitness-inst.pdf)

The Group Fitness Instructor Certificate Program at College of San Mateo prepares students to teach group exercise classes. Students who complete the program will have the knowledge and experience to pass a Group Fitness Certification test. Upon completing the program and passing this test students will be able to teach at health clubs, fitness centers, and privately owned fitness studios. Students in this program will learn the foundations of knowledge and skills necessary to teach a safe and effective group fitness class, no matter the type of modality. This includes:

Anatomy  
Kinesiology  
Exercise Physiology  
Instructional Techniques  
Class Design  
Injury Prevention

Upon completing the program and passing the Group Fitness test students will be able to teach group fitness classes at health clubs, fitness centers, and privately owned fitness studios.

Upon completion of certificate requirements, students will be able to:

1. Design and teach a safe and effective group fitness class.
2. Demonstrate foundation knowledge of human anatomy, kinesiology and exercise physiology.

A grade of "C" or higher is required for each course applied to the certificate.

KINE 130 Group Fitness Instructor Lecture . . . . .	3 units
KINE 131 Group Fitness Instructor Lab . . . . .	1 unit

Choose 2 units from the following:

FITN 116.1, 116.2, 116.3 or 116.4	
Body Conditioning I, II, III or IV . . . . .	0.5 or 1 unit
FITN 134 Track and Trail Aerobics. . . . .	0.5 or 1 unit
FITN 235.1, 235.3, 235.3 or 235.4	
Boot Camp I, II, III or IV . . . . .	0.5 or 1 unit
FITN 112.1, 112.2, 112.3 or 112.4	
CrossTraining I, II, III or IV . . . . .	0.5 or 1 unit
FITN 301.1, 301.2, 301.3 or 301.4	
Spinning I, II, III or IV . . . . .	0.5 or 1 unit
FITN 334.1, 334.2, 334.3 or 334.4	
Yoga I, II, III or IV . . . . .	0.5 or 1 unit
FITN 335.1, 335.2, 335.3 or 335.4	
Pilates I, II, III or IV . . . . .	0.5 or 1 unit
FITN 339 Pilates Circuit Training . . . . .	0.5 or 1 unit

**CS Pilates Mat Instructor****7–8 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/kine-cs-pilates-mat-inst.pdf](http://collegeofsanmateo.edu/gedi/docs/kine-cs-pilates-mat-inst.pdf)

Prepares students to teach group mat classes and mat personal training sessions.

A grade of "C" or higher is required for each course applied to the certificate.

KINE 125 Pilates Mat Instructor Training . . . . .	3 units
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Select one of the following courses:

BIOL 130 Human Biology . . . . .	3 units
BIOL 250 Human Anatomy . . . . .	4 units

Plus complete one unit from the following courses:

KINE 120 First Aid/CPR . . . . .	1 unit
FITN 335.1, 335.2, 335.3 or 335.4 Pilates I, II, III or IV . . . . .	1 unit

**CS Pilates Mat and Reformer Instructor****10–11 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/kine-cs-pilates-mat-reformer-inst.pdf](http://collegeofsanmateo.edu/gedi/docs/kine-cs-pilates-mat-reformer-inst.pdf)

Prepares students to teach group mat and reformer classes as well as private training sessions.

A grade of "C" or higher is required for each course applied to the certificate.

Core Courses:

KINE 125 Pilates Mat Instructor Training . . . . .	3 units
KINE 126 Pilates Reformer Instructor Training . . . . .	3 units

Select one of the following courses:

BIOL 130 Human Biology . . . . .	3 units
BIOL 250 Human Anatomy . . . . .	4 units

Plus complete one unit from the following courses:

KINE 120 First Aid/CPR . . . . .	1 unit
FITN 335.1, 335.2, 335.3 or 335.4 Pilates I, II, III or IV . . . . .	1 unit
FITN 338 Yoga/Pilates Fusion . . . . .	1 unit

## **CS** Yoga Instructor

**8 semester units**

For gainful employment information, see the program's website:  
[collegeofsanmateo.edu/gedi/docs/kine-cs-yoga-inst.pdf](http://collegeofsanmateo.edu/gedi/docs/kine-cs-yoga-inst.pdf)

The Yoga Instructor Certificate Program prepares students to teach at a health club, fitness center, or privately owned studio. The Yoga Certificate program includes instruction in the technique, pedagogy, history, culture and theory involved in Yoga studies and practice. Students will gain observation and student teaching hours by taking the Yoga Pedagogy Lab course.

This certificate program is intended to fulfill the requirements of the Yoga Alliance 200 hour Yoga Teacher Training. Yoga Alliance is the nationally recognized organization that regulates yoga teaching standards, and students who complete their training at CSM may register online with Yoga Alliance.

The Yoga Instructor Certificate enables instructors to teach Level I and Level II Hatha Yoga to groups and individuals.

A grade of "C" or higher is required for each course applied to the certificate.

KINE 200 Yoga History and Culture . . . . .	3 units
KINE 201 Yoga Pedagogy Lecture . . . . .	3 units
KINE 202 Yoga Pedagogy Lab . . . . .	1 unit
FITN 334.1, 334.2, 334.3 or 334.4 Yoga I, II, III or IV . . . . .	1 unit

Additional recommended course:

KINE 120 First Aid/CPR (or equivalent) . . . . .	1 unit
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## MANAGEMENT

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Business Management . . . . .	60 units
Marketing Management . . . . .	60 units
Retail Management . . . . .	60 units

### CA Certificate of Achievement

Business Management . . . . .	24 units
Marketing Management . . . . .	24 units
Retail Management . . . . .	31–32 units

### CS Certificates of Specialization

Human Resource Management . . . . .	9 units
Project Management . . . . .	12 units

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

*Major in Management continued on next page*



## AA Major in Management: Business Management

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.

Upon completion of degree requirements, students will be able to:

1. Critically analyze business management concepts and principles as applied to a business situation
2. Explain human resources: recruitment, retention, and compensation
3. Describe and discuss risk management

Complete General Education and other requirements listed for the Associate degree and

### Major requirements: 24 semester units

A grade of "C" or higher is required for each course applied to the major.

BUS 100 Contemporary American Business . . . . .	3 units
MGMT 100 Intro to Business Management . . . . .	3 units
MGMT 235 Techniques of Supervision . . . . .	3 units
ACTG 100 or 3 units from BUSW series . . . . .	3 units

Plus select 12 units from the following courses:

BUS 150 Small Business Management . . . . .	3 units
BUS 180 Marketing . . . . .	3 units
CIS 110 Introduction to CIS . . . . .	3 units
MGMT 215 Management of Human Resources . . . . .	3 units
MGMT 220 Organizational Behavior . . . . .	3 units
MGMT 265 Project Management . . . . .	3 units

## CA Business Management

Upon completion of certificate requirements, students will be able to:

1. Critically analyze business management concepts and principles as applied to a business situation.
2. Explain human resources: recruitment, retention, and compensation.
3. Describe and discuss risk management.

### 24 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/mgmt-ca-businessmanagement.pdf](http://collegeofsanmateo.edu/gedi/docs/mgmt-ca-businessmanagement.pdf)

Complete major requirements listed under Associate in Arts – Major in Business Management A grade of "C" or higher is required for each course applied to the certificate.

## AA Major in Management: Marketing Management

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.

Upon completion of degree requirements, students will be able to:

1. Critically analyze marketing management concepts and principles as applied to a business situation
2. Describe how to apply marketing to the global marketplace
3. Explain the elements of the process of marketing process and how to apply them to marketing situations
4. Define marketing and explain different marketing strategies

Complete General Education and other requirements listed for the Associate degree and

### Major requirements: 24 semester units

A grade of "C" or higher is required for each course applied to the major.

MGMT 100 Introduction to Business Management . . . . .	3 units
MGMT 235 Techniques of Supervision . . . . .	3 units
BUS 100 Contemporary American Business . . . . .	3 units
BUS 180 Marketing . . . . .	3 units

Plus select 12 units from the following courses:

CIS 110 Introduction to CIS . . . . .	3 units
MGMT 215 Management of Human Resources . . . . .	3 units
MGMT 220 Organizational Behavior . . . . .	3 units
MGMT 265 Project Management . . . . .	3 units
BUSW series . . . . .	1.5–3 units

## CA Marketing Management

Upon completion of certificate requirements, students will be able to:

1. Critically analyze marketing management concepts and principles as applied to a business situation.
2. Describe how to apply marketing to the global marketplace.
3. Explain the elements of the process of marketing process and how to apply them to marketing situations.
4. Define marketing and explain different marketing strategies.

### 24 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/mgmt-ca-marketingmanagement.pdf](http://collegeofsanmateo.edu/gedi/docs/mgmt-ca-marketingmanagement.pdf)

Complete major requirements listed under Associate in Arts – Major in Marketing Management. A grade of “C” or higher is required for each course applied to the certificate.

### AA **Management: Retail Management**

Developed in cooperation with the Western Association of Food Chains, the certificate and degree programs in Retail Management give students core courses in preparation for management and supervisory positions with excellent prospects for employment.

Upon completion of degree requirements, students will be able to:

1. Critically analyze retail management concepts and principles as applied to a business situation
2. Describe exposure identification and risk management techniques
3. Explain the relevance of endorsements in modifying contracts
4. Explain the basic IRS corporate tax structure

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 31–32 semester units

A grade of “C” or higher is required for each course applied to the major.

ACTG 100 Accounting Procedures . . . . .	3 units . . . . .	OR
ACTG 121 Financial Accounting . . . . .	4 units	
BUS 101 Human Relations I . . . . .	3 units	
BUS 115 Business Mathematics . . . . .	3 units	
BUS 180 Marketing . . . . .	3 units	
BUS 186 (Canada College) . . . . .	OR	
BUS 190 (Skyline College) . . . . .	3 units	
BUS 295 Computer Systems in Business . . . . .	4 units	
BUS 401 Business Communications . . . . .	3 units	
MGMT 100 Introduction to Business Management . . . . .	OR	
MGMT 235 Techniques of Supervision . . . . .	3 units	
MGMT 215 Management of Human Resources . . . . .	3 units	
COMM 130 Interpersonal Communication . . . . .	3 units	

### CA **Retail Management**

Upon completion of certificate requirements, students will be able to:

1. Critically analyze retail management concepts and principles as applied to a business situation.
2. Describe exposure identification and risk management techniques.
3. Explain the relevance of endorsements in modifying contracts.
4. Explain the basic IRS corporate tax structure.

#### 31–32 semester units

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/mgmt-ca-retailmanagement.pdf](http://collegeofsanmateo.edu/gedi/docs/mgmt-ca-retailmanagement.pdf)

Complete major requirements listed under Associate in Arts – Major in Retail Management. A grade of “C” or higher is required for each course applied to the certificate.

### CS **Human Resources Management** 9 semester units

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/mgmt-cs-hrmanagement.pdf](http://collegeofsanmateo.edu/gedi/docs/mgmt-cs-hrmanagement.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

MGMT 100 Introduction to Business Management . . . . .	3 units
MGMT 215 Management of Human Resources . . . . .	3 units

Plus select 3 units from the following courses:

MGMT 220 Organizational Behavior . . . . .	3 units
MGMT 235 Techniques of Supervision . . . . .	3 units

### CS **Project Management** 12 semester units

For gainful employment information, see the program’s website: [collegeofsanmateo.edu/gedi/docs/mgmt-cs-projectmanagement.pdf](http://collegeofsanmateo.edu/gedi/docs/mgmt-cs-projectmanagement.pdf)

A grade of “C” or higher is required for each course applied to the certificate.

MGMT 100 Introduction to Business Management . . . . .	3 units
MGMT 265 Project Management . . . . .	3 units
BUSW 450 Microsoft Project Fund. I . . . . .	1.5 units
BUSW 451 Microsoft Project Fund. II . . . . .	1.5 units

Plus select 3 units from the following courses:

MGMT 220 Organizational Behavior . . . . .	3 units
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## MATHEMATICS

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree

Mathematics. . . . . 60 units

### AS-T Associate in Science Degree for Transfer/SB1440

Mathematics. . . . . 60 CSU transferable units

#### Recommended high school preparation:

Four years of Mathematics.

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

Mathematics provides the foundation for studying engineering; the biological, physical and health sciences; economics; business; computer science; statistics; and many other fields. A major in mathematics itself opens up job opportunities in numerous fields, as mathematical problemsolving skills are widely applicable.

The Mathematics major may be used as a basis for professional careers which include accountant, actuary, appraiser, assessor, auditor, banker, biometrician, budget analyst, casualty rater, controller, computer programmer, data processing manager, demographer, econometrician, educator at all levels, engineering analyst, epidemiologist, financial analyst/planner, insurance agent/broker, loan officer, management trainee, market research analyst, mathematician, securities trader, statistician, surveyor, and systems analyst.

Additional professional areas for which a degree in Mathematics prepares individuals are the aircraft and space industries, architectural and surveying services, civil service, communications, and science, including work in high technology industries such as research and development laboratories.

### AS Major in Mathematics

Upon completion of degree requirements, students will be able to:

1. Synthesize ideas expressed in mathematical language by
  - a. Demonstrating the ability to understand both written and spoken mathematics.
  - b. Demonstrating a basic understanding of proof.
  - c. Communicating arguments clearly.
  - d. Demonstrating the ability to collaborate in problem solving (i.e. study groups, group projects).
2. Demonstrate analytical thinking by
  - a. Identifying what a problem is really asking.
  - b. Breaking complex problems into manageable smaller problems.
  - c. Identifying the relationships among verbal, symbolic, graphical and numerical representations within the same problem.
  - d. Solving non-algorithmic problems.
3. Demonstrate resourcefulness in problem solving by
  - a. Choosing appropriate methods.
  - b. Synthesizing appropriate strategies, techniques or information from prerequisite courses.
  - c. Using alternative representations of mathematical ideas.
  - d. Recognizing and explaining source of errors and impossible solutions.
4. Employ mathematical strategies with confidence.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 21–22 semester units

A grade of "C" or higher required for each course applied to the major.

Required Core:

MATH 251 Calculus with Analytical Geometry I. . . . . 5 units  
MATH 252 Calculus with Analytical Geometry II. . . . . 5 units  
MATH 253 Calculus with Analytical Geometry III. . . . . 5 units

List A: Plus one course from the following:

MATH 270 Linear Algebra . . . . . 3 units  
MATH 275 Ordinary Differential Equations . . . . . 3 units

List B: Plus one course from the following:

MATH 270 Linear Algebra (if not selected in List A) . . . . . 3 units  
MATH 275 Ordinary Differential Equations  
(if not selected in List A) . . . . . 3 units  
MATH 268 Discrete Mathematics. . . . . 4 units  
CIS 278 Programming Methods C++ . . . . . 4 units  
PHYS 250 Physics with Calculus I. . . . . 4 units

**AS-T Major in Mathematics**

The AS-T major in Mathematics prepares students for transfer into bachelor's degree programs in mathematics and similar areas.

Upon completion of degree requirements, students will be able to:

1. Synthesize ideas expressed in mathematical language by
  - a. Demonstrating the ability to understand both written and spoken mathematics.
  - b. Demonstrating a basic understanding of proof.
  - c. Communicating arguments clearly.
  - d. Demonstrating the ability to collaborate in problem solving (i.e. study groups, group projects).
2. Demonstrate analytical thinking by
  - a. Identifying what a problem is really asking.
  - b. Breaking complex problems into manageable smaller problems.
  - c. Identifying the relationships among verbal, symbolic, graphical and numerical representations within the same problem.
  - d. Solving non-algorithmic problems.
3. Demonstrate resourcefulness in problem solving by
  - a. Choosing appropriate methods.
  - b. Synthesizing appropriate strategies, techniques or information from prerequisite courses.
  - c. Using alternative representations of mathematical ideas.
  - d. Recognizing and explaining source of errors and impossible solutions.
4. Employ mathematical strategies with confidence.

Completion of this AS-T meets minimum eligibility for junior standing for the California State University system. For more information go to page 65.

**Major requirements: 21-22 semester units**

Complete CSU General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Required Core:

MATH 251 Calculus with Analytical Geometry I	.5 units
MATH 252 Calculus with Analytical Geometry II	.5 units
MATH 253 Calculus with Analytical Geometry III	.5 units

List A: Plus one course from the following:

MATH 270 Linear Algebra	.3 units
MATH 275 Ordinary Differential Equations	.3 units

List B: Plus one course from the following:

MATH 270 Linear Algebra (if not selected in List A)	.3 units
MATH 275 Ordinary Differential Equations (if not selected in List A)	.3 units
MATH 268 Discrete Mathematics	4 units
CIS 278 Programming Methods C++	4 units
PHYS 250 Physics with Calculus I	4 units

General Education requirements:

Select courses to complete CSU General Education OR IGETC for CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

**CSU GE:**

Area A1 Oral Communication	.3 units
Area A2 Written Communication	.3 units
Area A3 Critical Thinking	.3 units
Area B1 Physical Science	.3 units
Area B2 Life Science	.3 units
Area B3 Science Lab	.1 unit
Area B4 Math Concepts	.3 units
Area C1 Arts	.3 units
Area C2 Humanities	.3 units
Area C1 or C2	.3 units
Area D Social, Political and Economic Institutions	9 units
Area E Lifelong Understanding	.3 units
OR	

**IGETC/CSU:**

Area 1A English Composition	.3 units
Area 1B Critical Thinking/Composition	.3 units
Area 1C Oral Communication	.3 units
Area 2 Math Concepts	.3 units
Area 3A Arts	.3 units
Area 3B Humanities	.3 units
Area 3A or 3B	.3 units
Area 4 Social and Behavioral Science	9 units
Area 5A Physical Science	.3 units
Area 5B Biological Science	.3 units
Area 5C Science Lab - Either 5A or 5B must have a lab component	.1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.



## MUSIC

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Music ..... 60 units  
Electronic Music ..... 60 units

### CA Certificate of Achievement

Electronic Music ..... 22 units

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

The College of San Mateo provides a creative environment where every student may become enriched through an active association with the art of music and a faculty who are active in the music profession. The Music Department at College of San Mateo places strong emphasis upon performance as well as composition in both traditional and electronic media. At the same time, the department offers the general student enhanced understanding and appreciation of all forms of music. Through this two-fold approach, the department's purpose becomes clear: to promote excellence in all aspects of music performance and academic course work, to provide basic preparation for careers in music, and to promote interest in all music and artistic endeavors at the College and in the Bay Area community.

Career opportunities include accompanist; arranger; composer; conductor; critic; band, orchestra or recording musician; lyricist, performing instrumentalist or vocalist; music director (radio station); private music instructor; music producer; music publisher; music therapist; night-club/restaurant entertainer; recording engineer; and teacher/professor. Additional career possibilities include choir director, music librarian, music minister, piano tuner, professional manager, recreation specialist, and soloist.

### AA Music

Upon completion of degree requirements, students will be able to:

1. Demonstrate proficiency in aural skills such as sight-singing, rhythmic execution, harmonic, melodic and rhythmic dictation.
2. Perform advanced analysis on the melodic, harmonic and formal components of written music from the common practice period.
3. Create derivative and/or original music in 4-voice chorale style consistent with common practice period voice leading norms.
4. Demonstrate basic proficiency in keyboard skills including scales, basic chord progressions, sight-reading and repertoire appropriate to graduating first year piano students.
5. Demonstrate proficiency on an instrument or voice that enables self-expression and musical communication.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 31–35 semester units

A grade of "C" or higher is required for each course applied to the major.

Theory and Musicianship Core, 24 units:

1st Semester (Fall Only):

MUS 131 Harmony I ..... 3 units  
MUS 101 Musicianship ..... 3 units

2nd Semester (Spring Only):

MUS 132 Harmony II ..... 3 units  
MUS 102 Musicianship II ..... 3 units

3rd Semester (Fall Only):

MUS 133 Harmony III ..... 3 units  
MUS 103 Musicianship III ..... 3 units

4th Semester (Spring Only):

MUS 134 Harmony IV ..... 3 units  
MUS 104 Musicianship IV ..... 3 units

Ensemble Requirements, four semesters of ensemble; 4–8 units, select from the following courses:

MUS 231 Afro-Latin Percussion Ensemble I ..... 2 units  
MUS 232 Afro-Latin Percussion Ensemble II ..... 2 units  
MUS 233 Afro-Latin Percussion Ensemble III ..... 2 units  
MUS 234 Afro-Latin Percussion Ensemble IV ..... 2 units  
MUS 424 Small Jazz Ensembles ..... 2 units  
MUS 425 Contemporary Jazz Combo ..... 2 units  
MUS 429 Wind Ensemble ..... 1.5 units  
MUS 430 Symphonic Band ..... 1 unit  
MUS 454 Jazz Workshop Big Band ..... 1.5 units  
MUS 455 Jazz Ensemble ..... 1 unit

History Requirements, 3 units, select one from the following:

MUS 202 Music Listening and Enjoyment ..... 3 units  
MUS 250 World Music ..... 3 units

MUS 275 History of Jazz .....3 units

Keyboard Proficiency Requirement: Student must pass a keyboard proficiency exam. If student does not pass, music faculty recommend enrolling in the following courses to develop proficiency:

MUS 301 Piano I .....1 unit

MUS 302 Piano II .....1 unit

Recommended additional courses:

Music Technology:

MUS 290 Electronic Music I .....3 units

Piano (dependent on level), select from the following:

MUS 301 Piano I .....1 unit

MUS 302 Piano II .....1 unit

MUS 303 Piano III .....1 unit

MUS 304 Piano IV .....1 unit

History, select from the following:

MUS 202 Music Listening and Enjoyment .....3 units

MUS 250 World Music .....3 units

MUS 275 History of Jazz .....3 units

## **AA** *Electronic Music*

The Electronic Music major combines the areas of music, electronics and computer science, with a primary emphasis on music. The Electronic Music major is designed for students who intend to transfer to baccalaureate institutions; however, upon completion of the Associate degree in this discipline, many individuals start their own electronic music studios, where they record music for videos, films, or individual artists, as well as compose their own music on electronic instruments. Completion of a Bachelor's degree in Electronic Music expands career opportunities to include performer, producer, recording engineer, and sound engineer. Software companies also hire Electronic Music graduates to develop and test new electronic equipment ranging from synthesizers to software packages.

Career opportunities include performer, producer, recording engineer, sound designer and sound engineer.

Upon completion of degree requirements, students will be able to:

1. Compose, produce, record and mix original electronic music pieces using various electronic music technologies and techniques.
2. Design original sounds using analog synthesis, digital synthesis and sampling.
3. Create and synchronize original sound effects, Foley, music and dialogue to visuals.
4. Analyze the compositional elements, production qualities and musical aesthetics of their own works and the works of other electronic musicians, producers and composers.

Complete General Education and other requirements listed for the Associate degree and

### **Major requirements: 22 semester units**

A grade of "C" or higher is required for each course applied to the major.

MUS 290 Electronic Music I .....3 units

MUS 291 Electronic Music II .....3 units

MUS 292 Sound Creation: Sampling and Synthesis .....3 units

MUS 293 Audio for Visual Media .....3 units

Plus, select 6 units from the following courses:

\*MUS 101 Musicianship I .....3 units  
AND

\*MUS 131 Harmony I .....3 units  
OR

MUS 102 Musicianship II .....3 units  
AND

MUS 132 Harmony II .....OR  
MUS 103 Musicianship III .....3 units  
AND

MUS 133 Harmony III .....OR  
MUS 104 Musicianship IV .....3 units  
AND

MUS 134 Harmony IV .....3 units

\*Recommended preparation for students who do not read music:

MUS 100: Fundamentals of Music

Plus, select 1 unit from the following courses:

MUS 301 Piano I.....1 unit

MUS 302 Piano II.....1 unit

MUS 303 Piano III.....1 unit

MUS 304 Piano IV.....1 unit

Plus, select 3 units from the following courses:

MUS 202 Music Listening and Enjoyment .....3 units

MUS 250 World Music .....3 units

MUS 275 History of Jazz .....3 units

**CA** **Electronic Music**

The Electronic Music Program combines the areas of music, electronics and computer science, with a primary emphasis on music. The Electronic Music Certificate is designed for students who intend to start their own electronic music studios where they may record music for videos, films, or individual artists, as well as compose and produce their own music on electronic instruments. Completion of a Certificate in Electronic Music expands career opportunities to include performer, producer, recording engineer, sound designer and sound engineer.

Career opportunities include performer, producer, recording engineer, sound designer and sound engineer.

Upon completion of degree requirements, students will be able to:

1. Compose, produce, record and mix original electronic music pieces using various electronic music technologies and techniques.
2. Design original sounds using analog synthesis, digital synthesis and sampling.
3. Create and synchronize original sound effects, Foley, music and dialogue to visuals.
4. Analyze the compositional elements, production qualities and musical aesthetics of their own works and the works of other electronic musicians, producers and composers.

**22 semester units**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/mus-ca-electronicmusic.pdf](http://collegeofsanmateo.edu/gedi/docs/mus-ca-electronicmusic.pdf)

Complete major requirements listed under Associate in Arts – Major in Electronic Music. A grade of “C” or higher is required for each course applied to the certificate.

**NURSING – REGISTERED NURSING PROGRAM**

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program****60 – 70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**AS** **Associate in Science Degree**

Nursing ..... 74–83.5 units

**Recommended high school preparation:**

Coursework in Biology, Chemistry, Anatomy, English, Mathematics, Psychology

**University Transfer Program**

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**Nursing Program Admissions Requirements**

Go to the CSM Nursing Program web site for the current admissions information ([collegeofsanmateo.edu/nursing](http://collegeofsanmateo.edu/nursing)). At this site print the Nursing Program Information Sheet and the Nursing Articulation Grid for detailed information about admissions requirements and processes. You may also contact the Nursing Department, (650) 574-6218.

**Admissions Requirements**

If there are more applicants than spaces available, the following applicants are given priority.

1. Applicants who have completed the "pre admission" major requirements.
2. Applicants with a grade point average of 2.5 or higher for all pre admissions and major course requirements.
3. Applicants who have completed Biology 240, Biology 250, and Biology 260 with a cumulative grade point average of 2.5 for this group and no grade less than C in each course and no more than one repetition of any of these courses.
4. Applicants with equal priority are selected by a computerized random number system.
5. Applicants are required to successfully complete an assessment test prior to the entry in to the program. In the event that the applicant does not pass the test, they need to successfully complete remediation course work prior to entry into the nursing program.

## AS Major in Nursing

The College of San Mateo Nursing Program provides students with opportunities for learning at the College, local hospitals, and related health agencies. Clinical practice begins early in the first semester. Upon graduation, the candidate receives an Associate in Science degree and is eligible to take the National Council Licensing Exam (NCLEX). The graduate is also eligible to transfer to a four-year nursing program.

Career opportunities are available in hospitals, physician's offices, clinics, labs, nursing and personal care facilities, public health and other government agencies, educational services, health and allied services, outpatient care facilities. Many nurses specialize in areas such as cardiac care, geriatrics, intensive care, obstetrics, pediatrics, and surgery. Specific career opportunities include nursing administrator, clinic nurse, critical care nurse, emergency department nurse, flight nurse, home health nurse, hospital staff nurse, industrial nurse, medical researcher, nurse anesthetist, nurse midwife, nurse practitioner, office nurse, public health nurse, school nurse, and teacher/educator.

Upon completion of degree requirements, students will be able to:

1. Apply nursing methods, protocols and procedures to appropriate care situations
2. Use the nursing process, which emphasizes critical thinking, independent judgment and continual evaluation as a means to determine nursing activities
3. Utilize theory and knowledge from nursing, the physical/behavioral sciences and the humanities in providing nursing care.
4. Identify and assess the healthcare needs of patients/clients using the tools/framework appropriate to the clinical setting
5. Document and evaluate the outcome of nursing and other interventions and communicate to team members
6. Prioritize care-delivery on an ongoing basis
7. Work in partnership with patients, clients, and caregivers
8. Engage in and disengage from therapeutic relationships through the use of effective interpersonal and counseling skills
9. Provide compassionate, culturally sensitive care to clients in a variety of settings
10. Adhere to the ANA Code of Ethics for nurses, treating patients as unique whole individuals with specific needs, desires, and abilities
11. Describe current legal and professional standards for nurses in relation to common clinical problems
12. Practice in a manner that respects patient confidentiality and adheres to HIPAA.
13. Appraise own professional performance accurately. Evaluate their professional learning needs and take steps to meet them

Complete General Education and other requirements listed for the Associate degree and

### Major requirements: 73.5–83 semester units

A grade of "C" or higher is required in each course applied to the major.

NURS 211	Introduction to Nursing	4.5 units
NURS 212	Concepts of Homeostasis in Nursing	4.5 units
NURS 221	Pediatric Nursing	4.5 units
NURS 222	Maternity Nursing	4.5 units
NURS 225	Nursing Skills Lab II	0.5 unit
NURS 231	Psychiatric Nursing	.5 units
NURS 232	Medical/Surgical Nursing	.5 units
NURS 235	Nursing Skills Lab III	0.5 unit
NURS 241	Advanced Medical/Surgical Nursing	.5 units
NURS 242	Leadership/Management in Nursing	.5 units
NURS 245	Nursing Skills Lab IV	0.5 unit
NURS 808	Open Skills Laboratory	0.5-1.5 units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Introductory Physiology	.5 units
PSYC 100	General Psychology	.3 units
PSYC 200	Developmental Psychology	.3 units
SOCI 100	Introduction to Sociology	.OR
ANTH 110	Cultural Anthropology	.3 units
COMM 110	Public Speaking	.OR
COMM 130	Interpersonal Communication	.OR
COMM 150	Intercultural Communication	.3 units
ENGL 100	Composition and Reading	.3 units

### Pre-admissions Major requirements 37–38 units

\*MATH 120 or MATH 122 and 123 . . . . . 5-6 units

\*For those students with catalog rights prior to Fall 2009, completion of Math 110 or 111/ 112 or the equivalent or placement in a math course higher than Math 110/112 on the College of San Mateo Math Placement Test meet this pre-admissions major requirement. Beginning in fall 2009 and thereafter, students must complete Intermediate Algebra, Math 120 or Math 122/123 or the equivalent or placement in a math course higher than Math 120/123 on the College of San Mateo Math Placement Test to meet this admissions and major requirement.

**CHEM 410	Health Science Chemistry	4 units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Introductory Physiology	.5 units
ENGL 100	Composition and Reading	.3 units
PSYC 100	General Psychology	.3 units
PSYC 200	Developmental Psychology	.3 units
SOCI 100	Introduction to Sociology	.OR
ANTH 110	Cultural Anthropology	.3 units

*Major in Nursing continued on next page*



COMM 110 Public Speaking . . . . .	OR
COMM 130 Interpersonal Communication . . . . .	OR
COMM 140 Small Group Discussion . . . . .	OR
COMM 150 Intercultural Communication . . . . .	3 units

\*\*Beginning Fall 2013, College of San Mateo Nursing Program requires Chemistry 410 Health Science Chemistry, or the equivalent, as the prerequisite course for the program chemistry requirement. Other chemistry courses will not be accepted as meeting this requirement. However, students who hold SMCCCD catalog rights for Fall 2012 or earlier may use Chemistry 192 or 210 or 410, or the equivalent through Fall 2014 nursing admissions cycle. ALL student applying for admissions to the nursing program for Fall 2015 or later, SMCCCD students and students from outside of SMCCCD, must complete Chemistry 410, or its equivalent.

**Other Major requirements once accepted into the program 42-46 units**

NURS 211 Introduction to Nursing . . . . .	4.5 units
NURS 212 Concepts of Homeostasis in Nursing . . . . .	4.5 units
NURS 221 Pediatric Nursing . . . . .	4.5 units
NURS 222 Maternity Nursing . . . . .	4.5 units
NURS 225 Nursing Skills Lab II . . . . .	0.5 unit
NURS 231 Psychiatric Nursing . . . . .	.5 units
NURS 232 Medical/Surgical Nursing . . . . .	.5 units
NURS 235 Nursing Skills Lab III . . . . .	0.5 unit
NURS 241 Advanced Medical/Surgical Nursing . . . . .	.5 units
NURS 242 Leadership/Management in Nursing . . . . .	.5 units
NURS 245 Nursing Skills Lab IV . . . . .	0.5 units
NURS 808 Open Skills Laboratory . . . . .	2-6 units

Students interested in an LVN upgrade through the APN plan or 30 Unit Option should call the Nursing Department for additional information. Students who wish to transfer into the nursing program or challenge nursing courses should also call the Nursing Department.

\*To comply with recent legislation, students accepted into the nursing program who have completed a bachelor's degree at a college or university in the United States that is accredited by an agency approved by the SMCCCD do not need to complete CSM prescribed general education courses. Only major courses listed above are required for the ASN degree for students with a bachelor's degree.

**Requirements for R.N. Licensing Exam:**

1. Graduation from high school or equivalent
2. All major requirements listed under pre-admissions and major.
3. If an individual has been convicted of a crime, he or she should contact the Board of Registered Nursing regarding eligibility for licensure. Candidates are reviewed on a case by case basis.

## PHILOSOPHY

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

**University Transfer Program  
60 – 70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

**University Transfer Program**

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## PHYSICAL SCIENCE

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program

**60 – 70 transferable units**

California State University  
University of California  
Independent Colleges and Universities

## AS Associate in Science Degree

Physical Science ..... 60 units

### Recommended high school preparation:

Coursework in Mathematics, Chemistry, Physics, English

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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 opportunities exist in energy management, mineral exploration and land use planning.

## AS Major in Physical Science

Complete General Education and other requirements listed for the Associate degree and

### Major requirements: 18 semester units

A grade of "C" or higher is required for each course applied to the major.

Select one or more classes from each group.

#### Group 1

ASTR 100 Introduction to Astronomy.....3 units

ASTR 101 Astronomy Laboratory.....1 unit

#### Group 2

CHEM 210 General Chemistry I.....5 units

CHEM 410 Health Science Chemistry I.....4 units

#### Group 3

GEOL 100 Survey of Geology.....3 units

#### Group 4

PHYS 100 Conceptual Physics.....3 units

PHYS 210 General Physics I.....4 units

PHYS 250 Physics with Calculus I.....4 units

You may complete the required 18 units with courses selected from Groups 1, 2, 3, and 4. However, if you have not completed the required 18 units from these groups you may complete the unit requirement by selecting courses from the following list.

CHEM 231 Organic Chemistry I.....5 units

CIS 255 Programming Methods: Java I.....4 units

CIS 278 Programming Methods: C++.....4 units

MATH 251 Calculus w/ Analytical Geometry I.....5 units

MATH 252 Calculus w/ Analytical Geometry II.....5 units

MATH 253 Calculus w/ Analytical Geometry III.....5 units

MATH 275 Ordinary Differential Equations.....3 units

PHYS 250 Physics with Calculus I.....4 units

PHYS 260 Physics with Calculus II.....4 units

PHYS 270 Physics with Calculus III.....4 units

## PHYSICS

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree

Physics . . . . . 60 units

### AS-T Associate in Science Degree for Transfer/SB1440

Physics . . . . . 60 CSU transferable units

#### Recommended high school preparation:

Coursework in Mathematics (four years), Physics, Chemistry, English

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

### AS Major in Physics

Upon completion of degree requirements, students will be able to:

1. Apply the Laws of Physics to real-world problems
2. Collect and analyze data to verify physical principles
3. Be prepared for upper division course at a 4-year college

Complete General Education and other requirements listed for the Associate degree and

**Major requirements: 18 semester units**

A grade of "C" or higher is required for each course applied to the major.

PHYS 250	Physics with Calculus I . . . . .	4 units
PHYS 260	Physics with Calculus II . . . . .	4 units
PHYS 270	Physics with Calculus III . . . . .	4 units

Plus, 6 units selected from the following courses:

CHEM 210	General Chemistry I . . . . .	5 units
CHEM 220	General Chemistry II . . . . .	5 units
CHEM 231	Organic Chemistry I . . . . .	5 units
CHEM 232	Organic Chemistry II . . . . .	5 units
CIS 255	Programming Methods: Java . . . . .	4 units
CIS 278	Programming Methods: C++ . . . . .	4 units
MATH 200	Elementary Probability and Statistics . . . . .	4 units
MATH 251	Calculus with Analytic Geometry I . . . . .	5 units
MATH 252	Calculus with Analytic Geometry II . . . . .	5 units
MATH 253	Calculus with Analytic Geometry III . . . . .	5 units
MATH 270	Linear Algebra . . . . .	3 units
MATH 275	Ordinary Differential Equations . . . . .	3 units

### AS-T Major in Physics

Upon completion of degree requirements, students will be able to:

1. Apply the Laws of Physics to real-world problems
2. Collect and analyze data to verify physical principles
3. Be prepared for upper division course at a 4-year college

#### Major requirements: 27 semester units

Complete CSU General Education and major requirements as noted below. A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

PHYS 250	Physics with Calculus I . . . . .	4 units
PHYS 260	Physics with Calculus II . . . . .	4 units
PHYS 270	Physics with Calculus III . . . . .	4 units
MATH 251	Calculus with Analytical Geometry I . . . . .	5 units
MATH 252	Calculus with Analytical Geometry II . . . . .	5 units
MATH 253	Calculus with Analytical Geometry III . . . . .	5 units

Additional Recommended preparation chosen from the following courses (While these additional courses are not required for this degree, completion of these courses will better prepare students for upper division Physics courses at a CSU.):

MATH 270	Linear Algebra . . . . .	3 units
MATH 275	Ordinary Differential Equations . . . . .	3 units
CHEM 210/220	General Chemistry I and II . . . . .	10 units
	One course in computer programming . . . . .	4 units

## POLITICAL SCIENCE

### General Education requirements:

Select courses to complete CSU General Education OR IGETC for CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

### CSU GE:

Area A1 Oral Communication . . . . .	3 units
Area A2 Written Communication . . . . .	3 units
Area A3 Critical Thinking . . . . .	3 units
Area B1 Physical Science . . . . .	3 units
Area B2 Life Science . . . . .	3 units
Area B3 Science Lab . . . . .	.1 unit
Area B4 Math Concepts . . . . .	3 units
Area C1 Arts . . . . .	3 units
Area C2 Humanities. . . . .	3 units
Area C1 or C2 . . . . .	3 units
Area D Social, Political, and Economic Institutions . . . . .	9 units
Area E Lifelong Understanding . . . . .	3 units
OR	

### IGETC/CSU:

Area 1A English Composition . . . . .	3 units
Area 1B Critical Thinking/Composition . . . . .	3 units
Area 1C Oral Communication . . . . .	3 units
Area 2 Math Concepts . . . . .	3 units
Area 3A Arts . . . . .	3 units
Area 3B Humanities. . . . .	3 units
Area 3A or 3B . . . . .	3 units
Area 4 Social and Behavioral Science . . . . .	9 units
Area 5A Physical Science . . . . .	3 units
Area 5B Biological Science . . . . .	3 units
Area 5C Science Lab - Either 5A or 5B must have a lab component . . . . .	.1 unit

### Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.

*Important Information for Students Planning their Program for Transfer*  
College of San Mateo has a few associate degrees pending approval. For the most recent information on AA-T and AS-T degrees and other programs, please refer to the Addendum to the online 2013-14 College of San Mateo Catalog. Go to [collegeofsanmateo.edu/schedule](http://collegeofsanmateo.edu/schedule).

*Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).*

### University Transfer Program

#### 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.



## PSYCHOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program

60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA-T Associate in Arts Degree for Transfer/SB1440

Psychology . . . . . 60 CSU transferable units

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### AA-T Major in Psychology

Major requirements: 18-19 semester units

Complete CSU General Education and major requirements as noted below.

A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Required Core (9 units)

PSYC 100 General Psychology . . . . . 3 units  
PSYC 121 Basic Statistical Concepts . . . . . 3 units  
PSYC 120 Introduction to Research Methods . . . . . 3 units

List A: Select one course (3-4 units)

PSYC 220 Introduction to Psychobiology . . . . . 3 units  
BIOL 110 General Principles of Biology . . . . . 4 units  
BIOL 130 Human Biology . . . . . 3 units

List B: Select one course (3 units)

Any List A course not used above  
PSYC 201 Child Development . . . . . 3 units  
PSYC 105 Experimental Psychology . . . . . 3 units

List C: One course from the following (3 units)

Any List A or List B course not used above  
PSYC 110 Courtship, Marriage, and the Family . . . . . 3 units  
PSYC 200 Developmental Psychology . . . . . 3 units  
PSYC 225 Theories of Personality . . . . . 3 units  
PSYC 300 Social Psychology . . . . . 3 units  
PSYC 410 Abnormal Psychology . . . . . 3 units

General Education requirements:

Select courses to complete CSU General Education OR IGETC for CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

### CSU GE:

Area A1 Oral Communication . . . . . 3 units  
Area A2 Written Communication . . . . . 3 units  
Area A3 Critical Thinking . . . . . 3 units  
Area B1 Physical Science . . . . . 3 units  
Area B2 Life Science . . . . . 3 units  
Area B3 Science Lab . . . . . 1 unit  
Area B4 Math Concepts . . . . . 3 units  
Area C1 Arts . . . . . 3 units  
Area C2 Humanities . . . . . 3 units  
Area C1 or C2 . . . . . 3 units  
Area D Social, Political, and Economic Institutions . . . . . 9 units  
Area E Lifelong Understanding . . . . . 3 units

OR

### IGETC/CSU:

Area 1A English Composition . . . . . 3 units  
Area 1B Critical Thinking/Composition . . . . . 3 units  
Area 1C Oral Communication . . . . . 3 units  
Area 2 Math Concepts . . . . . 3 units  
Area 3A Arts . . . . . 3 units  
Area 3B Humanities . . . . . 3 units  
Area 3A or 3B . . . . . 3 units  
Area 4 Social and Behavioral Science . . . . . 9 units  
Area 5A Physical Science . . . . . 3 units  
Area 5B Biological Science . . . . . 3 units  
Area 5C Science Lab - Either 5A or 5B must  
have a lab component . . . . . 1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.

## REAL ESTATE

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### AA Associate in Arts Degree

Real Estate . . . . . 60 units

#### Recommended high school preparation:

Coursework in Mathematics, Business, Accounting, English

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.

#### Pre-requisite Requirements:

For licensed Real Estate Agents, R.E. 100 and 105 may be waived as prerequisites for all real estate courses.

### AA Major in Real Estate

Upon completion of degree requirements, students will be able to:

1. Meet the requirements to sit for the California Real Estate License Exam.
2. Define the role and responsibilities of a real estate agent in California.
3. Critically analyze how real estate is acquired, held, used, regulated, taxed, and transferred.

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 21 semester units

A grade of "C" or higher is required for each course applied to the major.

BUS 100 Contemporary American Business . . . . .	OR
MGMT 100 Introduction to Business Management . . . . .	3 units
R.E. 100 Real Estate Principles . . . . .	3 units
R.E. 110 Real Estate Practice . . . . .	3 units
R.E. 121 Legal Aspects of Real Estate . . . . .	3 units
R.E. 131 Real Estate Finance I. . . . .	3 units
R.E. 141 Real Estate Appraisal: Basic. . . . .	3 units
R.E. 200 Real Estate Economics . . . . .	3 units

## SOCIAL SCIENCE

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program

60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Social Science. . . . . 60 units

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

### AA Major in Social Science

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 18 semester units

A grade of "C" or higher is required for each course applied to the major.

Select courses from at least three of the subject areas listed below. In one of the subject areas you must select at least two courses.

- Anthropology
- Economics
- Ethnic Studies (excluding ETHN 288, 350, 351, 585)
- Geography (excluding GEOG 100)
- History
- Political Science
- Psychology (excluding PSYC 121)
- Social Science
- Sociology

## SOCIOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA-T Associate in Arts Degree for Transfer/SB1440

Sociology . . . . . 60 CSU transferable units

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

### AA-T Major in Sociology

Major requirements: 18-19 semester units

The AA-T major in Sociology prepares students for transfer into bachelor's degree programs in sociology and similar areas.

Upon completion of degree requirements, students will be able to:

1. Distinguish the different sociological approaches (conflict theory, symbolic interactionism, functionalism, and post modernism) and their explanation of society.
2. Apply critical thinking skills to examination of social institutions.
3. Evaluate US and global level social stratification and social inequality
4. Identify major methodological approaches to social research.

Complete CSU General Education and major requirements as noted below.

A grade of "C" or higher is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

SOCI 100 Introduction to Sociology. . . . . 3 units

Group A: Two courses from the following (6–7 units):

- SOCI 105 Social Problems . . . . . 3 units
- SOCI 121 Introduction to Research Methods . . . . . 3 units
- PSYC 121 Basic Statistical Concepts . . . . . 3 units
- OR MATH 200 Elementary Probability and Statistics . . . . . 4 units

Group B: Two courses from the following (6–7 units):

- Any Group A course not used above . . . . . 3–4 units
- SOCI 110 Courtship, Marriage, and the Family . . . . . 3 units
- SOCI 141 Race and Ethnic Relations . . . . . 3 units
- PSYC 300 Social Psychology . . . . . 3 units

Group C: One course from the following (3–4 units):

- Any Group A or Group B course not used above . . . . . 3–4 units

General Education requirements:

Select courses to complete CSU General Education OR IGETC for CSU. This degree does not require the CSM AA/AS General Education pattern on pages 67 & 68.

#### CSU GE:

- Area A1 Oral Communication . . . . . 3 units
  - Area A2 Written Communication . . . . . 3 units
  - Area A3 Critical Thinking . . . . . 3 units
  - Area B1 Physical Science . . . . . 3 units
  - Area B2 Life Science . . . . . 3 units
  - Area B3 Science Lab . . . . . 1 unit
  - Area B4 Math Concepts . . . . . 3 units
  - Area C1 Arts . . . . . 3 units
  - Area C2 Humanities . . . . . 3 units
  - Area C1 or C2 . . . . . 3 units
  - Area D Social, Political, and Economic Institutions . . . . . 9 units
  - Area E Lifelong Understanding . . . . . 3 units
- OR

#### IGETC/CSU:

- Area 1A English Composition . . . . . 3 units
- Area 1B Critical Thinking/Composition . . . . . 3 units
- Area 1C Oral Communication . . . . . 3 units
- Area 2 Math Concepts . . . . . 3 units
- Area 3A Arts . . . . . 3 units
- Area 3B Humanities . . . . . 3 units
- Area 3A or 3B . . . . . 3 units
- Area 4 Social and Behavioral Science . . . . . 9 units
- Area 5A Physical Science . . . . . 3 units
- Area 5B Biological Science . . . . . 3 units
- Area 5C Science Lab - Either 5A or 5B must have a lab component . . . . . 1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.

## SPANISH

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

### University Transfer Program

60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree

Spanish . . . . . 60 units

### CS Certificate of Specialization

Spanish . . . . . 12 units

### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

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.

### AA Major in Spanish

Upon completion of the degree requirements, students will be able to:

1. Understand native speech at average speed on a variety of common topics (listening)
2. Utilize appropriate vocabulary, grammar and pronunciation to express verbal communication covering a broad spectrum of common interpersonal interactions. (speaking)
3. Decode written Spanish in a variety of formats, and will be familiar with the literature of the Spanish-speaking cultures and will have read and analyzed representative works of prose, poetry, and drama. (reading)
4. Use appropriate levels of Standard Spanish vocabulary and grammatical structures to write on a variety of common topics so as to be understood by a native speaker unfamiliar with English. (writing)
5. Identify aspects of Hispanic culture throughout the world, and

then compare and contrast them with aspects of non-Hispanic cultures. (cultural awareness)

Complete General Education and other requirements listed for the Associate degree and

#### Major requirements: 18 semester units

A grade of "C" or higher is required for each course applied to the major.

SPAN 110 Elementary Spanish . . . . .	5 units
SPAN 111 Elementary Spanish I . . . . .	3 units
SPAN 112 Elementary Spanish II . . . . .	3 units
SPAN 120 Advanced Elementary Spanish . . . . .	5 units
SPAN 121 Advanced Elementary Spanish I . . . . .	3 units
SPAN 122 Advanced Elementary Spanish II . . . . .	3 units
SPAN 131 Intermediate Spanish I . . . . .	3 units
SPAN 132 Intermediate Spanish II . . . . .	3 units
SPAN 140 Advanced Intermediate Spanish . . . . .	3 units

With Language Arts Division approval, ANTH 110 may be accepted as part of the 18 units.

### CS Spanish 12 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/span-cs-spanish.pdf](http://collegeofsanmateo.edu/gedi/docs/span-cs-spanish.pdf)

"Pass" or grade of "C" or higher is required for each course applied to the certificate.

Select at least 5 of the 12 units from the following courses

SPAN 110 Elementary Spanish . . . . .	5 units
SPAN 111 Elementary Spanish I . . . . .	3 units
SPAN 112 Elementary Spanish II . . . . .	3 units
SPAN 120 Advanced Elementary Spanish . . . . .	5 units
SPAN 121 Advanced Elementary Spanish I . . . . .	3 units
SPAN 122 Advanced Elementary Spanish II . . . . .	3 units
SPAN 131 Intermediate Spanish I . . . . .	3 units
SPAN 132 Intermediate Spanish II . . . . .	3 units
SPAN 140 Advanced Intermediate Spanish . . . . .	3 units

The balance of units may be from the following courses:

SPAN 801 Conversational Spanish I, Elementary . . . . .	2 units
SPAN 802 Conversational Spanish II, Advanced Elementary . . . . .	2 units
SPAN 803 Conversational Spanish III, Intermediate . . . . .	2 units
SPAN 804 Conversational Spanish IV, Advanced Intermediate . . . . .	2 units

In special circumstances, the Dean of Language Arts may approve the limited use of other courses in the same language (such as those numbered 680 or taken at Skyline or Cañada Colleges). In rare circumstances, the Dean may approve using a course in another discipline if its content is closely related to the language studied.



## SPRINKLER FITTER

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 additional information contact the Plumbers JATC or the Technology Division Office at 650-574-6177

### AS Associate in Science Degree

Sprinkler Fitter . . . . . 60 units

### CA Certificate of Achievement

Sprinkler Fitter . . . . . 35 units

#### Required high school preparation:

Coursework in Mathematics. At least 18 years of age; High School graduate or GED; one semester of college-level algebra with a grade of "C" or higher.

### AS Major in Sprinkler Fitter

Complete General Education and other requirements listed for the Associate degree and

#### Major Requirements: 35 semester units

A grade of "C" or higher is required for each course applied to the major.

SPFI 711 Sprinkler Fitter Apprentice I . . . . .	3.5 units
SPFI 712 Sprinkler Fitter Apprentice II . . . . .	3.5 units
SPFI 713 Sprinkler Fitter Apprentice III . . . . .	3.5 units
SPFI 714 Sprinkler Fitter Apprentice IV . . . . .	3.5 units
SPFI 715 Sprinkler Fitter Apprentice V . . . . .	3.5 units
SPFI 716 Sprinkler Fitter Apprentice VI . . . . .	3.5 units
SPFI 717 Sprinkler Fitter Apprentice VII . . . . .	3.5 units
SPFI 718 Sprinkler Fitter Apprentice VIII . . . . .	3.5 units
SPFI 719 Sprinkler Fitter Apprentice IX . . . . .	3.5 units
SPFI 720 Sprinkler Fitter Apprentice X . . . . .	3.5 units

### CA Sprinkler Fitter

35 semester units

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/spfi-ca-sprinklerfitter.pdf](http://collegeofsanmateo.edu/gedi/docs/spfi-ca-sprinklerfitter.pdf)

Complete major requirements listed under Associate in Science with a major in Fire Sprinkler Technology. A grade of "C" or higher is required for each course applied to the certificate.

## UNIVERSITY TRANSFER

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

California State University  
University of California  
Independent Colleges and Universities

### CA Certificate of Achievement

#### University Transfer with three options:

Option 1: California State University General Education Certification (CSU/GE) . . . . .	39 units
Option 2: Intersegmental General Education Transfer Curriculum Certification CSU (IGETC/CSU) . . . . .	37 units
Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC) . . . . .	34-39 units

For all options, find courses approved to meet university transfer general education requirements at [www.assist.org](http://www.assist.org) and search under College of San Mateo.

### CA University Transfer Option 1: California State University General Education Certification (CSUGE)

Complete 39 units of coursework to meet the California State University General Education Certification requirements as listed below.

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/univ-ca-csu-ge.pdf](http://collegeofsanmateo.edu/gedi/docs/univ-ca-csu-ge.pdf)

#### Complete 9 units of Area A:

Communications in the English Language and Critical Thinking. Courses in Area A must be completed with a grade of "C" or higher. Select a course from each area below.

A1: Oral Communication . . . . .	3 units
A2: Written Composition . . . . .	3 units
A3: Critical Thinking . . . . .	3 units

#### Complete 9 units of Area B:

Physical Universe and Its Life Forms. The course used to meet Area B4 must be completed with a grade of "C" or higher. One of the courses selected to meet Area B1 or Area B2 must be a lab course or have a lab component to meet the B3 lab requirement. Select a course from each area below.

B1: Physical Science . . . . .	3 units
B2: Life Science . . . . .	3 units
B3: Lab Course (the course selected to meet either B1 or B2 must be a lab course or have a lab component to meet the B3 requirement)	
B4: Math Concepts/Quantitative Reasoning . . . . .	3 units

**Complete 9 units of Area C:**

Arts, Literature, Philosophy and Foreign Language. At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities.

C1: Arts .....	3 units
C2: Humanities.....	3 units
C1 or C2.....	3 units

**Complete 9 units in Area D:**

Social, Political and Economic Institutions. Must complete coursework in at least two disciplines. Courses selected to meet Area D may also be used to meet a CSU graduation requirement in US History, US Constitutions, and California State and Local Government (referred to as AHandI/CA State). (CSU Chico does not allow double counting of courses in Area D to meet AHandI/CA State.)

Area D.....	9 units
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**Complete 3 units in Area E:**

Lifelong Understanding and Self Development.

Area E.....	3 units
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### **CA University Transfer Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC /CSU)**

**Complete 37 units** of coursework to meet the IGETC/CSU Certification requirements as listed below.

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/univ-ca-igetc-csu.pdf](http://collegeofsanmateo.edu/gedi/docs/univ-ca-igetc-csu.pdf)

All courses must be completed with a grade of "C" or higher.

**Complete 9 units in Area 1: English Communication**

Area 1A: English Composition.....	3 units
Area 1B: Critical Thinking .....	3 units
Area 1C: Oral Communication .....	3 units

**Complete 3 units in Area 2:**

Mathematical Concepts and Quantitative Reasoning.

Area 2 .....	3 units
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**Complete 9 units in Area 3:**

Arts and Humanities. At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities.

Area 3A: Arts .....	3 units
Area 3B: Humanities .....	3 units
Area 3A or 3 B.....	3 units

**Complete 9 units in Area 4:**

Social and Behavioral Sciences. Must complete coursework in at least two disciplines.

Area 4.....	9 units
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**Complete 7 units in Area 5:**

Physical and Biological Sciences. At least one course must include a laboratory component.

Area 5A: Physical Science .....	3-4 units
Area 5B: Biological Science .....	3-4 units
Area 5C: Science Laboratory.....	1 unit

### **CA University Transfer Options 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)**

**Complete 34 - 39 units** of coursework to meet the IGETC/UC Certification requirements as listed below.

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/univ-ca-igetc-uc.pdf](http://collegeofsanmateo.edu/gedi/docs/univ-ca-igetc-uc.pdf)

All courses must be completed with a grade of "C" or higher.

**Complete 6 units in Area 1: English Communication**

Area 1A: English Composition.....	3 units
Area 1B: Critical Thinking .....	3 units

**Complete 3 units in Area 2: Mathematical Concepts and Quantitative Reasoning.**

Area 2 .....	3 units
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**Complete 9 units in Area 3:**

Arts and Humanities. At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities.

Area 3A: Arts .....	3 units
Area 3B: Humanities.....	3 units
Area 3A or 3 B.....	3 units

**Complete 9 units in Area 4:**

Social and Behavioral Sciences. Must complete coursework in at least two disciplines.

Area 4 .....	9 units
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**Complete 7 units in Area 5:**

Physical and Biological Sciences. At least one course must include a laboratory component.

Area 5A: Physical Science .....	3-4 units
Area 5B: Biological Science .....	3-4 units
Area 5C: Science Laboratory.....	1 unit

**Language other than English - Area 6:**

This area is a proficiency requirement that can be fulfilled through a number of options. Verification for any of the options listed on page 61 is required to complete certification.

## Other Instructional Programs

### Technical Preparation - CTE Transitions (formerly Tech Prep)

CTE Transitions (Career and Technical Education Transitions) is a coordinated program between the three colleges in the San Mateo County Community College District and the San Mateo County High Schools, the San Mateo County Office of Education ROP, and other technical training programs (see [smccd.edu/ctetransitions](http://smccd.edu/ctetransitions)). The program gives students and their families a chance to identify technical careers and the pathways of study at the colleges that will need to be followed to prepare for those careers.

CTE Transitions students can begin their pathway of study while in high school of SMCOE ROP by taking an articulated (mutually agreed upon) class or classes, that, when completed, will give them both high school credit and college credit (no college fees). If they are still in high school and wish to take the next class in the pathway of study, they can do so by enrolling in the Concurrent Enrollment Program. If they have graduated, they can simply enroll in the next class when they enroll at the college. All technical pathways are listed in the college catalog and known to the college counselors.

### 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

Computer Business Office Technology  
Drama/Theater Arts  
Early Childhood Education  
Earth Science  
English Institute  
Fashion Design  
Human Services  
Interior Design  
Medical Assisting  
Paralegal  
Radiologic Technology

#### Athletics

Men's Basketball  
Men's Soccer  
Women's Golf  
Women's Soccer  
Women's Volleyball

#### UNIVERSITY CENTER

Bachelor and graduate degree programs in partnership with Bay Area universities.  
(650) 306-3399

**Skyline College**  
3300 College Drive,  
San Bruno, CA 94066  
(650) 738-4100 (day)  
(650) 738-4251 (evening)

#### Programs

Arabic  
Asian Studies  
Chinese Studies  
Automotive Technology  
Biotechnology  
Central Service/Sterile Processing  
Early Childhood Education  
Earth Science  
Environmental Science  
and Technology  
Esthetician (Eve. & Sat.)  
Family and Consumer Sciences  
Fashion Merchandising  
Filipino  
International Logistics  
International Studies  
International Trade  
Image Consulting  
Medical Assistant  
Medical Billing and Coding  
Paralegal  
Respiratory Therapy  
Solar Energy Technology  
Solar Installation  
Surgical Technology  
Telecommunications and Network  
Information Technology

#### Athletics

Men's Basketball  
Men's Soccer  
Men's Wrestling  
Women's Badminton  
Women's Soccer  
Women's Volleyball

## ARTICULATION ATTRIBUTE LEGEND

Identifies how each course meets associate degree general education requirements, California State University General Education certification, IGETC certification. For the most current information on how CSM coursework is applied to the CSU and UC systems (CSU General Education, IGETC, American History and Institutions), go to [www.assist.org](http://www.assist.org).

- AA** - Associate Degree applicable
- CSU** – transferable to the California State University system
- UC** – transferable to the University of California system
- C-ID** - California Identification Number (see page 52 for more information.)

### Course notations indicate how course is applied to CSM AA/AS degree general education requirements

- AA Area C1** – Math/Quantitative Reasoning competency
- AA Area C2** – English/Reading competency
- AA Area C3** – Information Competency
- AA Area E1** – American History and Institutions, CA State and Local Government
- AA Area E2a** – English Composition
- AA Area E2b** – English, Literature, Communication Studies
- AA Area E2c** – Communication and Analytical Thinking
- AA Area E4** – Physical Education
- AA Area E5a** – Natural Science
- AA Area E5b** – Social Science
- AA Area E5c** – Humanities
- AA Area E5d** – Career Exploration and Self-Development

### Course notations indicate how course is applied to the Intersegmental General Education Transfer Curriculum (IGETC)

- UC Area 1A** – English Composition
- UC Area 1B** – Critical Thinking and English Composition
- UC Area 1C** – Oral Communication (CSU requirement only)
- UC Area 2** – Mathematical Concepts and Quantitative Reasoning
- UC Area 3A** – Arts
- UC Area 3B** – Humanities
- UC Area 4** – Social and Behavioral Sciences
- UC Area 5A** – Physical Science
- UC Area 5B** – Biological Science
- UC Area 5C** – Science Laboratory
- UC Area 6** – Language Other than English (UC requirement only)

### Course notations indicate how course is applied to the California State University General Education/Breadth (CSU)

- CSU Area A1** – Oral Communication
- CSU Area A2** – Written Communication
- CSU Area A3** – Critical Thinking
- CSU Area B1** – Physical Science
- CSU Area B2** – Life Science
- CSU Area B3** – Science Laboratory
- CSU Area B4** – Math Concepts
- CSU Area C1** – Arts
- CSU Area C2** – Humanities
- CSU Area D** – Social, Political and Economic Institutions
- CSU Area E** – Lifelong Understanding and Self Development

Notations indicate course is applied to the California State University US History, Constitution, and American Ideals (AH&I) graduation requirement. Coursework in three areas is required for CSU graduation. It is suggested, but not required, that students transferring complete this prior to transfer. Course work approved for AH&I can also be applied to meet general education requirements within the CSU GE and IGETC.

**US-1 - U.S. History and Historical Development of American Institutions and Ideals**

**US-2 - U.S. Constitution and Government**

**US-3 - California State and Local Government**

The course descriptions marked with a (\*) are transferable with limitations. See a counselor for information about course applicability to educational goals. Additional articulation and university transfer information is located on the College of San Mateo website and Project Assist [www.assist.org](http://www.assist.org).

*Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.*



## 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.

### Course Articulation Information

At the end of each course description there are letters that identify how the course applies to your educational goals, or in other words, how the course is articulated. "AA" indicates the course is applicable to the associate degree. "CSU" indicates the course is transferable to the California State University System. "UC" indicates the course is transferable to the University of California system. Absence of any of these letters indicates that the course is not degree applicable. In addition to these basic letters, other "attributes" appear that provide information about how the course may meet general education requirements for the associate degree, California State University General Education pattern, and the Intersegmental General Education Transfer Curriculum (IGETC) pattern for UC and CSU. An in depth description of these attributes and their meaning is provided on page 143. In addition, use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) for a more thorough understanding of articulation and how courses taken at College of San Mateo apply to transfer lower division general education requirements and lower division major requirements.

### 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.

**680 – 689 EXPERIMENTAL COURSE (1-3) (DEGREE/CERTIFICATE APPLICABLE, TRANSFERABLE)** 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. (AA, CSU)

**690 SPECIAL PROJECTS (1-3)** 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.) (May be taken four times for a maximum of 12 units.) (AA, CSU)

680 and 690 courses may be transferable to UC, contingent upon a review of the course outline by a UC campus **after transfer**. Maximum credit allowed in Selected Topics and Special Projects is 3 units per term, with 6 units total in any or all subject areas combined.

**879 SELECTED TOPICS (1-3)** Hours by arrangement. *Non-Transferable 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. (AA)

**880 – 889 SELECTED TOPICS (1-3)** Hours by arrangement. *Non-Transferable 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

**ACTG 100 ACCOUNTING PROCEDURES (3)** *Minimum of 48 lecture hours per term.* Study of the fundamentals of accounting and the skills required to perform the bookkeeping for a small business. Topics include the accounting cycle, preparation of journals, ledgers, adjusting journal entries, and financial statements; the sales cycle, purchasing cycle, payroll, and bank reconciliations. ACTG 100 provides an important foundation for ACTG 121. (AA, CSU)

**ACTG 103 TEN-KEY SKILLS (.5)** *(Pass/No Pass grading.) Minimum of 24 lab hours per term.* Development of speed and accuracy using the ten-key pad on a computer keyboard. (AA, CSU)

**ACTG 121 FINANCIAL ACCOUNTING (4)** *Minimum of 64 lecture hours per term. Recommended Preparation: ACTG 100.* Preparation and interpretation of financial accounting information. Topics include application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity; accounting systems and internal controls; use of software applications to prepare and analyze accounting information; use of accounting information by decision makers. Students taking their first course in accounting are encouraged to complete ACTG 100 before enrolling in ACTG 121. (AA, CSU, UC) (C-ID ACCT 110)

**ACTG 131 MANAGERIAL ACCOUNTING (4)** *Minimum of 64 lecture hours per term. Prerequisite: ACTG 121.* Use of accounting information by management for analysis, planning, decision-making and control. Topics include product cost accumulation, cost-volume-profit analysis, responsibility accounting, budgeting, capital budgeting, and use of software applications to prepare and analyze accounting information. [CPE Hours: CPA, 60 hours] (AA, CSU, UC) (C-ID ACCT 120)

**ACTG 144 QUICKBOOKS: SET-UP AND SERVICE BUSINESS (1.5)** *(Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term.* Introduction to QuickBooks accounting software. Topics include set-up and service business transactions; the sales cycle, purchasing cycle and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. [CPE Hours: CPA, EA 22 hours] (AA, CSU)

**ACTG 145 QUICKBOOKS: PAYROLL AND MERCHANDISING BUSINESS (1.5)** *(Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term.* Introduction to QuickBooks accounting software. Topics include payroll and merchandising business transactions; the sales cycle, purchasing cycle, and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. [CPE Hours: CPA, EA 22 hours] (AA, CSU)

**ACTG 161 INTERMEDIATE ACCOUNTING I (4)** *(Pass/No Pass or letter grade option.) Minimum of 64 lecture hours per term. Recommended Preparation: ACTG 121.* Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity. Topics include analysis

of cash, receivables, inventory, plant assets, and the related revenues and expenses. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. [CPE Hours: CPA, 60 hours] (AA)

**ACTG 162 INTERMEDIATE ACCOUNTING II (4)** (Pass/No Pass or letter grade option.) Minimum of 64 lecture hours per term. **Recommended Preparation:** ACTG 121 and 161. Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity. Topics include analysis of liabilities, leases, income taxes, pensions, equity, and the related revenues and expenses; preparation of the statement of cash flows. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. [CPE Hours: CPA, 60 hours] (AA)

**ACTG 163 AUDITING (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** ACTG 121 and 161. Study of the philosophy, environment and practice of auditing. Topics include Generally Accepted Auditing Standards (GAAS), ethics, legal liability and malpractice; internal controls and audit risk; audit planning, procedures, statistical tools, evidence, documentation and reports. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. [CPE Hours: CPA, 45 hours] (AA)

**ACTG 164 GOVERNMENTAL AND NONPROFIT ACCOUNTING (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** ACTG 121. Study of the theory and practice of accounting for local and state government entities and non-profit agencies. Topics include analysis and application of pronouncements from the Governmental Accounting Standards Board (GASB); fund accounting, operational and cash budgeting, and operational control issues; transaction analysis, financial statement preparation and analysis, and external reporting issues. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. [CPE Hours: CPA, 45 hours] (AA)

**ACTG 165 COST ACCOUNTING (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** ACTG 131. Study of the theory and practice of managerial cost accumulation concepts and techniques for product and service costing, planning and control. Special emphasis will be placed on the use of cost accounting information for decision-making and the preparation, analysis and use of cost accounting information. Topics include process costing, job order costing, variable costing, direct costing, standard costing, budgeting, profit planning, and activity based costing. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. [CPE Hours: CPA, 45 hours]. (AA)

**ACTG 171 INDIVIDUAL INCOME TAXES (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Preparation of Federal and California income tax returns for individuals. Topics include income tax law, theory, and practice, and preparation of Form 1040 (Individual), Schedules A (Itemized Deductions), B (Interest and Dividends), C (Profit or Loss from a Business), D (Capital Gains and Losses), and tax credits. Students who successfully complete this course

may apply to CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series. [CPE Hours: CPA 60] (AA, CSU)

**ACTG 172 BUSINESS INCOME TAXES (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** ACTG 100 or 121. Preparation of Federal and California income tax returns for businesses, including sole proprietorships, corporations (C corps, S corps), and partnerships (General and Limited Partnerships, Limited Liability Companies, and Limited Liability Partnerships). Topics include income tax law, theory, and practice, and preparation of Forms 1120 (Corporate), 1120S (S Corporate), 1065 (Partnership), 4562 (Depreciation), and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series. [CPE Hours: CPA, EA 45; CTEC 37 Fed, 11 CA] (AA, CSU)

**ACTG 173 TRUST, ESTATE, AND GIFT TAXES (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. Preparation of Federal and California income tax returns for trusts, estates, and gifts. Topics include income tax law, theory, and practice, and preparation of Forms 1041 (Fiduciary), 706 (Estate) and 709 (Gift) and the related California tax forms. [CPE Hours: CPA, EA 22; CTEC 16 Fed, 5 CA] (AA, CSU)

**ACTG 175 VOLUNTEER INCOME TAX PREPARATION (2)** (Pass/No Pass grading.) Minimum of 24 lecture and 24 lab hours per term. Students serving in the Volunteer Income Tax Assistance (VITA) program prepare income tax returns for qualifying individuals at no cost. CSM VITA volunteers receive 24 hours of training and prepare income tax returns for 24 hours at the CSM VITA site. Training includes preparation of Federal and California income tax returns and use of tax preparation software. Topics include the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions and adjustments. (AA, CSU)

**ACTG 176 ENROLLED AGENT EXAM PREPARATION (3)** (Pass/No Pass grading.) Minimum of 48 lecture hours per term. **Recommended Preparation:** ACTG 171, 172, 173. Preparation for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam). Topics include taxation of individuals, inheritance, gifts, estates; taxation of small businesses, partnerships, farmers, C corporations, S corporations; taxation of not-for-profit entities, foreign corporations, and retirement plans. Other topics include fiduciary tax returns, determination of tax-exempt status, practice before the IRS and tax preparer rules. Course content will be adjusted to reflect changes in the SEE. [CPE Hours: CPA 45; CTEC 48 Fed, 0 CA] (AA, CSU)

**ACTG 665 SPECIAL TOPICS IN TAXATION (.5-3)** (Pass/No Pass or letter grade option.) Minimum of 8 lecture hours (0.5 unit course) to 48 lecture hours (3 unit course) per term. **Recommended Preparation:** ACTG 171. Study of Federal and/or California income tax regulations as applied to topic of the course. The topics selected will meet the continuing education requirements of tax professionals. (AA, CSU)

**ACTG 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ACTG 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ACTG 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ACTG 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Administration of Justice (Law Enforcement)

### ADMJ 100 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM

**(3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* eligibility for ENGL 100 or 105. This course examines the evolution of the principles and approaches used by the justice system and the changing forces which have shaped them. Students are introduced to the origins and development of criminal law, legal processes, and sentencing and incarceration policies. Discussion points will include components and characteristics of the criminal justice system, theoretical explanations of crime, responses to and measurement of crime, and current challenges to the system. (AA: Area E5b or E5d, CSU: Area D, UC: Area 4) (C-ID AJ 110)

### ADMJ 102 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

**(3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105. This course examines due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents. Discussion points will examine the components of the criminal justice system and their roles and responsibilities. (AA, CSU, UC) (C-ID AJ 200)

### ADMJ 104 CONCEPTS OF CRIMINAL LAW (3)

*Minimum of 48 lecture hours per term. Recommended Preparation:* completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105. This course will introduce students to the general elements and classifications of crimes against persons, property, morals and public welfare using case law and case studies. Discussion points will also include common and statutory law, the nature of acceptable evidence, prosecution and defense decision making, criminal culpability and defenses to crimes. (AA, CSU, UC) (C-ID AJ 120)

### ADMJ 106 LEGAL ASPECTS OF EVIDENCE (3)

*Minimum of 48 lecture hours per term. Recommended Preparation:* completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105. This course examines evidence and legal rules governing its admission or exclusion in the criminal process. Discussion points will include the origin, development, philosophy and constitutional basis of evidence, as well as the considerations affecting arrest, search and seizure. (AA, CSU) (C-ID AJ 124)

### ADMJ 108 COMMUNITY RELATIONS AND THE JUSTICE SYSTEM

**(3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105. This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict. Discussion points will include the challenges and prospects of administering justice within a diverse multicultural population, crime prevention, restorative justice, conflict resolution and ethics. (AA, CSU, UC) (C-ID AJ 160)

### ADMJ 120 CRIMINAL INVESTIGATION (3)

*Minimum of 48 lecture hours per term. Recommended Preparation:* completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105. This course addresses the techniques, procedures and ethical issues in the investigation of crime. Discussion points include organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process. (AA, CSU) (C-ID AJ 140)

### ADMJ 125 JUVENILE PROCEDURES (3)

*Minimum of 48 lecture hours per term. Recommended Preparation:* completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105. This course examines the origin, development and organization of the Juvenile Justice system as it evolved in the United States Justice System. Discussion points include theories on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the United States Justice System. (AA, CSU) (C-ID AJ 220)

### ADMJ 145 BASIC POLICE ACADEMY (22)

*444 lecture hours and 444 lab hours per term. Prerequisites:* pass the POST Reading/Writing Test; Pass the Physical Agility WSTB Test; Criminal history clearance pursuant to Penal Code 13511.5 This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the statutory basic training requirements for California Peace Officers. The course follows the instructional framework, minimum hour and content requirements established by POST. The course meets requirements for employed peace officer students, however is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint clearance and medical clearance. This course requires significant time commitments and outside course work including uniform preparation, homework assignments and equipment maintenance. This course requires additional fees. (AA, CSU)

### ADMJ 185 INTRODUCTION TO FORENSIC SCIENCE (3)

*Minimum of 32 lecture hours and 48 lab hours per term. Recommended Preparation:* completion of or concurrent enrollment in ADMJ 100, eligibility for ENGL 100 or 105 and eligibility for MATH 110 or 111/112. This course provides an introduction to the role of forensics in criminal investigations. Discussion points include the methods utilized in the forensic analysis of scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU) (C-ID AJ 150)

### ADMJ 680 – 689 SELECTED TOPICS (1-3)

(See first page of Description of Courses section.) (AA, CSU)

### ADMJ 690 SPECIAL PROJECTS (1-3)

(See first page of Description of Courses section.) (AA, CSU)

### ADMJ 771 PC 832: ARREST AND CONTROL TRAINING (3)

*(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Arrest, search and seizure; theory and practical application of related laws. Students must meet performance objectives upon completion of course. Course is certified by Commission on Peace Officer Standards and Training (P.O.S.T.) as required under Penal Code 832.6(a)(1). P.O.S.T. requires strict attendance to mandated training hours. (Units do not apply toward AA/AS degree.)

### ADMJ 775 PC 832 FIREARMS TRAINING (.5)

*(Pass/No Pass grading.) Minimum of 8 lecture hours and 16 lab hours per term. 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; successful completion of the Arrest and Control portion of PC832 training within the last three years; and completion of or concurrent enrollment in ADMJ 771. Handgun familiarization; safety; care, cleaning and storage; 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. Range fees required. Fingerprint packets will be mailed to registered students only. Please allow 5-6 weeks for DOJ clearance. (Units do not apply toward AA/AS degree.)



**ADMJ 780 REGULAR BASIC COURSE MODULE III (9.5)** (Pass/No Pass grading.) 136 lecture and 68 lab hours per offering. **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. Possession of a current, valid driver license, and proof of automobile insurance. **Recommended Preparation:** eligibility for ENGL 838 or 848. First level of training in the Regular Basic Course - Modular Format as prescribed by the California Commission on Peace Officer Standards and Training (POST). Includes PC832 certification. (Units do not apply toward AA/AS degree.)

**ADMJ 781 REGULAR BASIC COURSE MODULE II (13)** (Pass/No Pass grading.) Minimum of 188 lecture and 60 lab hours per term. **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. Successful completion of Module III, current PC832 Certification and passage of Module III End-of-Course Proficiency Test within the preceding 12 months. Second level of training in the Regular Basic Course - Modular Format as prescribed by the California Commission on Peace Officer Standards and Training (POST). (Units do not apply toward AA/AS degree.)

**ADMJ 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ADMJ 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## 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.

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## Anthropology

**ANTH 110 CULTURAL ANTHROPOLOGY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. A focus on key vocabulary, concepts, and methods used by anthropologists to describe, analyze, compare and contrast the ideas of culture (human diversity and language); of families in society (subsistence, marriage, and kinship); of equality and inequality (gender, class, and "race"); of symbols and meaning (religion and the arts); and of globalization, as seen in present-day rural and urban societies and in historical societies, including examples from American society. (AA: Area E5b, CSU: Area D, UC: Area 4)

**ANTH 125 PHYSICAL ANTHROPOLOGY (3)** (Pass/No pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Biological consideration of the origin, development, and potential survival of humans and other primates. Topics include concepts of evolution: natural selection and populations, patterns of inheritance, the fossil record, and behavioral adaptations. The course will examine how biological, physical, and cultural variations have allowed human populations to adapt to various physical environments. (AA: Area E5a, CSU)

**ANTH 180 MAGIC, SCIENCE AND RELIGION (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Cross-cultural study of religion, magic and science as psychological projections of societies and as cultural phenomena reflecting political and economic systems, subsistence strategies, and gender structure. (AA: Area E5b, CSU Area C2 or D, UC: Area 4)

**ANTH 350 INTRODUCTION TO WORLD PREHISTORY AND ARCHEOLOGY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** completion of a READ 400 level course. This course illustrates the trajectory of human development, via archaeological methodology, dating techniques, scientific methodology, and debates of critical issues that form, modify, and sometimes debunk the archaeological interpretations of human evolutionary history. Beginning with the study of human biological and social development, the course shows the interaction among social groups, their environment, and their technology in a process of social development based on cultural adaptation for physical and cultural survival. The class thus surveys the origins of bio-socio-cultural development to the formation of states and empires. (AA: Area E5b, CSU)

**ANTH 370 PRE-COLUMBIANS: OLMEC TO AZTECS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** completion of any READ 400 level course. Develops an awareness and understanding of the major accomplishments of Olmec, Zapotec, Teotihuacano, Maya, Toltec, and Aztec subcultures via their myths, philosophy, religion, art, and social-political traditions. (AA: Area E5b, CSU: Area D, UC: Area 4)

**ANTH 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ANTH 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ANTH 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## 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.

**879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**880 – 889 EXPERIMENTAL COURSE (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.

**ELEL 731 ELECTRICAL APPRENTICESHIP I (1.5)** 90 lab hours per term. **Prerequisite:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards. First half of year one of a five-year Electrical Apprenticeship Program. Industry and program overview, work environment and basic skills, wire construction and insulation, conduit bending and trigonometric functions, material overview, drafting/blueprint reading. (AA)

Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.



**ELEL 732 ELECTRICAL APPRENTICESHIP II (1.5)** 90 lab hours per term.

**Prerequisite:** *Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards. Second half of year one of a five-year Electrical Apprenticeship Program.* Electrical Theory and its application on series circuits, parallel circuits and combination circuits; introduction to the National Electric Code (NEC). (AA)

**ELEL 733 ELECTRICAL APPRENTICESHIP III (1.5)** 90 lab hours per term.

**Prerequisite:** *Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.* First half of year two of a five-year Electrical Apprenticeship Program. Electrical test instruments, NEC code book skills, direct current (DC), generators, drafting and blueprints, conduit bending and fabrication for commercial installation. (AA)

**ELEL 734 ELECTRICAL APPRENTICESHIP IV (1.5)** 90 lab hours per term.

**Prerequisite:** *Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.* Second half of year two of a five-year Electrical Apprenticeship Program. AC circuits, RLC circuits, power factor, electrical transformers, building/structure conductors. (AA)

**ELEL 735 ELECTRICAL APPRENTICESHIP V (1.5)** 90 lab hours per term.

**Prerequisite:** *Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.* First half of year three of a five-year Electrical Apprenticeship Program. Electrical safety-related work practices, blueprints, semi-conductor use, transistors, electronic applications in the construction electrical industry. (AA)

**ELEL 736 ELECTRICAL APPRENTICESHIP VI (1.5)** 90 lab hours per term.

**Prerequisite:** *Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.* Second half of year three of a five-year Electrical Apprenticeship Program. Grounding and bonding, grounding electrode system, ground faults and short circuits, grounding and bonding equipment, three-phase transformers, overcurrents. (AA)

**ELEL 737 ELECTRICAL APPRENTICESHIP VII (1.5)** 90 lab hours per term.

**Prerequisite:** *Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.* First half of year four of a five-year Electrical Apprenticeship Program. Motors, motor control devices, motor control diagrams. (AA)

**ELEL 738 ELECTRICAL APPRENTICESHIP VIII (1.5)** 90 lab hours per term.

**Prerequisite:** *Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.* Second half of year four of a five-year Electrical Apprenticeship Program. Programmable logic controllers, controller fundamentals, ladder programming, NEC for electrical equipment. (AA)

**ELEL 739 ELECTRICAL APPRENTICESHIP IX (1.5)** 90 lab hours per term.

**Prerequisite:** *Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.* First half of year five of a five-year Electrical Apprenticeship Program. Fire alarm systems, security systems, structured cabling system, generated power and distribution. (AA)

**ELEL 740 ELECTRICAL APPRENTICESHIP X (1.5)** 90 lab hours per term.

**Prerequisite:** *Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.* Second half of year five of a five-year Electrical Apprenticeship

Program. Power distribution systems, high voltage testing, automation networks, preparation for general electricians' certification, electrical project supervision. (AA)

## Sprinkler Fitter Apprenticeship (SPFI)

**Prerequisite:** *indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.*

**SPFI 711 SPRINKLER FITTER APPRENTICESHIP I (3.5)** (Pass/No Pass

grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** *Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* First half of year one of a five-year Sprinkler Fitter Apprenticeship Program. Topics overview: related safety and health, Ridgid 300, hand tools, ladders, scaffolds; reading sprinkler drawings (part one); care and use of hand tools; operation of the sprinkler head; reading a ruler; communicate pipe dimensions. (AA)

**SPFI 712 SPRINKLER FITTER APPRENTICESHIP II (3.5)** (Pass/No Pass

grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** *Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* Second half of year one of a five-year Sprinkler Fitter Apprenticeship Program. Topics overview: related safety and health, industry gasses, shoring and man lifts; reading sprinkler drawings (part two); types of pipes, fittings, valves and hangers used in the piping industry; first aid/CPR certification; history, installation and hazard ratings of automatic sprinkler systems; victaulic, grooved and plain end piping method; certification in CPVC installation. (AA)

**SPFI 713 SPRINKLER FITTER APPRENTICESHIP III (3.5)** (Pass/No Pass

grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** *Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* First half of year two of a five-year Sprinkler Fitter Apprenticeship Program. Topics overview: basic mathematics; operation of the sprinkler head; knot tying and rigging; oxygen-acetylene safety (part one); heritage and future in the pipe trade. (AA)

**SPFI 714 SPRINKLER FITTER APPRENTICESHIP IV (3.5)** (Pass/No Pass

grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** *Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* Second half of year two of a five-year Sprinkler Fitter Apprenticeship Program. Topics overview: review OSHA safety standards; copper pipe installation (soldering and brazing); installation of wet pipe system; using the NFPA 13 Standard; wet pipe alarm valves; maintenance and inspection of automatic fire protection systems. (AA)

**SPFI 715 SPRINKLER FITTER APPRENTICESHIP V (3.5)** (Pass/No Pass

grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** *Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* First half of year three of a five-year Sprinkler Fitter Apprenticeship Program. Topics overview: related safety and health (underground construction); installation of underground piping (NFPA 24); oxygen-acetylene safety (part two); fundamentals of gas welding and flame cutting. (AA)

**SPFI 716 SPRINKLER FITTER APPRENTICESHIP VI (3.5)** (Pass/No Pass

grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** *Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.* Second half of year three of a five-year Sprinkler Fitter Apprenticeship Program.

Topics overview: dry valves, accelerators and exhausters; hydraulics, the physical properties of fluids; isometric drawing; building plans, architectural, structural, mechanical and electrical drawing; forklift/forklift safety certification. (AA)

**SPFI 717 SPRINKLER FITTER APPRENTICESHIP VII (3.5)** (Pass/No Pass grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards. First half of year four of a five-year Sprinkler Fitter Apprenticeship Program. Topics overview: economics of the sprinkler industry; water spray systems (NFPA 15); viking rate of rise, pneumatic, hydraulic release deluge, pre-action non interlock, single interlock and double interlock systems; soldering large diameter copper tube; techniques and topics for tailgate meetings. (AA)

**SPFI 718 SPRINKLER FITTER APPRENTICESHIP VIII (3.5)** (Pass/No Pass grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards. Second half of year four of a five-year Sprinkler Fitter Apprenticeship Program. Topics overview: use of the t-drill; automatic fire pumps installation, start up, certification and maintenance; pumps for fire protection system; installation of combined sprinkler-standpipe systems; technical reports; fire protection water supply. (AA)

**SPFI 719 SPRINKLER FITTER APPRENTICESHIP IX (3.5) (Replacing SPFI 709)** (Pass/No Pass grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards. First half of year five of a five-year Sprinkler Fitter Apprenticeship Program. Topics overview: sprinkler alarms; viking rate of rise; NFPA 13 handbook; fire detectors; good foremanship (part one); backflow protection. (AA)

**SPFI 720 SPRINKLER FITTER APPRENTICESHIP X (3.5)** (Pass/No Pass grading.) Minimum of 54 lecture and 18 lab hours per term. **Prerequisite:** Indenture in the Sprinkler Fitter Apprenticeship Program, approved by the California State Division of Apprenticeship Standards. Second half of year five of a five-year Sprinkler Fitter Apprenticeship Program. Topics overview: NFPA 13 handbook; types of foaming agents; direct injection and proportion based foam system; bladder type foam tanks; review basic hydraulics; review fire pump basics; good foremanship (part two); computer basics. (AA)

## 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.

**ARCH 100 SURVEY OF MODERN ARCHITECTURE (3)** Minimum of 48 lecture hours per term. Basic values and concepts in contemporary architecture as a synthesis of art and science. A study of the significant design work, principles, and visions of influential architects, planners, and designers from the end of the 19th century into the 21st century. Explores the critical relationships between architecture and environmental design and human experience, societal needs, building technique and community. Slides, films, lecture and individual research. (AA: Area 5c, CSU: Area C, UC: Area 3A)

**ARCH 120 ARCHITECTURAL + DESIGN DRAWING I: DRAWING AND VISUAL THINKING (2)** Minimum of 16 lecture hours and 48 lab hours plus 32 hours by arrangement per term. This course presents the basic techniques of hand drawing as an essential method and skill of design exploration, visual thinking, and design communication. Studio work involves observation and freehand drawing of objects, architecture and environmental settings exploring techniques of line, tone, and their combination using soft pencil, conte/charcoal and pen/ink. Topics include proportion, visual composition, principles of observed perspective, and orthographic drawing conventions such as plan, section and elevation, and Parallel drawing. Introduction to digital media to create 3-D model. Graphic supplies will be required. (Fall only) (AA, CSU, UC\*)

**ARCH 140 ARCHITECTURAL + DESIGN DRAWING II: DESIGN COMMUNICATION (2)** Minimum of 16 lecture hours and 48 lab hours plus 32 hours by arrangement per term. **Prerequisite:** ARCH 120. Basic techniques used in the graphic communication of architects and environmental designers. Develops the student's ability to visualize and graphically express forms and spaces in two and three dimensions. Use of orthographic, parallel, and perspective drawing in both black/white and color media. Introduction of digital media to create 3-D model. Use of essential principles of pictorial space, methods of delineation, and mixed media techniques. Graphic supplies required. (Spring only) (AA, CSU, UC\*)

**ARCH 210 DESIGN I: INTRODUCTION TO ARCHITECTURE, ENVIRONMENTAL DESIGN, AND THE DESIGN PROCESS (4)** Minimum of 48 lecture hours and 48 lab hours plus 48 hours by arrangement per term. **Prerequisite:** completion of or concurrent enrollment in ARCH 120. An introduction to architectural and environmental design with emphasis on critical two and three dimensional thinking utilizing visual, graphic, written, and three-dimensional analysis. Explores principles and relationships of form and space with people and place, scale, proportion, order, contrast, balance, and unity. Design exercises allow students to explore and manipulate ordering elements in architecture, essential principles of architectonic form including order, shelter, enclosure, light, texture, place, solids/voids, hierarchy and circulation/movement. The relationship and value of the design process and design decisions on human existence is interwoven through the semester's work. Includes introduction of exemplar buildings and environments including significant movements and theories in design and architecture history as well as indigenous cultures. Studio design exercises provide an introductory exposure to the means of design communication and craft, including verbal, written, hand graphic and three-dimensional object model building skills. Graphic supplies required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (Fall only.) (AA, CSU, UC)

**ARCH 220 DESIGN II: ARCHITECTURE DESIGN, FORM AND THE BUILT ENVIRONMENT (4)** Minimum of 48 lecture hours and 48 lab hours plus 48 hours by arrangement per term. **Prerequisite:** ARCH 210; completion of or concurrent enrollment in ARCH 140. Continuation of the architectural design studio methodology introduced in ARCH 210. Introduction to the tactile, experiential, and ordering elements of architectural and environmental form as physical responses to specific needs and constraints. Design opportunities, lectures, and discussion include the presentation, development, and analysis of elemental architectural solutions and topics. Introduction of fundamental principles and opportunities in the design of elementary three dimensional architectural solutions and the making of buildings in response to specific program needs within defined constraints. Design exercises explore the development of building forms and circulation/movement and

experiential quality of space and site analysis and the materiality of building solutions within the context of the problem solving process. Graphic processes and visual analysis combined with model building and freehand drawings and digital media are used for a more critical approach to problem solution and developed graphic expression. Design process issues, setting design goals and objectives and the creation of spatial settings for human use are critically investigated. Graphic supplies will be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (Spring only.) (AA, CSU, UC)

**ARCH 666 INTRODUCTION TO ARCHITECTURE (1)** (*Pass/No Pass grading.*) *Minimum of 16 lecture hours per term.* An overview of professional opportunities and requirements in architecture and environmental design including licensure and education. Discussion of the process of design, the role of the architect, professional opportunities in architecture, and opportunities in related fields. Exploration of educational paths in architecture and environmental design including transfer programs and requirements. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. Fall only (AA: Area E5d, CSU, UC\*)

**ARCH 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ARCH 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ARCH 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ARCH 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Art

**ART 101 ART AND ARCHITECTURE FROM THE ANCIENT WORLD TO MEDIEVAL TIMES (c. 1400) (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 48 lecture hours per term. Recommended Preparation: ENGL 838 or 848.* Ancient, Classical, Early Christian and Medieval art and architecture. A survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture. Chronologically introducing the great works of the periods it explores the connection between them and the societies, values and ideals that stimulated their creation. Also offered as ART 801. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**ART 102 ART AND ARCHITECTURE OF RENAISSANCE AND BAROQUE EUROPE (c. 1300-1700) (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 48 lecture hours per term. Recommended Preparation: ENGL 838 or 848.* Survey of artistic expression during the Proto-Renaissance, Renaissance, High Renaissance, and Baroque periods (c.1300-1700). Emphasizes the development of painting and sculpture and their relationship to their cultural and historical context. Also offered as Art 802. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**ART 103 ART OF EUROPE AND AMERICA FROM THE ROCOCO TO THE PRESENT (c. 1700 to the Present.) (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 48 lecture hours per term. Recommended Preparation: ENGL 838 or 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. Also offered as ART 803. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**ART 104 ART OF THE 20th CENTURY (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 48 lecture hours per term. Recommended Preparation: ENGL 838 or 848.* Survey of the principle styles of western art from 1888 to 1999, from Post-Impressionism to Modernism and Post-Modernism, from Paris to New York and the West Coast. Also offered as Art 804. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**ART 124 OLD MASTERS' AESTHETICS AND TECHNIQUES (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 838 or 848.* Art history and art studio classes are combined to introduce the aesthetics, materials, and techniques of the Renaissance and Baroque periods and their relationship to their cultural and historical context. Historical topics include the development of narrative and illusionistic painting in relationship to Humanism from the fourteenth, fifteenth, and sixteenth centuries. Major masterpieces are used to illustrate aesthetics, while lectures and lab work instruct students in painting techniques, including fresco, egg tempera, and traditional oils. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**ART 201 DRAWING AND COMPOSITION I (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term.* 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. (AA, CSU, UC)

**ART 202 DRAWING AND COMPOSITION II (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. 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. (AA, CSU, UC)

**ART 206 FIGURE DRAWING AND PORTRAITURE (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Recommended Preparation: ART 201.* Drawing the human figure and portraiture in the modern approach from live models using charcoal, conte, ink, and mixed media. Emphasis is on gesture, line, mark-making, and expression. Extra supplies may be required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU, UC)

**ART 207 LIFE DRAWING (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite: ART 201.* Drawing the human figure in the traditional manner. Incorporates in-depth lectures in artistic anatomy (structure of the skeletal and muscular system of the body) as well as classic French academic drawing techniques designed to sharpen skills of visual perception and drawing from an observational approach. Various media will be used: in particular, students will gain proficiency with graphite as well as black/white charcoal on toned paper. AA, CSU: Area C1, UC)

**ART 214 COLOR (3)** *Minimum of 32 lecture hours and 48 lab hour plus 16 hours by arrangement per term.* Drawing proficiency is not required. Study of the physical and psychological properties of color. Stresses knowledge and skills needed to use color aesthetically. (AA, CSU, UC)

**ART 223 OIL PAINTING I (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Recommended Preparation: ART 201 and 214.* Introduction



to basic oil painting techniques, including the use of value, color, and light to model 3D form. Students are encouraged to develop personal style in the later part of the course. (AA, CSU, UC)

**ART 224 OIL PAINTING II (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **Recommended Preparation:** ART 223. A continuation of Oil Painting I with increased emphasis on a variety of painting techniques and development of a personal style. AA, CSU, UC)

**ART 225 ACRYLIC PAINTING I (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **Recommended Preparation:** ART 201. Introduction to acrylic painting techniques, including the use of value, color and light to model 3D form. Students are encouraged to develop personal style in the latter part of the course. (AA, CSU, UC)

**ART 226 ACRYLIC PAINTING II (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **Prerequisite:** ART 225. Continuation of ART 225 with emphasis on a variety of acrylic painting techniques and development of a personal aesthetic. (AA, CSU, UC)

**ART 231 WATERCOLOR I (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **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. (AA, CSU, UC)

**ART 232 WATERCOLOR II (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **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. (AA, CSU, UC)

**ART 236 CHINESE BRUSH PAINTING (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture and 48 lab hours and 16 hours by arrangement per term. 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. (AA, CSU)

**ART 245 MOSAIC MURAL I (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture and 48 lab hours plus 16 hours by arrangement per term. Tile mosaic design essentials including continuity, tessellation, color, shaping, and pattern. Demonstration of materials, tools and techniques. Each student designs and makes both a small group mosaic and a personal mosaic panel. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU, UC)

**ART 246 MOSAIC MURAL II (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture and 48 lab hours plus 16 hours by arrangement per term. **Prerequisite:** ART 245. This course is a continuation of Mosaic Mural I. Tile mosaic design essentials for a public art mural: continuity, color, shaping and pattern. Materials, tools, techniques including some digital. Design and construct a modular section of a public mural to be installed in a public place. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU, UC)

**ART 301 DESIGN (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term.* Two-dimensional design elements and principles; line, shape, texture, balance, rhythm, pattern, and more. Collage, drawing, painting, and digital media. (AA, CSU, UC)

**ART 315 DIGITAL PRINTING AND MIXED MEDIA (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture-critique hours and 48 lab hours plus 16 hours by arrangement per term. A hybrid approach to two-dimensional art making, exploration in both digital and traditional art media. Students will make a portfolio using Photoshop techniques to create fine digital prints on a variety of media. Drawing and painting materials will be combined with digital tools to enrich visual art practice. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies will be required. (AA, CSU, UC)

**ART 350 VISUAL PERCEPTION (3)** *Minimum of 48 lecture hours per term.* Visual exploration into natural forms and man-made objects as an expression of art using photography as the medium. Digital cameras or color slide film are used. 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 cameras, lenses and other creative controls in photography. Extra supplies may be required. (AA: Area E5c, CSU: Area C1, UC)

**ART 351 BEGINNING BLACK AND WHITE PHOTOGRAPHY (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term.* **Recommended Preparation:** ART 201 or 350. The use of black and white photography as a means of increasing visual awareness. Introduction to basic black and white photographic skills and equipment including film processing, printing, print finishing. Exploration of the creative process: observation, discovery, examination, interpretation and response. Extensive darkroom work and a professional portfolio produced. Camera not required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA: Area E5c, CSU: Area C1, UC)

**ART 352 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term.* **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 medium format cameras. Portfolio is produced. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU, UC\*)

**ART 353 ADVANCED BLACK AND WHITE PHOTOGRAPHY (3)** *Minimum of 32 lecture-critique hours and 48 lab hours plus 16 hours by arrangement per term.* **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 large format cameras. Portfolio is produced. A materials fee as shown the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU, UC\*)

**ART 354 COLOR PHOTOGRAPHY I (3)** *Minimum of 32 lecture-critique hours and 48 lab hours plus 16 hours by arrangement per term.* **Prerequisite:** ART 351. Designed for students who have basic darkroom skills. Covers basic and advanced color theory and color correction of traditional prints made in a darkroom. Includes composition, color film expo-



sure, portfolio presentation, and night photography. Includes access to a color processor and further refinement of visual communication skills. Portfolio produced. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU, UC)

**ART 355 COLOR PHOTOGRAPHY II (3)** *Minimum of 32 lecture-critique hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite:* ART 354. Continuation of ART 354. Develops the use of color as a visual element within the photograph and refines the ability to compose and develop visual communication skills. Students choose a theme and build a coherent portfolio of color photographs with the emphasis on producing stylistically consistent images. Instruction for creating museum matted prints. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra materials may be required. (AA, CSU, UC)

**ART 381 BEGINNING DIGITAL PHOTOGRAPHY (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* ART 350. Teaches photography using a digital camera and computer. Computer proficiency is required. Covers the principles of composition, use of natural light and seeing. Students use Adobe Lightroom to organize, edit and display photographs. Proficiency using a digital camera is developed. Students create photographs that are projected and critiqued in class. Extra supplies may be required. (AA, CSU, UC)

**ART 383 INTERMEDIATE DIGITAL PHOTOGRAPHY (3) (formerly ART 365)** *Minimum of 32 lecture and 48 lab hours plus 16 hours by arrangement per term. Prerequisite:* ART 381. *Recommend Preparation:* ART 351. Introduction to digital editing and printing using current tools and software through the development of a portfolio. Students to provide photographic materials in the form of images from digital cameras. Extra supplies may be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**ART 384 ADVANCED DIGITAL PHOTOGRAPHY (3) (formerly ART 366)** *Minimum of 32 lecture and 48 lab hours plus 16 hours by arrangement per term. Prerequisite:* ART 383. *Recommended Preparation:* ART 351. Designed for advanced students to refine and develop their digital editing and printing using current tools and software through the development of a portfolio. Includes exploration of digital papers and inks. Students to provide photographic materials in the form of images from digital cameras. Extra supplies may be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**ART 385 MASTER PORTFOLIO-DIGITAL PHOTOGRAPHY (2.5)** *Minimum of 16 lecture and 72 lab hours plus 32 hours by arrangement per term. Prerequisite:* ART 384. Designed for students who have completed the Digital Photography Program and wish to enroll in a course that allows them to produce a professional quality photographic portfolio on a topic of their choice. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU)

**ART 386 DARKROOM WORKSHOP (1.5)** (Pass/No Pass or letter grade option.) *Minimum of 72 lab hours per term. Prerequisite:* ART 351. The course is designed to allow intermediate or advanced level photography students extended lab time to refine their darkroom skills. Film processing, printing, and print finishing. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU)

**ART 387 PHOTO OPEN LAB (.5)** (Pass/No Pass or letter grade option.) *Minimum of 24 lab hours per term. Prerequisite:* ART 351. The course is designed, primarily, for students concurrently enrolled in photography courses at CSM that desire additional access to the darkroom facilities. Film processing, printing, and print finishing. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU)

**ART 388 MASTER PHOTOGRAPHY PORTFOLIO (2.5) (formerly ART 374)** *Minimum of 16 lecture and 72 lab hours plus 32 hours by arrangement per term. Prerequisite:* ART 353 and ART 391. Designed for students who have completed the Photography Program and wish to enroll in a course that allows them to produce a professional quality photographic portfolio on a topic of their choice. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU)

**ART 391 EXPERIMENTAL PHOTOGRAPHY 1 (3) (formerly ART 360)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite:* ART 351. Designed for students who have basic camera and black-and-white darkroom skills. Refinement of visual and technical skills with an introduction to experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**ART 392 EXPERIMENTAL PHOTOGRAPHY 2 (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite:* ART 391. Designed for students who have basic experimental photography skills. Intermediate level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**ART 393 EXPERIMENTAL PHOTOGRAPHY 3 (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite:* ART 392. Designed for students who have intermediate experimental photography skills. Intermediate level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**ART 394 EXPERIMENTAL PHOTOGRAPHY 4 (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite:* ART 393. Designed for students who have advanced experimental photography skills. Advanced level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**ART 405 SCULPTURE I (3)** (Pass/No Pass or letter grade option.) *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term.* Sculpture I is an introduction to sculpture. In the class students learn to create a human figure from clay. A second work involves media such as stone, bronze, metal, or glass. The third work will be conceptual in nature. This is an introductory course; no previous experience is needed. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU, UC)

**ART 406 SCULPTURE II (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term.* **Prerequisite:** ART 405. Sculpture II continues and refines the themes and techniques that were introduced in Sculpture I. The media is open and may include glass, stone, metal, wood, bronze and/or non-traditional materials. The themes range from representational interpretation of the human form to purely abstract or conceptual works. The knowledge and skills acquired from Sculpture I are built upon. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU, UC).

**ART 411 CERAMICS I (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term.* Introduction to the art and crafts of ceramics. During this course the student will learn elementary hand-building clay construction. They will be introduced to throwing on the potter's wheel. Methods of ornamentation, glazing, firing will be demonstrated and utilized. A number of different firing techniques may be used, including low fire, stoneware, high fire, salt, and raku. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU, UC).

**ART 412 CERAMICS II (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 32 lecture and 48 lab hours plus 16 hours by arrangement per term.* **Prerequisite:** ART 411. Continuation of Ceramics I and an introduction to the chemistry of glazing and the firing process of ceramics. During this course the student will learn the techniques of loading and unloading kilns and glaze making. Students will have the opportunity to construct a large number of projects of their own choosing. We have many different firings to experiment with, including low fire, stoneware, high fire, salt and raku. A materials fee as shown in the *Schedule of Classes* is payable upon registration. Extra supplies may be required. (AA, CSU, UC)

**ART 665 SPECIAL TOPICS IN ART (.5-3)** (*Pass/No Pass or letter grade option.*) *Minimum of 16 lecture hours to 144 lab hours or combination of lecture hours and lab hours to equate to .5-3 units; plus additional lab hours by arrangement for certain topics per term.* **Recommended Preparation:** a beginning art studio course. Advanced or specialized study in studio arts. Designed for students in ceramics, drawing, painting, photography, print-making, and sculpture. Course provides extended study of a particular media, technique, or artistic problem through selected themes as listed in the class schedule. (AA, CSU)

**ART 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ART 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ART 801 ART AND ARCHITECTURE FROM THE ANCIENT WORLD TO MEDIEVAL TIMES, (c. 1400) (3)** (*Pass/No Pass grading.*) *Minimum of 48 lecture hours per term.* Ancient, Classical, Early Christian, Byzantine 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. (AA)

**ART 802 ART AND ARCHITECTURE OF RENAISSANCE AND BAROQUE EUROPE, (c. 1300-1700) (3)** (*Pass/No Pass grading.*) *Minimum of 48 lecture hours per term.* 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. (AA)

**ART 803 ART OF EUROPE AND AMERICA FROM THE ROCOCO TO THE PRESENT, (c. 1700 to the Present.) (3)** (*Pass/No Pass grading.*) *Minimum of 48 lecture hours per term.* 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. (AA)

**ART 804 ART OF THE 20TH CENTURY (3)** (*Pass/No Pass grading.*) *Minimum of 48 lecture hours per term.* 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. (AA)

**ART 824 OLD MASTERS' AESTHETICS AND TECHNIQUES (3)** (*Pass/No Pass grading.*) *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term.* Art history and art studio classes will be combined to introduce the aesthetics, materials and techniques of the Renaissance and Baroque periods and their relationship to their cultural and historical context. Historical topics will include the development of narrative and illusionistic painting in relationship to Humanism during the fourteenth, fifteenth, and sixteenth centuries. Major master pieces will be used to illustrate aesthetics, while lectures and lab work will instruct students in painting techniques, including fresco, egg tempera, and traditional oils. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (Not transferable. Applies to AA/AS degree only)

**ART 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ART 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Astronomy

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**ASTR 100 INTRODUCTION TO ASTRONOMY (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term.* **Recommended Preparation:** eligibility for ENGL 838 or 848 or appropriate skill levels as indicated by English placement tests and MATH 110. General survey course in astronomy, in which students will study the sun, planets, their moons, and other minor bodies of the solar system. Students will also study extrasolar planets, stars, black holes, dark matter/dark energy and cosmology. Emphasis is on conceptual understanding of the universe. (AA: Area E5a, CSU: Area B1, UC: Area 5A)

**ASTR 101 ASTRONOMY LABORATORY (1)** *Minimum of 48 lab hours per term.* **Prerequisite:** MATH 110 and completion of or concurrent enrollment in ASTR 100, 115, or 125. Use of planetarium for constellation identification, understanding of right ascension and declination, and basic astronomical measurements of our moon, planets, and stars. Occasional telescopic observations using CSM's observatory. With ASTR 100, ASTR 115, or ASTR 125, satisfies lab requirements for UC and California State Universities. Extra supplies may be required. (AA: Area E5a, CSU: Area B3, UC: Area 5C)

**ASTR 103 OBSERVATIONAL ASTRONOMY LAB (1)** *Minimum of 48 lab hours per term.* **Prerequisite:** MATH 110 and completion of or concurrent enrollment in ASTR 100, 115, or 125. Offered as an alternative to Astronomy 101. Students observe the moon, planets, and various star clusters, using CSM observatory's telescopes. They will have the opportunity to image planets and observe stellar spectra, using the department's CCD cameras and Rainbow Optics eyepiece spectroscope. Use of the depart-

*Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.*

ment's planetarium projector assists students in becoming familiar with the sky. Focus is on observational techniques. Extra supplies may be required. (AA: Area E5a, CSU: Area B3, UC: Area 5C)

**ASTR 115 THE SOLAR SYSTEM (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 838 or 848 or appropriate skill levels as indicated by English placement tests and MATH 110.* Study of the sun, planets, their moons, asteroids, and comets, as well as the age and formation of the solar system. Also covers the history of astronomy and the contributions of various cultures to astronomy. Emphasizes the connection between Newton's Laws and the conservation of energy to Kepler's Laws of planetary motion. Discusses the results of interplanetary space probes and the discovery of extrasolar planets. Focuses on conceptual understanding of the solar system. (AA: Area E5a, CSU: Area B1, UC: Area 5A)

**ASTR 125 STARS AND GALAXIES (3)** *Minimum of 48 lecture hours per term.* Study the sun, other stars, Milky Way galaxy, other galaxies and their evolution, black holes, quasars, dark matter, and the foundations of cosmology. Will become familiar with the basic tenets of general relativity and its application to black holes. The concept regarding stars as the primary producers of energy in the universe as well as the chemicals necessary for life, is emphasized. Focus is on conceptual understanding of stars, galaxies, and the rudiments of cosmology. (AA: E5a, CSU: Area B1, UC: Area 5A)

**ASTR 200 INTRODUCTION TO ASTROPHYSICS (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term. Prerequisite: ASTR 103, 125 and PHYS 220 or PHYS 270.* Designed for students who want to take a course more advanced than the introductory survey courses in astronomy. This course covers the fundamentals of photometry, spectroscopy, and stellar astrophysics. Topics include study of pulsating and cataclysmic variable stars, contact binaries, and galactic cannibalism. Emphasis is on a thorough understanding of basic astrophysics. (AA: Area E5a, CSU: B1, UC: 5A)

**ASTR 203 ASTROIMAGING TECHNIQUES (4)** *Minimum of 32 lecture and 96 lab hours per term. Prerequisite: ASTR 103.* Hands on learning of various imaging techniques including astrophotography of galaxies and nebulae, spectroscopy, and photometry. (AA, CSU)

**ASTR 204 APPLICATION OF ASTROIMAGING TECHNIQUES (4)** *Minimum of 32 lecture and 96 lab hours per term. Prerequisite: ASTR 203.* Application of techniques learned in ASTR 203 to gather data about celestial bodies. Topics investigated will include the use of spectroscopy to determine stellar composition and photometry to verify times of ingress and egress of transiting extrasolar planets. In addition, observatory control fundamentals will be emphasized and planned imaging runs will be an important component. (AA, CSU)

**ASTR 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ASTR 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ASTR 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**880 – 889 EXPERIMENTAL COURSE (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.

**BIOL 100 INTRODUCTION TO THE LIFE SCIENCES (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests.* Fundamental principles of life. The awareness of plant and animal interrelations and interdependencies. Examines the human role in the world of living things in relation to contemporary problems. One or more field trips may be required. (Intended for non-science majors with no previous experience in the biological sciences.) (AA: Area E5a, CSU: Area B2, UC: Area 5B)

**BIOL 102 ENVIRONMENTAL SCIENCE AND CONSERVATION (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of any READ 400 level course.* 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. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

**BIOL 110 GENERAL PRINCIPLES OF BIOLOGY (4)** *Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 838 or 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. (AA: Area E5a, CSU: Area B2 + B3, UC: Area 5B + 5C)

**BIOL 123 BIOTECHNOLOGY WORKSHOP: TECHNIQUES AND APPLICATIONS OF THE POLYMERASE CHAIN REACTION (1)** *Minimum of 16 lecture hours per term. Recommended Preparation: BIOL 110.* 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. (AA, CSU)

**BIOL 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR (1)** *Minimum of 16 lecture hours per term plus 1 hour per week in K-5 school classroom with a mentor.* Investigation of elementary school teaching careers and requirements for earning a California K-5 school teaching credential; study of California Department of Education standards in science for grades K-5; development and teaching class lessons in physical and life sciences. Same as Physics 126. (AA: Area E5d, CSU)

**BIOL 127 TEACHING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE AND SEMINAR (1)** *Minimum of 16 lecture hours per term plus 1 hour per week in middle school classroom with a mentor. Prerequisite: one college course in Physics, Chemistry or Biology.* Investigation of middle school teaching careers and requirements for earning a California middle school teaching credential; study of California Department of Education standards in science for grades 6, 7, 8; development and teaching class lessons in physical and life sciences. Same as Physics 127. (AA: Area E5d, CSU)



**BIOL 128 TEACHING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE AND SEMINAR (1)** Minimum 16 lecture hours per term plus 2 hours per week in high school classroom with a mentor. **Prerequisite:** BIOL 127 or PHYS 127. Investigation of high school teaching careers and requirements for earning a California high school teaching credential; study of California Department of Education standards in science for grades 9-12; development and teaching class lessons in physical and life sciences. Same as Physics 128. (AA: Area E5d, CSU)

**BIOL 130 HUMAN BIOLOGY (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests. Introductory study of human anatomy and physiology. Includes development, genetics, evolution and ecology. Recommended especially for students in the Medical Assisting program. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

**BIOL 145 PLANTS, PEOPLE, AND ENVIRONMENT (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests. Introduction to plants and their functions as they apply to people. 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. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

**BIOL 184 WILDLIFE BIOLOGY (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **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. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

**BIOL 195 BIOLOGY FIELD LABORATORY (1)** Minimum of 48 lab hours per term. **Prerequisite:** completion of or concurrent enrollment in BIOL 100, 102, 140, 145 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. (AA: Area E5a, CSU: Area B3, UC: Area 5C)

**BIOL 210 GENERAL ZOOLOGY (5)** Minimum of 48 lecture hours and 96 lab hours per term. **Prerequisite:** MATH 120 or 123. **Recommended Preparation:** eligibility for ENGL 838 or 848 and any READ 400 level course; and completion of a college biology course with lab and a college chemistry course with lab. Introduction to principles of animal biology Includes molecular basis of life, structure, function and behavior as seen in invertebrates and vertebrates; ecology; zoogeography and animal evolution. One or more field trips may be required. Extra supplies may be required. (AA: Area E5a, CSU: Area B2+B3, UC: Area 5B+5C)

**BIOL 220 GENERAL BOTANY (5)** Minimum of 48 lecture hours and 96 lab hours per term. **Prerequisite:** MATH 120 or 123. **Recommended Preparation:** READ 830 and concurrent enrollment in READ 400 or 405

OR appropriate skill level as indicated by the reading placement tests; a BIOL 110 or 195 or equivalent biology course with a lab and CHEM 192 or 210 or 410 or equivalent chemistry course with a lab. Principles of biology as illustrated by plants with emphasis on structure, physiology, evolution, diversity, and reproduction in green plants. One or more field trips may be required. Extra supplies may be required. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5a, CSU: Area B2+B3, UC: Area 5B+5C)

**BIOL 230 INTRODUCTORY CELL BIOLOGY (4)** Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **Prerequisite:** CHEM 210, and either BIOL 210, 220 or BIOL 215 (Skyline) or BIOL 225 (Cañada). 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. (AA: Area E5a, CSU: Area B2+B3, UC: Area 5B+5C)

**BIOL 240 GENERAL MICROBIOLOGY (4)** Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **Prerequisite:** A college level biology course with a lab AND a college level chemistry course with a lab. This includes BIOL 110, 210, 220, 230, 250, 260, BIOL 130 with 132 (lab), BIOL 225 (Cañada), OR BIOL 215 (Skyline), AND CHEM 192, 210, or 410. **Recommended Preparation:** eligibility for MATH 110 or 111. Introduction to the morphology, physiology, and genetics of microorganisms, with emphasis on bacteria and viruses. Includes environmental, applied microbiology, and the role of bacteria and viruses in health and disease. Laboratory work consists of isolation, cultivation, and identification of bacteria and techniques used to demonstrate microbial properties; including serological methods and bioinformatics. (Recommended for students majoring in life science, physical science, health science, and nursing). One or more field trips may be required. (AA: Area E5a, CSU: Area B2+B3, UC: Area 5B+5C)

**BIOL 250 HUMAN ANATOMY (4)** Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **Prerequisite:** BIOL 100, 110 OR 130. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, OR 415 OR appropriate skill level as indicated by the reading placement tests. Structure of the human body. Laboratory study and dissection of the human male and female. (Primarily intended for students of nursing, physiotherapy, physical education/kinesiology 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. (AA: Area E5a, CSU: Area B2+B3, UC: Area 5B+5C\*)

**BIOL 260 HUMAN PHYSIOLOGY (5)** Minimum of 48 lecture hours and 96 lab hours plus 16 hours by arrangement per term. **Prerequisite:** BIOL 250 and a college chemistry course with a lab. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. 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. (AA: Area E5a, CSU: Area B2+B3, UC: Area 5B+5C)



**BIOL 310 NUTRITION (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* eligibility for ENGL 838 or 848 or ESL 400 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placements test. Comprehensive introduction to the scientific principles of nutrition and the interrelationships of metabolism. Examines nutrient functions, food sources, and functions in the body, as well as health consequences of nutrient excesses, deficiencies and diet related chronic conditions. Analysis of special nutritional requirements and needs during the life cycle. Evaluation of personal dietary habits using current dietary guidelines and nutritional assessment methods. (AA: Area E5a or E5d, CSU, UC)

**BIOL 329 HONORS PROJECT SEMINAR (2)** *Minimum of 32 lecture hours per term.* Interdisciplinary seminar designed for students admitted into the honors program. Students develop honors level scholarly projects corresponding to a selected transfer course in which they are concurrently enrolled. Intensive instruction in diverse research methods; emphasis on collaboration and various strategies for achieving academic excellence. (AA, CSU)

**BIOL 675 HONORS COLLOQUIUM IN BIOLOGY (1)** *Minimum of 16 lecture hours per term. 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. (AA: Area E5a, CSU: Area B2, UC\*)

**BIOL 680 – 689 EXPERIMENTAL COURSE (1-3)** See first page of Description of Courses section. (AA, CSU)

**BIOL 690 SPECIAL PROJECTS (1-3)** See first page of Description of Courses section. (AA, CSU)

**BIOL 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**BIOL 880 – 889 EXPERIMENTAL COURSE (1-3)** See first page of Description of Courses section.

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## Building Inspection Technology

**BLDG 700 INTRODUCTION TO THE BUILDING CODE (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* Introduction to the International Building Code with additional overview of Building Department procedures, code development process, general California laws and regulations relating to building inspection. Review of inspector certifications available through model code organizations. (AA: E5d)

**BLDG 710 NON-STRUCTURAL PROVISIONS OF THE UNIFORM BUILDING CODE (3)** *Minimum of 48 lecture hours per term. Prerequisite:* BLDG 700. Study of the fire and life safety provisions of the Uniform Building Code, and the International Building Code. (AA)

**BLDG 720 ELECTRICAL INSPECTION I (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* Overview of the National Electrical Code with an emphasis on residential installations. The course covers each aspect of residential wiring from the calculations required to size an electrical service to the installation of receptacle outlets and lighting. The course will highlight any changes that have occurred from the previous code cycles. (AA)

**BLDG 725 ELECTRICAL INSPECTION II (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite:* BLDG 720. In-depth advanced study of the sections of the National Electrical Code dealing with calculations. (AA)

**BLDG 730 PLUMBING INSPECTION (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* Building regulations governing drainage systems, vents and venting, plumbing, water systems, building sewers, and gas piping. (AA)

**BLDG 735 ADA BUILDING REQUIREMENTS (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* Covers the essential concepts, reference materials, federal legislation, litigation and use of guidelines, codes and standards in the design and construction of built environments under the American Disabilities with American Barriers Acts. Participants learn how to apply federal and state access code regulations to legal case studies, field inspections, plan reviews and typical property improvement scenarios. Course emphasizes the intent of the laws and their proper interpretation. (AA)

**BLDG 740 MECHANICAL CODE (3)** *Minimum of 48 lecture hours per term. Prerequisite:* BLDG 700. 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. (AA)

**BLDG 750 STRUCTURAL PROVISIONS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* BLDG 700 or knowledge of the code development and organization, BLDG 790 or the ability to read construction documents and eligibility for MATH 120. Study of basic structural concepts and building methods. Application of building codes, standards and testing criteria to assure quality construction. Discussion of sound inspection practices and the interpretation of structural provisions. (AA)

**BLDG 760 ENERGY REGULATIONS (3)** *Minimum of 48 lecture hours per term. Prerequisite:* BLDG 700. 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. (AA)

**BLDG 775 INTRODUCTION TO RESIDENTIAL DWELLING INSPECTION TECHNOLOGY (3)** *Minimum of 48 lecture hours per term.* Provides an overview of the building, mechanical, plumbing and electrical sections under the provisions of the International Residential Code. Suitable for jurisdictional or home inspectors, facility managers, contractors, architects, engineers and those in related fields of the real estate profession. (AA)

**BLDG 790 BLUEPRINT READING FOR CONSTRUCTION (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* Course provides an overview of the building, mechanical, plumbing and electrical sections under the provisions of the International Residential Code. Suitable for jurisdictional or home inspectors, facility managers, contractors, architects, engineers and those in related fields of the real estate profession. (AA)

**BLDG 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**BLDG 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Business

**BUS. 100 CONTEMPORARY AMERICAN BUSINESS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848.* In this survey course students are introduced to current concepts of American business including examination of societal issues affecting business in a dynamic and global economic environment, the nature of major business functions, and the roles of the producer and consumer in the economy. Students are exposed to the skills that will be needed in the future, how decisions are made in the workplace and in business, including sole proprietorship, partnership and corporate functions, and international trade and competitiveness. (AA Area E5b, CSU, UC) (C-ID BUS 110)

**BUS. 115 BUSINESS MATHEMATICS (3)** *Minimum of 48 lecture hours per term. Prerequisite: MATH 811.* A study of mathematics as applied to business, with emphasis on word problems involving interest, discount, negotiable instruments, financial statements and ratios, inventory pricing, depreciation, payroll, income tax, annuities, and amortization. (AA: Area E2c, CSU)

**BUS. 125 INTERNATIONAL BUSINESS (3)** *Minimum of 48 lecture hours per term. 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. (AA: Area E5b, CSU: Area D)

**BUS. 150 SMALL BUSINESS MANAGEMENT (3)** *Minimum of 48 lecture hours per term. Prerequisite: BUS. 100. 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. (AA, CSU)

**BUS. 180 MARKETING (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 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. (AA, CSU)

**BUS. 201 BUSINESS LAW I (3)** *Minimum of 48 lecture hours per term. 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. (AA: Area E5d, CSU, UC)

**BUS. 295 COMPUTER SYSTEMS IN BUSINESS (4)** *Minimum of 64 lecture hours per term. Recommended Preparation: BUS. 315; BUSW 105; eligibility for ENGL 838 or 848.* Introduction to computers and software application usage in business; principles of computer operations and information system design; role of an IS professional; how hardware and software are used to achieve goals of a business; organizing data and informa-

tion using spreadsheet, word processing, presentation and database management software; how businesses use telecommunications, the Internet, Intranets, Extranets, electronic commerce and transaction processing systems, information and decision support systems, artificial intelligence, expert systems, virtual reality, and systems analysis; security, privacy, and ethical issues in information systems and the Internet. By presenting the details and the big picture, this course puts the management of information systems into an understandable context. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E2c, CSU) (C-ID BUS 140)

**BUS. 315 KEYBOARDING I (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* Beginning course for students to learn to input and process information using a computer keyboard. Includes learning alphabetic keyboard and numeric keypad by touch, improving speed and accuracy, learning basic word processing and printing. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUS. 316 KEYBOARDING II (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: BUS. 315; eligibility for ENGL 838 or 848.* Advanced course to increase keyboarding speed and accuracy as well as improve word processing 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. (AA: Area E5d, CSU)

**BUS. 317 KEYBOARDING SKILL-BUILDING (1.5)** *(Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. Recommended Preparation: BUS. 315.* Course provides individualized instruction to increase keyboarding speed and accuracy with use of an interactive computer skill-building program. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUS. 326 ELECTRONIC FILING AND RECORDS MANAGEMENT (1.5)** *(Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. Recommended Preparation: BUS. 315; eligibility for ENGL 838 or 848.* Study of both manual and computer filing methods from creation through maintenance of data records. Covers alphabetic, numeric, geographic and subject filing rules. (AA, CSU)

**BUS. 401 BUSINESS COMMUNICATIONS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: BUSW 105, eligibility for ENGL 838 or 848.* 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 communication in business. Instruction includes exercises using microcomputers. (AA: Area E2c, CSU)

**BUS. 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**BUS. 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**BUS. 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**BUS. 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Business Microcomputer Applications

### Business Applications - Windows Platform (BUSW)

**BUSW 105 INTRODUCTION TO MICROCOMPUTERS (1.5)** (Pass/No Pass grading or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUS. 315; eligibility for ENGL 838 or 848. Introduction to microcomputers. Covers equipment, operating systems and Windows software applications including word processing, spreadsheet, and business presentations. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 114 WINDOWS FUNDAMENTALS I (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUSW 105; eligibility for ENGL 838 or 848. Topics include hardware needs, relationship between versions of Windows, customizing Windows, networking capabilities, desktop concepts and organization, OLE, accessory applications, file search and management, updating, maintenance and security. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 115 WINDOWS FUNDAMENTALS II (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUSW 114. Covers review of basic Windows features. Also covers organizing files; personalizing your Windows environment; protecting your computer; maintaining hardware and software; improving computer's performance; connecting computers to the internet; exploring additional Windows tools. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 214 WORD PROCESSING I USING WORD FOR WINDOWS (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUS. 315; eligibility for ENGL 838 or 848. Introduction to WORD for Windows software. Topics include 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. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 215 WORD PROCESSING II USING WORD FOR WINDOWS (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848, BUS. 315, BUSW 214. Includes orientation to current WORD application program and review of basic word processing features. Also includes graphics, charts, columns, templates, macros, mail-merge, labels, sorting, forms, and software linking. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 383 BUSINESS PRESENTATIONS I USING POWER POINT FOR WINDOWS (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUSW 105. 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. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 384 BUSINESS PRESENTATIONS II USING POWER POINT FOR WINDOWS (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUSW 383. Includes orientation to current Power Point application program and review of basic business presentation features. Also examines advanced features of Power Point such as customizing templates, animation and slide show effects, charts, importing templates and clips from MS web site, self running presentations, making presentations available to others like workgroups. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 415 SPREADSHEET I USING EXCEL FOR WINDOWS (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUSW 105; eligibility for ENGL 838 or 848. Creation and use of spreadsheets. Topics include spreadsheet design, use of menu systems, basic formulas and functions, relative and absolute addressing, formatting, printing and graphing. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 416 SPREADSHEET II USING EXCEL FOR WINDOWS (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUS 315; BUSW 415; eligibility for ENGL 838 or 848. Includes orientation to current Excel application program and review of basic spreadsheet features. Also includes design and optimization of large and complex spreadsheets, advanced formulas and functions, database features, macros and linking of spreadsheets with other software programs. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 450 MICROSOFT PROJECT FUNDAMENTALS I (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUS 315; BUSW 105; eligibility for ENGL 838 or 848. Introduction to project management software for tracking tasks, costs and resources. Covers creating and analyzing projects plans, schedules, and reports. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 451 MICROSOFT PROJECT FUNDAMENTALS II (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUS. 315; BUSW 105; BUSW 450; eligibility for ENGL 838 or 848. Continuation of BUSW 450 Microsoft Project Fundamentals I. Covers baselines, updating and tracking, detailed customized reports, integrating with other applications multiple projects and collaboration. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 464 DATABASE MANAGEMENT FUNDAMENTALS USING ACCESS FOR WINDOWS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** BUS. 315; BUSW 105; eligibility for ENGL 838 or 848. Introduction to database design, creation and applications for business using Access. Reviews basic computer needs. Covers database structures; table design; editing data; searches (queries) for specific information; creating forms and printing reports; creating macros; managing and securing databases. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**BUSW 530 INTRODUCTION TO INTERNET COMPETENCY (1.5)** (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. **Recommended Preparation:** BUS. 315; BUSW 105; eligibility for ENGL 838 or 848. Exploration of the Internet history; structure; features (E-mail programs and services) and future. Utilization of tools (web browser



interfaces, search engines, security extensions) to competently navigate the Internet for educational or business research. Determination of the extent of information needed and the proper ways to qualify, phrase and refine questions. Critical evaluation of research sources. Examination of issues involved in doing business on the Internet. Identification of economic, societal, ethical and legal issues of accessing and using material from the Internet. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area C3+E5d, CSU)

**BUSW 680 – 689 EXPERIMENTAL COURSE (1-3)** See first page of Description of Courses section. (AA, CSU)

**BUSW 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**BUSW 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**BUSW 880 – 889 EXPERIMENTAL COURSE (1-3)** See first page of Description of Courses section.

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## Career and Life Planning

**CRER 104 TRANSFER ESSENTIALS AND PLANNING (.5)** (*Pass/No Pass grading.*) *Minimum of 8 lecture hours per term.* Provides essential information about the university transfer function. Highly recommended for students whose educational goal is to transfer to a college or university to complete a bachelor's degree. Learn how to transfer to destinations within the CSU, UC, independent or out-of-state colleges or universities systems. Covers academic requirements, transfer decisions, transfer planning, general education and lower division major requirements, application timelines, services that support transfer, and other issues related to this educational goal. A materials fee in the amount as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**CRER 105 COLLEGE PLANNING (.5)** (*Pass/No Pass grading.*) *Minimum of 8 lecture hours per term.* Course is highly recommended for all incoming students. Comprehensive college orientation provides information about educational goals, academic planning, the college academic and social culture, college policies and procedures that affect student success, learning styles, time management, overcoming past substandard academic performance, success strategies and how to use them, and a review of college services and programs that enhance success and retention. A materials fee in the amount as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU, UC)

**CRER 107 INTRODUCTION TO CHOOSING A COLLEGE MAJOR (.5)** (*Pass/No Pass grading.*) *Minimum of 8 lecture hours per term.* Course assists students to research and identify a college major and understand major requirements and course planning. Highly recommended for students who are undecided about a major for an Associate degree or for university transfer. University transfer students need to complete lower division major courses to assure successful transfer. A materials fee in the amount as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**CRER 120 COLLEGE AND CAREER SUCCESS (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 48 lecture hours per term.* A comprehensive approach to college and career planning. Emphasizes self-assessment, decision making, educational planning, college success strategies, study skills, learning styles and techniques for addressing personal

changes associated with college and career. Explores college life, responsibilities, and career options. A materials fee in the amount as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU: Area E, UC)

**CRER 121 PLANNING FOR STUDENT SUCCESS (1)** (*Pass/No Pass or letter grade option.*) *Minimum of 16 lecture hours per term.* Provides students with the tools necessary to maximize academic success by developing their understanding of college expectations, resources, facilities, and requirements. A preliminary Student Educational Plan (SEP) is researched and developed. A materials fee in the amount as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU: Area E)

**CRER 122 STUDY SKILLS (1)** (*Pass/No Pass or letter grade option.*) *Minimum of 16 lecture hours per term.* Provides students with information about what is expected of a college student. Students practice a variety of techniques to increase confidence and to develop college-level study skills. Emphasizing individual learning styles, effective study habits and reducing test-taking anxiety. Each student will create a study plan reflecting his/her specific learning needs. A materials fee in the amount as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**CRER 126 CAREER CHOICES I: CAREER ASSESSMENT (.5)** (*Pass/No Pass grading.*) (*Open entry/open exit.*) *Minimum of 8 lecture hours per term.* This class is designed to help students determine an appropriate career, major or job choice. Self-assessment activities such as vocational surveys, personality assessments, work values, skill identification, decision making and goal setting may be used. Students will research career, majors, and life planning issues in order to make informed choices. A materials fee in the amount as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**CRER 127 CAREER CHOICES II: JOB SEARCH (.5)** (*Pass/No Pass grading.*) (*Open entry/open exit.*) *Minimum of 8 lecture hours per term.* Focuses on job search preparation. Topics include: the hidden job market, resume, networking, marketing yourself, gathering information, preparing for the interview, common interview questions, successful interview strategies and follow-up actions. Students will practice and receive coaching on all phases of a successful interview. A materials fee in the amount as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**CRER 128 PUENTE: FOUNDATION FOR COLLEGE SUCCESS (3)** *Minimum of 48 lecture hours per term.* **Corequisite:** ENGL 838. Puente: Foundation for College Success is part of the Puente Project and must be taken concurrently with ENGL 838. CRER 128 is designed to assist CSM Puente students in developing the skills and tools critical to succeed in college. Through a holistic and comprehensive approach, the course will consist of college orientation, student success strategies, cultural identity and personal development as a foundation for college success. Puente students will have the opportunity to engage collaboratively and promote team building while building their leadership skills. Topics covered will include educational planning, self-assessment, decision making, student success strategies, motivation, cultural identity, study skills, learning styles, goal setting and financial aid. Students will receive an introduction to library research and complete a research project. CRER 128 will support the degree/transfer attainment of Puente students by establishing a sense of belonging, enhancing student engagement and self-reflection as well as deepening the understanding of the college



system and expectations. In addition, consideration of psychological, sociological and physiological components that attribute to personal and academic success will be explored. This course will require participation in off-campus field trips. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**CRER 129 PUENTE: TRANSFER READINESS (2)** *Minimum of 32 lecture hours per term. Corequisite: ENGL 100/102 or ENGL 105.* CRER 129 Puente: Transfer Readiness is part of the Puente Project and must be taken concurrently with ENGL 100/102 or ENGL 105. CRER 129 builds upon CRER 128 and is designed to assist CSM Puente students to develop the knowledge and skills needed to complete their educational goal with a focus on Transfer and Career Planning. Through a holistic and comprehensive approach, this course will consist of areas related to transfer and career planning with a culminating social justice research project. Topics covered will include Personal Statements, Transfer Process, Universities (UC, CSU, Private), TAGs, Transfer resources, Career Planning process, Career Assessment, Values/skills, Research methodology and more within an environment of collaboration and team building. This course will require participation in off-campus field trips and activities. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area C3, CSU)

**CRER 140 PEER COUNSELING (3)** *Minimum of 48 lecture hours per term.* 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. (AA: Area E5d, CSU: Area E)

**CRER 142 ADVANCED PEER COUNSELING (3)** *Minimum of 48 lecture hours per term. Prerequisite: CRER 140.* 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. (AA: Area E5d, CSU)

**CRER 301 INTRODUCTION TO SCHOLARSHIPS (1)** *(Pass/No Pass grading.) Minimum of 16 lecture hours per term.* Students are introduced to scholarship opportunities at the local, state and national level. Learn research techniques and utilize internet sites, publications and community resources. Identify scholarships that meet personal criteria. Develop a personal organizational system to manage the process of scholarship search and application. Personal statements and interview techniques are also covered. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**CRER 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**CRER 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**CRER 880 – 889 EXPERIMENTAL COURSE (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.*

**CHEM 192 ELEMENTARY CHEMISTRY (4)** *Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite: MATH 110 or one semester course of 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.) Extra supplies may be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5a, CSU, UC\*)

**CHEM 210 GENERAL CHEMISTRY I (5)** *Minimum of 48 lecture hours and 96 lab hours plus 16 hours by arrangement per term. Prerequisites: MATH 120 or MATH 123 or appropriate placement test score or other measures that indicate a proficiency in intermediate algebra. Recommended Preparation: CHEM 192; eligibility for ENGL 838 or 848.* This is the first semester of a two-semester sequence class in general chemistry intended for students pursuing physical sciences, biological sciences, engineering and pre-professional majors. Includes a detailed study of basic principles of atomic and molecular structure and bonding, chemical reactions and equations including stoichiometry and thermochemistry, solutions and gas laws with an emphasis on critical thinking and problem solving skills. This course also includes laboratory study of these concepts, experimental chemistry techniques and the analysis and interpretation of experimental findings. Students who have not previously completed a chemistry course with lab should take CHEM 192 first. Extra supplies may be required. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C)

**CHEM 220 GENERAL CHEMISTRY II (5)** *Minimum of 48 lecture hours and 96 lab hours plus 16 hours by arrangement per term. Prerequisite: CHEM 210.* This is the second semester of a two-semester sequence class in general chemistry intended for students pursuing physical sciences, biological sciences, engineering and pre-professional majors. It includes a study of chemical kinetics, chemical equilibria, acid-base chemistry, chemical thermodynamics, electrochemistry, coordination chemistry and nuclear chemistry with an emphasis on critical thinking and problem solving skills. This course also includes laboratory study of these concepts, experimental techniques and the analysis and interpretation of experimental findings. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C)

**CHEM 231 ORGANIC CHEMISTRY I (5)** *Minimum of 48 lecture hours, 16 recitation hours, and 80 lab hours plus 16 hours by arrangement per term. Prerequisite: CHEM 220. Recommended Preparation: ENGL 838 or 848.* Introduction to basic concepts of structure and reactivity of organic compounds; reactions of major functional groups; reaction mechanisms; and synthesis. Principles and practice of laboratory techniques; methods of separation, purification, and synthesis. Designed as the first semester of a one-year organic course or as a one-semester survey. Extra supplies may be required. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (C-ID CHEM 150)

**CHEM 232 ORGANIC CHEMISTRY II (5)** *Minimum of 48 lecture hours, 16 recitation hours, and 80 lab hours plus 16 hours by arrangement per term. Prerequisite: CHEM 231.* More rigorous treatment of mechanisms, reactions, and synthesis; structure determination using classical and spectroscopic techniques taught in CHEM 231 including identification of unknown compounds and mixtures. Extra supplies may be required. (Spring only.) (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (CHEM 231+232 = C-ID CHEM 160S)

**CHEM 250 ANALYTICAL CHEMISTRY QUANTITATIVE ANALYSIS (4)** *Minimum of 32 lecture hours and 96 lab hours plus 16 hours by arrangement per term. Prerequisite: CHEM 220.* Theory, calculations and practice of common analytical procedures. Includes gravimetric and volumetric methods; also colorimetric, potentiometric and other instrumental procedures. Extra supplies may be required. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C)

**CHEM 410 HEALTH SCIENCE CHEMISTRY I (4)** *Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite: MATH 110, or appropriate score on the College Placement Test. Recommended Preparation: eligibility for ENGL 838 or 848.* Introduction to chemistry for the health sciences, beginning with scientific measurement and the metric system, followed by chemical bonding, solution chemistry, acids and bases, redox reactions, gases and general aspects of stoichiometry. Extra supplies may be required. Students who complete CHEM 210-220 and CHEM 410-420 will receive credit for CHEM 210-220 only. (AA: Area E5a, CSU: Area B1+B3)

**CHEM 420 HEALTH SCIENCE CHEMISTRY II (4)** *Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. 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. (AA: Area E5a, CSU: Area B1+B3)

**CHEM 680 – 689 EXPERIMENTAL COURSE (1-3)** See first page of Description of Courses section. (AA, CSU)

**CHEM 690 SPECIAL PROJECTS (1-3)** See first page of Description of Courses section. (AA, CSU)

**CHEM 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.)

**CHEM 880 – 889 EXPERIMENTAL COURSE (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 modern language at the College, students enrolled in certain courses in modern language are recommended to use the language laboratory as prescribed by each department.

**CHIN 111 ELEMENTARY CHINESE I (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* A beginning course in Mandarin Chinese with instruction and practice in understanding, speaking, reading, and writing. (AA: Area E5c, CSU: Area C2, UC)

**CHIN 112 ELEMENTARY CHINESE II (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite: CHIN 111.* A continuation of CHIN 111 with further development of the skills of understanding, speaking, reading, and writing. (AA: Area E5c, CSU: Area C2, UC)

**CHIN 121 ADVANCED ELEMENTARY CHINESE I (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite: CHIN 112.* The third course in elementary Mandarin, with continued emphasis on grammar and the spoken language. (AA: Area E5c, CSU: Area C2, UC)

**CHIN 122 ADVANCED ELEMENTARY CHINESE II (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite: CHIN 121.* A continuation of Chinese 121 with further training in spoken and written Mandarin. (AA: Area E5c, CSU: Area C2, UC: Area 6)

**CHIN 131 INTERMEDIATE CHINESE I (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite: CHIN 122.* Approximately the first half of the semester's work in intermediate Mandarin Chinese as taught at four-year institutions. (AA: Area E5c, CSU: Area C2, UC: Area 3B+6)

**CHIN 132 INTERMEDIATE CHINESE II (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite: CHIN 131.* Approximately the second half of the semester's work in intermediate Mandarin Chinese as taught at four-year institutions. (AA: Area E5c, CSU: Area C2, UC: Area 3B+6)

**CHIN 134 BASIC CHINESE WRITING SKILLS (3)** *(Pass/No Pass or letter grade option.) (Online Course) Minimum of 48 lecture hours per term. Prerequisite: CHIN 122.* 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. (AA: Area E5c, CSU)

**CHIN 140 ADVANCED INTERMEDIATE CHINESE (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite: CHIN 132.* A proficiency-oriented course designed for further practice in conversation, reading, and composition with pronunciation and continued grammar review. Conducted primarily in Mandarin Chinese. (AA: Area E5c, CSU, UC: Area 6)

**CHIN 201 CHINESE CHARACTER WRITING FOR BEGINNERS (1)** *(Pass/No Pass grading.) Minimum of 16 lecture and 8 lab hours per term. 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. (AA, CSU)

**CHIN 211 COLLOQUIAL CHINESE I, ELEMENTARY (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* 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. (AA: Area E5c, CSU)

**CHIN 212 COLLOQUIAL CHINESE II, ELEMENTARY (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours per term. **Prerequisite:** CHIN 211. 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. (AA: Area E5c, CSU)

**CHIN 221 COLLOQUIAL CHINESE I, ADVANCED ELEMENTARY (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture and 16 hours by arrangement per term. **Recommended Preparation:** CHIN 212. Continuation of the second semester elementary colloquial Mandarin Chinese course. Extensive oral communication training in Mandarin Chinese. Emphasis on further development of real-world vocabulary, clear pronunciation and idiomatic usage, with sufficient grammar to give flexibility to the spoken language. Use of the Pinyin phonetic system to represent the sounds in Mandarin, and substitute for the characters in writing. Course designed for students who would like to further develop their oral communication skills in spoken Mandarin Chinese. (AA, CSU)

**CHIN 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**CHIN 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**CHIN 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**CHIN 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Communication Studies

Formerly "Speech Communication"

The Communication Studies program includes courses in public speaking, small group communication, interpersonal communication, intercultural communication, and oral interpretation of literature. The English requirement may be partially satisfied by 3 units of Communication 110 or Communication 130.

**COMM 110 PUBLIC SPEAKING (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. 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. (AA: Area E2b+E2c or E5d, CSU: Area A1, UC: Area 1C) (C-ID COMM 110)

**COMM 130 INTERPERSONAL COMMUNICATION (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. Interpersonal communication, rational dialogue, and cooperative analysis of communicative events. Study of communicative interactions, the symbolic process, reasoning and advocacy, and the effects of communication on people and society. (AA: Area E2b+E2c or E5d, CSU: Area A1 or D, UC: Area 1C) (C-ID COMM 130)

**COMM 140 SMALL GROUP COMMUNICATION (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended preparation:** eligibility for ENGL 100 or 105. 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. (AA: Area E2b+E2c or E5d, CSU: Area A1, UC: Area 1C) (C-ID COMM 140)

**COMM 150 INTERCULTURAL COMMUNICATION (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. Designed for students of all cultural backgrounds. Study of the relationship of communication to culture, cultural components of life within and outside the U.S., verbal and nonverbal differences, the effect of prejudice on society. Emphasizes the critical thinking and empathy required for intercultural competence. (AA: Area E2b or E5d, CSU: Area A1, UC: Area 1C) (C-ID COMM 150)

**COMM 170 ORAL INTERPRETATION I (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. 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. (AA: Area E2b or E5c, CSU: Area C2, UC) (C-ID COMM 170)

**COMM 171 ORAL INTERPRETATION II (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** COMM 170. 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. (AA: Area E2b or E5c, CSU: Area C2, UC)

**COMM 680 – 689 EXPERIMENTAL COURSE (1-3)** See first page of Description of Courses section. (AA, CSU)

**COMM 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**COMM 855 SPEECH FOR NON-NATIVE SPEAKERS (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** ESL 847 or appropriate skill level indicated by placement tests. 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 qualities to convey accurate meaning and emotion; practice in discussion, interviews, and extemporaneous public speaking; listening skills appropriate for discussion, interview, and public speaking. (AA: Area E2b)

**COMM 860 COMMUNICATION IN THE WORKPLACE (1)** (*Pass/No pass grading.*) Minimum of 16 lecture hours plus 5 hours by arrangement per term. Focuses on the development of confidence in public settings by increasing student skill in job interviewing, public speaking, and communicating interpersonally with managers, colleagues and clients. (AA)

**COMM 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**COMM 880 – 889 EXPERIMENTAL COURSE (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.

**CIS 110 INTRODUCTION TO COMPUTER AND INFORMATION SCIENCE (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Introduction to computers and information science. Includes computer terminology, computer hardware and software, networks, operating systems, data representation, telecommunications, Internet access and security, computer ethics, beginning programming in Visual Basic and/or HTML, and an introduction to research processes and methods through online tools and sources. Topics are motivated by current issues and events such as: privacy, intellectual property, cloud computing, and copyright infringements. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area C3+E2c or E5d, CSU, UC) (C-ID IT IS 120)

**CIS 111 INTRODUCTION TO INTERNET PROGRAMMING (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. This course provides an introduction to the World Wide Web and internet programming. Basic HTML and CSS will be introduced, as well as client-side scripting in JavaScript using variables, functions, and objects. Introduces programming with HTML, CSS, JavaScript, and the DOM (Document Object Model). Server-side scripting languages such as ASP, JSP, Python, Perl and PHP will be demonstrated. Introduces Web 2.0 topics, such as Ajax frameworks, Web services, and HTML5. (AA, CSU, UC)

**CIS 113 INTERNET PROGRAMMING: RUBY (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 48 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and CIS 111, 125 or 254. Comprehensive course in Ruby, an open-source dynamic object-oriented scripting language. Covers variables, arrays and hashes, methods and procs, classes, objects, and writing server-side Ruby scripts for the Web. Also covered are exception handling, regular expressions, I/O objects, and modules. An introduction to SQL and the MySQL database, and advanced topics such as Model-View-Controller architecture and agile Web application development with the Ruby on Rails framework. Intended for students with previous programming experience. (AA, CSU)

**CIS 114 INTERNET PROGRAMMING: JAVASCRIPT/AJAX (4)** (Pass/No Pass or letter grade option.) Minimum 48 lecture hours and 48 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of CIS 111, 125 or 254. Study of the JavaScript programming language. Provides an overview of HTML and CSS, client-side programming, variables, arrays, functions, closures, event handlers, objects, form validation, cookies, and the DOM. Introduces Web 2.0 technologies, Ajax (Asynchronous JavaScript and XML), open-source Ajax libraries, Ajax design patterns, server-side programming, RSS, JSON, browser issues, and advanced topics such as HTML5, mobile web apps, security, performance, and Web Services. Intended for students with previous programming experience. (AA, CSU)

**CIS 117 INTERNET PROGRAMMING: PYTHON (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 48 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and CIS 111,

125 or 254. Comprehensive course in Python, an open-source dynamic object-oriented scripting language. Covers variables, arrays, lists, tuples, dictionaries, functions, methods, classes, objects, and writing server-side Python scripts for the Web. Also covered are exception handling, regular expressions, and modules. An introduction to SQL and the MySQL database, and advanced topics such as Model-View-Controller architecture and Web application development with the Django framework. Intended for students with previous programming experience. (AA, CSU, UC)

**CIS 121 UNIX/LINUX (3)** (Pass/No Pass or letter grade option.) A minimum of 48 lecture and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of CIS 110. Introduction to the UNIX/Linux operating system. Includes a brief introduction to operating systems and UNIX history. Covers UNIX file systems; common shell features including I/O redirection, piping, command substitution, and simple job control; shell-specific facilities including use of environmental and local variables; and common UNIX utilities. Also includes advanced topics such as shell scripting, communications, and system administration. Intended for students with previous programming experience. (AA, CSU, UC)

**CIS 125 VISUAL BASIC I (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. 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. (AA: Area E2c, CSU, UC)

**CIS 127 INTERNET PROGRAMMING: HTML5 and CSS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of CIS 111, 125 or 254. Introduction to HTML5 and CSS (Cascading Style Sheets). Covers CSS3, HTML5 elements, HTML5 APIs, forms, audio and video, offline applications, Canvas drawing and animation, communication APIs, Web Sockets, and Web Workers. Introduces HTML5 Geolocation, local and session storage, the Web SQL Database, and advanced topics such as mobile web applications, performance analysis, browser issues, and developer tools. Intended for students with previous programming experience. This course cannot be substituted for DGME 169. (AA, CSU, UC)

**CIS 128 MOBILE WEB APP DEVELOPMENT (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 48 lab hours per term. **Recommended Preparation:** CIS 111 or 125 or 254 and eligibility for ENGL 838 or 848. Employ HTML5, CSS and JavaScript to develop mobile web apps for smart phones and tablet/pad devices. Topics include CSS media queries, mobile user interfaces, platform-independent development, and best practices. Also covers geolocation, maps, audio, video, drawing, animation and offline apps. Provides an introduction to open-source mobile development frameworks, emulators, conversion to native apps, performance and testing. Intended for students with previous programming experience. (AA, CSU)

**CIS 132 INTRODUCTION TO DATABASES (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. This course covers database design and the use of database management systems. It includes an introduction to the relational model, relational algebra, and SQL. It



also covers XML data including DTDs and XML Schema for validation, and an introduction to the query and transformation languages XPath, XQuery, and XSLT. The course includes relational design principles based on dependencies and normal forms. Additional database topics introduced are indexes, views, transactions, authorization, integrity constraints, triggers, on-line analytical processing (OLAP), and emerging NoSQL (not only SQL) databases for cloud and desktop computing. (AA, CSU, UC)

**CIS 151 NETWORKS AND DIGITAL COMMUNICATION (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours plus 16 hours by arrangement per term. **Prerequisite:** completion of or concurrent enrollment in CIS 110. **Recommended Preparation:** eligibility for ENGL 838 or 848. Introduction to networking focusing on Local Area Networks. Topics include the TCP/IP suite of protocols and its relationship to the OSI reference model, network services, network hardware and topologies, network protocol usage fundamentals, IP network addressing, current industry trends including IPv6 and an introduction to network administration. Class activities include lecture, hands-on and on-line research. Prepares students for courses in advanced networking, computer forensics, broadcasting, information security, and internet programming. (AA, CSU)

**CIS 200 CAPSTONE PROJECT - CIS (2)** (Pass/No Pass or letter grade option.) Minimum of 16 lecture and 48 lab hours per term. **Prerequisite:** CIS 114, 121, 127, 128 and 380 AND one of the following database courses: CIS 132, 363 or 364. Students plan realistic career goals while initiating, developing, and completing substantial team projects in consultation with and under the direction of the instructor. Students will employ Agile development methodologies to develop a project with client- and server-side technologies, a database, HTML5 and mobile technologies. (AA, CSU)

**CIS 254 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours per term. **Recommended Preparation:** MATH 110 and eligibility for ENGL 838 or 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. (AA: Area E2c, CSU)

**CIS 255 (CS1) PROGRAMMING METHODS: JAVA (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours per term. **Prerequisite:** MATH 120 and CIS 254. **Recommended Preparation:** eligibility for ENGL 838 or 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, inheritance, polymorphism, 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. (AA: Area E2c, CSU, UC)

**CIS 256 (CS2) DATA STRUCTURES: JAVA (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **Prerequisite:** CIS 255. **Recommended Preparation:** eligibility for ENGL 838 or 848. Abstract data type implementation and usage techniques for computer science majors and computer professionals. Object-oriented approach to a variety of abstract data types including: lists, stacks, queues, priority queues, trees, maps, sets and graphs. Also includes advanced sorting and searching topics, 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. (AA, CSU, UC)

**CIS 278 (CS1) PROGRAMMING METHODS: C++ (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours per term. **Prerequisite:** MATH 120 and CIS 254. **Recommended Preparation:** eligibility for ENGL 838 or 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. (AA: Area E2c, CSU: Area B4, UC) (C-ID COMP 122)

**CIS 279 (CS2) DATA STRUCTURES: C++ (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. **Prerequisite:** CIS 278. **Recommended Preparation:** eligibility for ENGL 838 or 848. Data abstract data type implementation and usage techniques for computer science majors and computer professionals. Object-oriented approach to a variety of abstract data types including: lists, stacks, queues, priority queues, trees, maps, and graphs. Also includes advanced sorting and searching topics, and algorithmic analysis using Big-O notation. This course conforms to the ACM CS2 standards. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU, UC)

**CIS 363 ENTERPRISE DATABASE MANAGEMENT WITH MySQL (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of CIS 111, 125 or 254. Comprehensive course in enterprise database management with the open-source MySQL database. Covers relational model and theory, forms and theories of normalization, and in-depth SQL. Overview of database administration, stored procedures, functions, triggers, and metadata. Also covered are MySQL server administration, performance tuning, security, optimization, and database design. Advanced topics include Client-Server database applications using Java and PHP, dynamic SQL, prepared SQL, and callable statements. Intended for students with previous programming experience. (AA, CSU)

**CIS 364 ENTERPRISE DATA WAREHOUSING (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours per term. **Prerequisite:** CIS 363 **Recommended Preparation:** ENGL 838 or 848. Introduction to data warehousing architecture, data extraction, management, and load. Also covered are metadata management, logical and physical models, dimensional modeling, data aggregation, and project management. Hands-on design and development of a data warehouse using Oracle or MySQL. Advanced topics such as OLAP query processing, security management, and data mining techniques will be introduced. A materials fee in the amount as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**CIS 379 INTERNET PROGRAMMING: XML (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of CIS III, 125 or 254. Comprehensive course in XML (eXtensible Markup Language). Includes writing well-formed and valid XML, the use of DTDs (Document Type Definitions), XML Schema, RSS, CSS (Cascading Style Sheets), XHTML and XSLT (eXtensible Style Sheet Language Transformation) for formatting; and advanced topics such as XPath and the Document Object Model (DOM). Intended for students with previous programming experience. (AA, CSU)

**CIS 380 INTERNET PROGRAMMING: PHP (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of CIS III, 125 or 254. Comprehensive course in PHP (hypertext preprocessor scripting language). Includes writing server-side PHP scripts for the Web, procedural and object-oriented programming, forms and browser I/O, an introduction to SQL statements and the MySQL database, and advanced topics such as creating dynamic Web content with PHP and MySQL, sessions, Web services, e-commerce, and authentication with PHP. Intended for students with previous programming experience. (AA, CSU)

**CIS 420 PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE PREPARATION (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. This course is designed for those who are currently employed in a project management position or have experience with the project management process. Intended for professionals seeking to acquire the Project Management Professional (PMP) certification from the Project Management Institute (PMI). This course provides an overview of the standard PMP test content and format, practice with sample questions, and discussion and advice on the mechanisms and logistics of the certification test. (AA, CSU)

**CIS 479 NETWORK SECURITY FUNDAMENTALS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** completion of or concurrent enrollment in CIS 151. **Recommended Preparation:** eligibility for ENGL 838 or 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. (AA, CSU)

**CIS 489 COMPUTER FORENSICS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** completion of or current enrollment in CIS 151. **Recommended Preparation:** eligibility for ENGL 838 or 848. 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. (AA, CSU)

**CIS 490 COMPUTER FORENSICS: NETWORK ANALYSIS AND DEFENSE (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours plus 16 hours by arrangement per term. **Prerequisite:** CIS 151 and 489. **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. (AA, CSU)

**CIS 491 COMPUTER FORENSICS: SEARCH AND SEIZURE (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours plus 16 hours by arrangement per term. **Prerequisite:** completion of or concurrent enrollment in CIS 489. **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. (AA, CSU)

**CIS 492 COMPUTER FORENSICS: WHITE-COLLAR CRIME (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours plus 16 hours by arrangement per term. **Prerequisite:** CIS 489. **Recommended Preparation:** eligibility for ENGL 838 or 848. Access to a computer with Internet capability is strongly recommended. Provides an in-depth look at white-collar with emphasis on those crimes involving computers. Types of white-collar crime include mail, wire, and bank fraud, corporate fraud, securities and fiduciary fraud; tax crimes, currency-reporting crimes, bankruptcy crimes, as well as corporate, government, environmental, and computer crimes. Relevant state and federal statutes will be introduced. Forensic software and hardware suited to the collection and preservation of digital evidence will be discussed and employed in group projects. Documentation and reporting requirements for white-collar crime will be covered. (AA, CSU)

**CIS 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**CIS 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**CIS 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**CIS 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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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 Board of Barbering and 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 Board of Barbering and Cosmetology licensure must be 17 years of age or older.

**COSM 712 FUNDAMENTALS OF COSMETOLOGY I (3.5, 5 or 10)** A combination of 80 lecture and 240 lab hours attains 320 clock hours toward the required 1600 hours to be eligible for licensing. **Prerequisite:** admission to and registration in the Cosmetology program. **Recommended Preparation:** eligibility for READ 400. Study theoretical and practical application of: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety as prescribed by the California State Bureau of Barbering and Cosmetology. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA)

**COSM 722 FUNDAMENTALS OF COSMETOLOGY II (3.5, 5 or 10)** A combination of 80 lecture hours and 240 lab hours per term attains 320 clock hours toward the required 1600 hours to be eligible for licensing. **Prerequisite:** admission to and registration in the Cosmetology program. **Recommended Preparation:** eligibility for READ 400. Study theoretical and practical application of: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety as prescribed by the California State Bureau of Barbering and Cosmetology. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA)

**COSM 732 ADVANCED COSMETOLOGY I (3.5, 5 or 10)** Minimum combination of 80 lecture and 240 lab hours per term provides 320 clock hours toward the required 1600 hours needed for license eligibility. **Prerequisite:** minimum of 10 units of COSM 712 and 722. A continued study of theoretical and practical application covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Study of salon business as applied to cosmetology. Continuation of COSM 712 and 722. COSM 732 and 742 are required for licensing as a cosmetologist. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA)

**COSM 742 ADVANCED COSMETOLOGY II (3.5, 5 or 10)** Minimum of 80 lecture hours and 240 lab hours per term provides 320 clock hours toward the required 1600 hours needed for license eligibility. **Prerequisite:** minimum of 10 units in COSM 712 and 722. A continued study of theoretical and practical application covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Study of cosmetology chemistry and electricity as applied to cosmetology. Continuation of COSM 712 and 722. COSM 732 and 742 are required for licensing as a cosmetologist. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA)

**COSM 750 BRUSH-UP (.5-10)** Up to 80 lecture and 240 lab hours per term for a total of 400 hours per year. **Prerequisite:** Cosmetology license. **Recommended Preparation:** eligibility for ENGL 838, 848 or ESL 400. To satisfy supplemental training requirements or out-of-state training requirements. Course requirements must be met satisfactorily prior to state exam. (AA)

**COSM 765 ADVANCED HAIRCOLOR THEORY AND TECHNIQUES (1)** Minimum of 16 lecture hours and 16 lab hours per term. **Prerequisite:** Current cosmetology license or a student with a minimum of 600 hours training toward a cosmetology license. Introductory course with instruction and preparation for the American Board of Certified Haircolorist Performance Examination. Includes materials and practices of advanced haircolor techniques and haircolor theory. This course is for students interested in advancing to a higher level in the hair coloring profession. (AA)

**COSM 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**COSM 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Dance

(See *Kinesiology, Athletics & Dance*)

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## Dental Assisting

The courses DENT 647, DENT 716, DENT 721, DENT 722, DENT 740, DENT 742, DENT 743, DENT 744, DENT 749, DENT 751, DENT 763 are open to those who have been accepted into the Dental Assisting program. DENT 731, DENT 732, and DENT 735 are open to all students. A grade of C or higher is necessary for progression in the sequence. Upon successful completion of the program, the candidate is eligible to apply for a Certificate of Completion from the Office of Admissions and Records, sit for the California Registered Dental Assistant Exam, and the Dental Assisting National Board Exam.

**DENT 647 DENTAL ASSISTING CLINICAL INTERNSHIP (4)** Minimum of 256 lab hours per term. **Prerequisite:** DENT 716, 721, 731, 735, 740, 749, 751. Completion of or concurrent enrollment in DENT 722, 732, 742, 743, 763, COMM 860, ENGL 865. Clinical experience in dental assisting for students in the dental assisting program supplemented by corequisite classes and individual counseling from an instructor-coordinator of the Dental Assisting Program. Clinical work must be unpaid and a certain number of hours accumulated per ADA Accreditation Standards. For students enrolled full time in the Dental Assisting Program. Offered during Spring semesters only. (AA, CSU)

**DENT 716 DENTAL OFFICE PROCEDURES (2.5)** Minimum of 32 lecture hours and 32 lab hours per term. This course covers all aspects of dental office management and uses Dentrix G-4 Dental software. Topics covered include clinical and periodontal charting, treatment planning, posting charges and payments, submitting insurance claims, producing daily and monthly reports, telephone and written communications, dental jurisprudence, and California law and ethics. This course is open to both part time and full time dental assisting students. (Fall and Summer only.) (AA)

**DENT 721 DENTAL MATERIALS I (3)** Minimum of 32 lecture hours and 48 lab hours per term. **Prerequisite:** completion of or concurrent enrollment in DENT 716, 731, 735, 740, 749, 751. This course introduces the student to the vast subject of dental materials and dental laboratory procedures and equipment. Safety measures and protocol are taught in a laboratory setting. This course provides instruction in dental cements, restorative materials, impression materials, gypsum products, and their physical and chemical properties. Students develop the skills necessary for materials manipulation in both the dental laboratory and the treatment room. The purchase of a Fall Dental Materials Student Kit is required; details provided in class. Intended for students who plan on enrolling full time in the Dental Assisting program. (Fall only.) (AA)



**DENT 722 DENTAL MATERIALS II (2)** *Minimum of 16 lecture hours and 48 lab hours per term. Prerequisite:* DENT 716, 721, 731, 735, 740, 749, 751. Completion of or concurrent enrollment in DENT 732, 742, 743, 763, 647, COMM 860, ENGL 865. Further study of common dental materials including, but not limited to, custom trays, perfecting of alginate impressions, study models, bleach trays, removable prosthodontics, and implants. Special emphasis on registered dental assisting duties pertaining to dental materials. Preparation for California RDA Practical Examination Skills. Intended for students enrolled full time in the Dental Assisting Program. The purchase of a Spring Dental materials Kit is required; details provided in class. (Spring only.) (AA)

**DENT 731 DENTAL SCIENCE I (3)** *Minimum of 48 lecture hours per term.* This course offers full time and part time dental assisting students an introduction to the basics of dentistry. This course covers subjects of importance to the dental assisting student, including tooth numbering systems, oral anatomy, tooth morphology, tooth structures, oral embryology, oral histology, dental caries, periodontal diseases, oral pathology, disease prevention techniques and nutrition as it affects the oral cavity. (Fall only.) (AA)

**DENT 732 DENTAL SCIENCE II (3)** *Minimum of 48 lecture hours per term.* This course offers a presentation of the three dental numbering systems, oral landmarks, and the periodontal and caries disease processes. Complete study in the hard and soft tissues of the oral cavity and anatomy of the head and neck. Introduction to the body systems, blood supply of the head and neck, and innervations of the teeth. This course is open to new and returning part time Dental Assisting students. This course may be taken prior to DENT 731. Extra supplies may be required. (Spring only.) (AA)

**DENT 735 COMMUNICATION IN ALLIED HEALTH PROFESSIONS (1)** *Minimum of 16 lecture hours per term.* This course prepares the dental student for a career in an allied health profession by providing the necessary skills to work and communicate effectively with patients, dental team members, and other health professionals. (AA)

**DENT 740 CHAIRSIDE ASSISTING I (3)** *Minimum of 32 lecture hours and 48 lab hours per term. Prerequisite:* completion of or concurrent enrollment in DENT 716, 721, 731, 735, 749, 751. This course provides the students with an introduction to chairside dental assisting procedures. The course instructs the student in preparation of the patient, treatment room set up, infection control techniques including disinfection and sterilization techniques, four handed dentistry, OSHA/Cal-OSHA regulations, instruments and procedure set-ups, dental armamentarium, operative and fixed prosthodontic procedures, dental office emergencies, local anesthetic, dental ethics and law, and public health dentistry. Intended for students who plan on enrolling full time in the Dental Assisting program. (Fall only.) (AA)

**DENT 742 CHAIRSIDE ASSISTING II (3)** *Minimum of 32 lecture hours and 48 lab hours per term. Prerequisite:* DENT 716, 721, 731, 735, 740, 749, 751. Completion of or concurrent enrollment in DENT 722, 732, 743, 763, 647, COMM 860, ENGL 865. Further study in chairside procedures, skills, techniques, and instrumentation. Study of dental specialties including specialized instrumentation and specialty treatment room preparation, application of skills, procedures, and patient instruction, with an introduction to coronal polish techniques and procedures. Further instruction in intra-oral functions at the DA and RDA levels. Preparation for the California RDA written State Board examination. Intended for students enrolled full time in the Dental Assisting program. Extra supplies may be required. (Spring only.) (AA)

**DENT 743 CORONAL POLISH (.5)** *Minimum of 4 lecture and 14 lab hours per term. Prerequisite:* DENT 716, 721, 731, 735, 740, 749, 751. Completion of or concurrent enrollment in DENT 722, 732, 742, 744, 647, 763, ENGL 865, COMM 860. This course is designed to meet the requirements of the California State Board of Dental Examiners for the removal of stains and soft deposits from the coronal surfaces of the teeth. A supply kit will be provided to each student. Intended for students enrolled full time in the Dental Assisting Program. (Spring only.) (AA)

**DENT 744 DENTAL SEALANTS (.5)** *Minimum of 4 lecture hours and 15 lab/clinical hours per term. Prerequisite:* DENT 716, 721, 731, 735, 740, 749, 751. Completion of or concurrent enrollment in DENT 722, 732, 742, 743, 647, 763, ENGL 865, COMM 860. Designed to meet the requirements of the California State Board of Dental Examiners for the placement of pit and fissure sealants as a preventive measure of dentistry as a RDA skill. Intended for students enrolled full time in the Dental Assisting Program. A supply kit will be provided to each student. (Spring only.) (AA)

**DENT 749 PRECLINICAL DENTAL SCIENCE LABORATORY (.5)** *Minimum of 42 lab hours. Prerequisite:* completion of or concurrent enrollment in DENT 716, 721, 731, 735, 740, 751. This course provides the student with a swift introduction to chairside skills, clinical dental charting, classification of cavities, rubber dam, local anesthesia, dental units, preparing and dismissing the dental patient, preparing and breaking down the dental treatment room, proper oral evacuation placement, and generalized instrumentation. Prepares the full time dental assisting student for assisting with various clinical procedures performed at UOP Dental School as a part of DENT 751. Intended for students who plan on enrolling full time in the Dental Assisting program. (Fall only.) (AA)

**DENT 751 DENTAL CLINIC (1.5)** *Minimum of 80 lab hours per term. Prerequisite:* completion of or concurrent enrollment in DENT 716, 721, 731, 735, 740, 749. This course is held at UOP Dental School in San Francisco. The dental assisting students assist third year dental students at the chair. The student is able to apply previously taught chairside theory to practical experience while manipulating dental materials and caring for the dental patient. The dental assisting student rotates through the many specialty areas of dentistry and assists at least one time with every possible dental procedure. This course is directly related to DENT 749. Intended for students who plan on enrolling full time in the Dental Assisting program. (Fall only.) (AA)

**DENT 763 DENTAL RADIOLOGY (2)** *Minimum of 16 lecture hours and 48 lab hours per term. Prerequisite:* completion of or concurrent enrollment in DENT 731 or 732 or currently employed clinically in a dental office. This course is designed to meet the standards established by the Board of Dental Examiners for the operation of dental radiographic equipment in California in a one semester format. Includes both didactic and clinical application, utilizing both DXTR mannikin and three patients. This course includes study of radiation, legislation, effects and protection, exposing techniques for the adult, pedodontic, mixed dentition, and edentulous patients using both traditional film and digital radiography. This course utilizes and details the various types of dental films, identification and correction of faulty films, developing and processing procedures, record maintenance, and the mounting and evaluation of films. This course emphasizes the student's individual development. A California State Dental X-ray License will be issued by the Dental Assisting department through COMDA to students who successfully complete this course with a 75% or higher. The purchase of a dental Radiology Student Supply Kit is required; details provided in class. (Fall and spring only.) (AA)



**DENT 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**DENT 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Developmental Skills

**DSKL 800 LEARNING SKILLS ASSESSMENT FOR DSPTS (.5)** (Pass/No Pass grading.) Minimum of 24 lab hours per term. This course provides students with information about learning disabilities and the eligibility process for receiving services as a student with a learning disability. It facilitates a process for self-exploration designed to better understand learning styles, learning strengths and weaknesses, effective study skills, learning strategies, and habits that align with personal learning styles. (Units do not apply toward the AA/AS degree.)

**DSKL 811 SPECIFIC LEARNING SKILLS ASSESSMENT (.5)** (Pass/No Pass grading.) (Open entry/open exit) Minimum of 8 lecture hours per term. 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.)

**DSKL 817 ASSISTIVE COMPUTER ACCESS (.5 or 1)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 or 48 lab hours per term. Designed primarily for students with disabilities, this course provides training in the use of computer-based assistive technology which supports students' learning styles and/or physical needs. Students will use the assistive technology as a tool to complete class assignments. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (Units do not apply toward AA/AS degree.)

**DSKL 819 STUDY SKILLS FOR ACADEMIC SUCCESS (1)** (Pass/No Pass grading.) Minimum of 16 lecture hours per term. 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.)

**DSKL 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**DSKL 880 – 889 SELECTED TOPICS (1-3)** See first page of Description of Courses section.

## Digital Media

**DGME 100 MEDIA IN SOCIETY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Students in this class will analyze their personal media habits while also examining media's influence on culture and society. This course invites students to think about the ways in which they receive and perceive news and entertainment. Students will be guided through the extraordinary history of mass communication, from cave drawings to texting. This course incorporates newspaper, TV, radio, the Internet, mobile devices, and the predicted convergence of all electronic media. Other topics include propaganda, research and theories, and advertising. (AA: Area C3+E5b, CSU: Area D, UC: Area 4)

**DGME 101 WRITING ACROSS THE MEDIA (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Students in this class will practice the basic skills needed to write for various forms of media, including news for print and broadcast, writing for entertainment, TV scripts, public relations, web text and advertising copy. (AA: Area E5d, CSU)

**DGME 102 MEDIA LAW AND ETHICS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Why do you think they're called "illegal" downloads? In this course, students will examine U.S. law and regulation governing mass media, from print to the Internet. Students will also examine the ethical conflicts faced by media professionals. Topics include: freedom of speech, citizen journalism, defamation, privacy, copyright, obscenity, truth, ethics, and advertising. This course will help prepare future media producers to work in industries that have significant influence over society. (AA: Area C3+E2c, CSU: Area D, UC: Area 4)

**DGME 103 THINKING VISUALLY: FUNDAMENTALS OF TWO-DIMENSIONAL DESIGN (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 16 lab hours per term. Exploring basic theoretical and practical concepts of 2D design. Students apply visual solution strategies to solve design problems in a series of design projects. A materials fee shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU, UC)

**DGME 104 DIGITAL MEDIA CAREER PATHWAYS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Digital Media Career Pathways focuses on digital media career avenues within creative industries. The course details the various skills needed in the areas of Graphic Design, Gaming and Animation, Interactive Media, Broadcast, Digital Photography and Digital Music. Those who complete the course will have an idea as to what digital media area(s) they may want to pursue as well as how to go about actively pursuing them. (AA: Area E5d, CSU)

**DGME 112 TV STUDIO PRODUCTION (3)** (Pass/No Pass or letter grade option.) Minimum of 32 lecture and 48 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. This is a hands-on TV studio production course. Students work together in a team as they are trained to operate a fully equipped professional digital TV studio and control room. Students receive rigorous broadcast training in camera operation, microphone set-up and audio engineering, lighting, floor directing, video switching, directing, and teleprompter operation. (AA, CSU)

**DGME 113 DIGITAL VIDEO PRODUCTION (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Students will acquire the skills necessary to make professional level video productions, which may be used in documentaries, music videos, TV productions, commercials, news reports, and digital films. Covers video field production from planning and scripting, through shooting and editing. Students learn on-location production techniques and technologies, such as shooting to edit. Hands-on training allows students to develop skills in camera operation, audio, and lighting. Includes digital video editing using common software like Final Cut Pro or Premiere. (AA, CSU)

**DGME 118 DIGITAL AUDIO PRODUCTION (3)** *(Pass/No Pass or letter grade option.)* Minimum of 48 lecture and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Students get hands-on experience in audio production and the basic operation of professional audio equipment. Covers basic microphone techniques, recording in the studio and field, and broadcast production. Students will gain a practical understanding of digital audio recording, mixing, and editing. Includes an introduction to digital audio editing using Pro Tools or equivalent software. (AA, CSU)

**DGME 120 ADVANCED DIGITAL VIDEO AND EDITING (3)** *(Pass/No Pass or letter grade option.)* Minimum of 48 lecture and 16 lab hours per term. **Recommended Preparation:** DGME 113 and ENGL 838 or 848. Students learn advanced skills in digital video shooting and editing. Production projects focus on "shooting to edit" and applying common aesthetic principles, such as continuity and sound perspective. Students will work in teams to plan, shoot, and edit their projects using applications such as Adobe Premiere Pro or equivalent. Additional topics include scripting and pre-visualization. (AA, CSU)

**DGME 128 ON-AIR TALENT (3)** *(Pass/No Pass or letter grade option.)* Minimum of 48 lecture hours and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Practical speaking experience in announcing for radio and TV. Students will learn to research, write, and present information to a diverse audience. Students practice speaking techniques in news, demonstration, interviews, and voiceovers. Basic microphone and TV performance techniques included. (AA: Area E2b, CSU)

**DGME 130 LIGHTING FOR STUDIO AND FIELD (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture hours and 48 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Students will learn to manipulate light and shadow in this hands-on course. Practical lessons cover basic 3-point lighting, studio and field light set-ups, light design, training in positioning fixtures, aiming light, achieving various effects, and real-world solutions to common lighting problems. (AA, CSU)

**DGME 143 MOTION GRAPHICS (3)** *(Pass/No Pass or letter grade option.)* Minimum of 48 lecture hours and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Students will learn how to use motion graphics and special effects to enhance video and communicate information. Students will design graphics for TV and multimedia. They will use common software applications to build effective and compelling motion graphics. Lessons include the art of keyframing to create motion and the use of chroma-key (green screen) for special effects. (AA, CSU)

**DGME 150 ADVANCED AUDIO: RADIO PRODUCTION (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture hours and 48 lab hours per term. **Recommended Preparation:** DGME 118. Students will learn radio station operations hands-on as they practice technical skills and produce broadcast quality programming for CSM's student-run Internet radio station. Students will serve as station management, staff, and producers. They will apply the best audio practices used in radio, TV, and web. Lab assignments build upon the recording, editing, and mixing skills learned in DGME 118 Digital Audio. (AA, CSU)

**DGME 152 ADVANCED DIGITAL AUDIO PRODUCTION (3)** *(Pass/No Pass or letter grade option.)* Minimum of 48 lecture and 16 lab hours per term. **Recommended Preparation:** DGME 118 or equivalent experience or skills. This class is about digital studio recording and "mixing in the box" using Avid Pro Tools or an equivalent application. Students will

expand their study of digital audio by planning and engineering a recording session. Students will then mix the recording session using the available software plug-ins. Other topics include advanced editing, audio compositing, and recording session management. (AA, CSU)

**DGME 155 ADVANCED TV PRODUCTION (3)** *(Pass/No Pass or letter grade option.)* Minimum of 32 lecture hours and 48 lab hours per term. **Prerequisite:** completion of or concurrent enrollment in DGME 112 and DGME 113. **Recommended Preparation:** eligibility for ENGL 838 or 848, DGME 100, 102. Students in this hands-on course will write, report, conduct interviews, shoot video, and edit news stories for a weekly TV news-magazine that airs locally. They will shoot digital video and use software to create packaged reports. This demanding hands-on course allows students to apply skills in information gathering, reporting on local issues, field and studio production, editing and distribution. (AA, CSU)

**DGME 165 DIGITAL ANIMATION (3)** *(Pass/No Pass or letter grade option.)* Minimum of 48 lecture hours and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848; DGME 167. This project-based course will cover the design principles for creating animations and interface solutions for web-based media utilizing Adobe Flash®. Students will learn basic techniques used to create interactive web sites and animation. Topics include: creating vector graphics, importing and optimizing bitmaps, symbols and instances, tweening, keyframes, audio, interactivity, graphic user interface design, usability and accessibility. Students will build a basic website or interactive project. Software: Adobe Flash® (AA, CSU)

**DGME 166 WEB AUTHORING: ACTIONSCRIPT (3)** *(Pass/No Pass or letter grade option.)* Minimum of 48 lecture hours and 16 lab hours per term. **Recommended Preparation:** DGME 165 and eligibility for ENGL 838 or 848. This course will cover ActionScript programming. Students will learn the basics of scripting in Flash to work more efficiently in a production environment and bring their ActionScript skills to a viable level to work in a professional team. Students will learn several different scripting methods and techniques in order to adapt to multiple working environments. Students will learn how to create and control content with ActionScript to make dynamic projects that can respond uniquely to a user's input. Software: Adobe Flash® (AA, CSU)

**DGME 167 WEB DESIGN I (3)** *(Pass/No Pass or letter grade option.)* Minimum of 48 lecture and 16 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. This course will utilize Adobe Fireworks® as we cover user interface design, web usability and the use and creation of media graphic techniques as we explore important concepts: user interface fundamentals, compliance with Section 508, effective screen design, pixel aspect ratio, chroma key, color models, overlays, interactive buttons, hotspots, animation and integration with other software. Students will produce functional interface designs for web, video, and broadcast. Software: Adobe Fireworks® (AA, CSU)

**DGME 168 WEB DESIGN II (3)** *(Pass/No Pass or letter grade option.)* Minimum of 48 lecture and 16 lab hours per term. **Recommended Preparation:** DGME 167, or DGME 211 and 212; and eligibility for ENGL 838 or 848. In this course students will learn fundamental web design principles, concepts and techniques used in complex and visually appealing websites. Students will be taught user centered design, web interface customization, web accessibility, Internet ethics, and copyright issues as well as review basic color, layout and typography for the web utilizing Adobe CS Dreamweaver®. In addition, student will be introduced to HTML, CSS, and JavaScript concepts to enhance the functionality of websites. Students will build a website following accepted design

layout and World Wide Web Consortium (W3C) standards. Software: Adobe CS Dreamweaver®. (AA, CSU)

**DGME 169 WEB DESIGN III: HTML5, CSS & JAVASCRIPT (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 16 lab hours per term. **Recommended Preparation:** DGME 168 and eligibility for ENGL 838 or 848. Web Design III will focus on HTML 5, XHTML, Cascading Style Sheets (CSS) and JavaScript and is the standard for controlling and formatting website content. They are the preferred method for design and presentational markup of well-structured pages. This course covers both the theoretical and practical aspects of HTML 5, XHTML, Cascading Style Sheets (CSS) and JavaScript for creating precise and optimized layouts, as well as formatting text and other elements commonly used in web pages. Students will learn to build complex layouts using HTML 5, XHTML CSS and JavaScript specifications by separating the page content from the visual presentation. The importance of Section 508 compliance, validation and W3C standards are stressed. Software: Adobe CS Dreamweaver®. This course cannot be substituted for CIS 127. (AA, CSU)

**DGME 211 MEDIA DESIGN I: ILLUSTRATOR (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 16 lab hours per term. Creating digital illustrations destined for digital media applications such as print, web or multimedia using Adobe Illustrator®. Software instruction is accomplished by producing practical projects that include exposure to and practice with a wide variety of software features, including the pen tool. A materials fee shown in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, Area E5d, CSU)

**DGME 212 MEDIA DESIGN II: PHOTOSHOP (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Creating and manipulating digital photographs and illustrations destined for digital media applications such as print, web, or multimedia using Adobe Photoshop®. Color models, layering techniques, masks, channels, filters, and color correction will be explored. A materials fee shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**DGME 213 MEDIA DESIGN III: ADVANCED ILLUSTRATOR AND PHOTOSHOP (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 16 lab hours per term. **Recommended Preparation:** DGME 211 and 212. Creating and manipulating digital photographs and illustrations destined for print, web or multimedia using Adobe Photoshop and Illustrator. Students complete a challenging series of projects using some of the more advanced features of Illustrator and Photoshop. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DGME 215 HISTORY OF GRAPHIC DESIGN (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Exploration of the history of graphic design with emphasis on late 19th Century to current contemporary styles in various media. Students develop a contextual awareness and background in graphic design in preparation for creating effective solutions to graphic design problems. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**DGME 220 TYPOGRAPHY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. The essential knowledge and skills necessary to create professional looking typography. Emphasis on designing with display (large) type. Covers, in a practical and useful manner, type anatomy, terminology, choosing fonts, mixing fonts, developing contrasts, interpreting a message,

optical refinements, and display type treatments. Classroom theory is applied to practical typographic problems. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DGME 230 PUBLICATION DESIGN/PRODUCTION WITH INDESIGN (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 16 lab hours per term. Instruction in Adobe InDesign that focuses on the skills necessary to create professional quality typography and design. Students produce practical projects that include a wide variety of the software features. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**DGME 235 GRAPHIC DESIGN THEORY AND APPLICATION (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours per term. **Prerequisite:** DGME 211. **Recommended Preparation:** DGME 103, 212 and 220. Students express content and meaning in visual terms while exploring and applying design principles to a variety of practical design projects. Covers a strategic approach to the design problem solving process, including the role of the designer and working with various types of clients. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DGME 240 DIGITAL PUBLISHING (4)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 48 lab hours per term. **Prerequisite:** DGME 211, 212, and 230. Examination of the print production cycle, from concept through finishing, as well as hands-on creation of print-ready digital files utilizing Adobe Creative Suite applications. Enables designers and production artists to work more effectively with printers and provides a solid understanding of the creative capabilities of printers and other printing industry vendors. Additional emphasis on software proficiency, digital prepress, color reproduction, and the creation of PDF files for digital or conventional printing. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DGME 250 DIGITAL MEDIA PRACTICUM (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture and 16 lab hours per term. **Prerequisite:** completion of AA curriculum in Broadcast and Electronic Media concentration, Digital Audio option: DGME 100, 102, 112 or 113, 118, 150, MUS 290, MUS 291, and MUS 293 or completion of AA Degree curriculum in Graphic Design concentration: DGME 103, 211, 212, 168, 220, 230, 235, 240 or completion of AA curriculum in Web/Multimedia concentration, Web Design option: DGME 102, 103, 165, 167, 168, 169, 220 or completion of AA curriculum in Web/Multimedia concentration, Web Developer option: DGME 102, 103, 165, 167, 168, 169, CIS 235, CIS 114 or completion of AA curriculum in Web/Multimedia concentration, Multimedia option: DGME 102, 103, 165, 167, 113, 118, 142, 220 or equivalent curriculum. This is the capstone course to the Graphic Design, Web Designer, Broadcast and Electronic Media AA Degree and Certificate programs. Students create digital media projects with actual clients using comprehensive production, design and business techniques. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DGME 251 GRAPHIC DESIGN PRACTICUM (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. **Prerequisite:** DGME 211, 212, 230 and/or 240. **Recommended Preparation:** DGME 103, 220, 235. This is the capstone course to the Graphic Design AA Degree and Certificate programs. Students create digital media projects with actual clients using comprehensive production, design and business techniques. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)



**DGME 255 PORTFOLIO (2)** (Pass/No Pass or letter grade option.) Minimum of 16 lecture and 48 lab hours per term. **Prerequisites:** completion of AA curriculum in Broadcast and Electronic Media concentration, Digital Audio option: DGME 100, 102, 112 or 113, 118, 150, 250, MUS 290, Mus 29I, and Mus 293 or completion of Broadcast and Electronic Media concentration, Digital Video Production option: DGME 100, 102, 260, 112, 113, 118, 120, 130, 155 or completion of Broadcast and Electronic Media concentration, Television Producing option: DGME 100, 101, 102, 103, 112, 113, 120, 128, 155, or completion of AA Degree curriculum in Graphic Design concentration: DGME 103, 211, 212, 168, 220, 230, 235, 240, 250 or completion of AA curriculum in Web/Multimedia concentration, Web Design option: DGME 102, 103, 165, 167, 168, 169, 220, 250 or completion of AA curriculum in Web/Multimedia concentration, Web Developer option: DGME 102, 103, 165, 167, 168, 169, 250, CIS 235, CIS 114 or completion of AA curriculum in Web/Multimedia concentration, Multimedia option: DGME 102, 103, 165, 167, 113, 118, 142, 220, 250 or equivalent curriculum. Students plan realistic career goals while initiating, developing, and completing substantial individual projects in consultation with and under the direction of the instructor. Emphasizes development of a marketable portfolio for the Graphic, Web, Multimedia, Broadcast and Electronic Media or Journalism career path. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DGME 256 PORTFOLIO FOR GRAPHIC DESIGN (2)** (Pass/No pass or letter grade option.) Minimum of 16 lecture and 48 lab hours per term. **Prerequisite:** DGME 211, 212, 235. **Recommended Preparation:** DGME 103, 220, 230. Students plan realistic career goals while initiating, developing, and completing substantial individual projects in consultation with and under the direction of the instructor. Emphasizes development of a marketable eportfolio for the Graphic Design career path as well as a resume. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DGME 260 NEWSWRITING AND REPORTING (3)** Minimum of 48 lecture hours and 48 hours by arrangement per term. **Prerequisite:** eligibility for ENGL 838 or 848. Techniques of news gathering, judging news values, and writing the news story. For practical experience, students write for the college newspaper and website, *The San Matean*, thus preparing them for media work. (AA: Area E5d, CSU)

**DGME 261 ADVANCED NEWSWRITING AND REPORTING (3)** (Pass/No Pass or letter grade.) Minimum of 48 lecture plus 16 hours by arrangement per term. **Prerequisite:** DGME 260. Advanced techniques and resources for writing style and news coverage, and publishing reports for print and digital media. Students learn to work on and off campus and while developing reports for multiple media platforms. For practical experience, students write for the college newspaper and website, *The San Matean*. Class is taught concurrently with newswriting class. (AA, CSU)

**DGME 265 NEWSPAPER AND ONLINE NEWS PRODUCTION (3)** (Pass/No Pass or letter grade option.) Minimum of 32 lecture and 48 lab hours per term. **Prerequisite:** eligibility for ENGL 838 or 848. Production of the student newspaper and news website, *The San Matean*. Discussion and criticism of staff organization and news content. (AA: Area E5d, CSU)

**DGME 270 SPECIAL STUDIES IN JOURNALISM (1)** (Pass/No Pass or letter grade option.) Minimum of 16 lecture plus 16 hours by arrangement per term. A flexible course designed to provide students from a variety of disciplines an opportunity to participate in student news publications. This course has flexible hours and work assignments designed for the convenience of students. Assignments can include newswriting,

editing, opinion writing, page design and layout, photography, video and advertising. (AA, CSU)

**DGME 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**DGME 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**DGME 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**DGME 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Drafting Technology

*Extra supplies required in all Drafting Technology courses.*

**DRAF 110 SOLIDWORKS I (3)** (Pass/No Pass or letter grade option.) Minimum of 32 lecture hours and 64 lab hours per term. SolidWorks software is used to generate 3-dimensional solid models, assemblies, and detailed drawings of mechanical objects used in industrial design and engineering. Sketching, dimensioning, part creation, assemblies, drawing creation and printing will be covered. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU)

**DRAF 111 SOLIDWORKS II (3)** (Pass/No Pass or letter grade option.) Minimum of 32 lecture and 64 lab hours per term. **Prerequisite:** DRAF 110. SolidWorks software is used to generate 3-dimensional solid models, assemblies, and detailed drawings of mechanical objects used in industrial design and engineering. Drawing detailing, engineering standards, multiple part and assemblies configurations, design tables, bill of materials, datums, 3-D sketches and surface modeling and methods to create complex solid geometry will be covered. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DRAF 113 REVIT (3)** (Pass/No Pass or letter grade option.) Minimum of 32 lecture and 64 lab hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Preparation of working drawings using AutoDesk REVIT. Students prepare drawings of buildings, their components in 3D, annotation of the models with 2D drafting elements, access building information from the building models database and track various stages in the building's lifecycle, from concept to construction and later demolition. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DRAF 121 COMPUTER-AIDED DRAFTING I (3)** (Pass/No Pass or letter grade option.) Minimum of 32 lecture hours and 64 lab hours per term. A beginning AutoCAD course. Covers basic entities, edit commands, display controls, layering, text, dimensioning and isometric drawing. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU, UC)

**DRAF 122 COMPUTER-AIDED DRAFTING II (3)** (Pass/No Pass or letter grade option.) Minimum of 32 lecture hours and 64 lab hours per term. **Prerequisite:** DRAF 121. 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. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)



**DRAF 130 MECHANICAL DESIGN WITH CAD (3)** *Minimum of 32 lecture hours and 64 lab hours per term. Prerequisite: DRAF 111 and 122.* Preparation of working drawings including: detail, assembly drawings and engineering change procedures; threads and fasteners; dimensioning and tolerancing, pictorial projections; intersections and developments. A materials fee as shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**DRAF 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**DRAF 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**DRAF 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**DRAF 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Economics

**ECON 100 PRINCIPLES OF MACROECONOMICS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848.* The American economy: price system; the role of business, labor and government; the money and banking system; trends of national income and factors in its determination; problems and policies for stabilization and growth. (AA: Area E5b, CSU: Area D, UC: Area 4)

**ECON 102 PRINCIPLES OF MICROECONOMICS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848.* 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. (AA: Area E5b, CSU: Area D, UC: Area 4)

**ECON 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ECON 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ECON 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ECON 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Electrical Apprenticeship

See "Apprenticeship Training"

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## Electronics Technology

Extra supplies/lab fee may be required in all Electronics Technology courses.

**ELEC 111 INTRODUCTION TO ELECTRONICS FUNDAMENTALS (3)** *Minimum of 32 lecture hours and 48 lab hours per term. Prerequisite: ENGL 828 or ESL 400 OR appropriate skill level as indicated by the Eng-*

*lish or ESL placement tests; MATH 811 or MATH 802 OR appropriate skill level as indicated by the math placement test. Completion of or concurrent enrollment in ELEC 231.* Introduction to DC and AC electricity; reading simple schematic diagrams and construction of elementary electrical/electronics circuits; making measurements with multimeters and oscilloscopes; using DC power supplies and AC power sources; exploration of basic digital principles. Emphasizes laboratory experiments and techniques. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration (AA: Area E5a, CSU).

**ELEC 112 ADVANCED ELECTRONICS FUNDAMENTALS (3)** *Minimum of 32 lecture hours and 48 lab hours per term. Prerequisite: ELEC 111 and 231; ENGL 828 or ESL 400 OR appropriate skill level as indicated by the English or ESL placement test. Completion of or concurrent in ELEC 232.* Continuation of ELEC 111. Introduction to more advanced electrical/electronics circuits. Includes AC circuit concepts, resonance and filter circuits, amplifiers and oscillators; examination of electric power and energy; exploration of relays and motors; further development in using electronic test equipment. Emphasizes laboratory experiments and techniques. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU).

**ELEC 144 SOLAR ENERGY FUNDAMENTALS (4)** *A minimum of 48 lecture and 48 lab hours plus 32 hours by arrangement per term.* This course covers the fundamentals of solar energy production, including both thermal and photovoltaic technologies with emphasis on photovoltaic technology. Included will be an overview of applicable electrical principles, load analysis, evaluation of the solar resource, system sizing principles, and coverage of the components included off-grid and grid interactive systems. The lab section provides hands-on experience in building and testing solar-based systems. Information will also be provided on the California rebate process and Installer certification requirements for residential based solar energy systems. (AA, CSU)

**ELEC 231 BASIC APPLIED ELECTRONIC MATHEMATICS (2)** *Minimum of 32 lecture hours per term. Prerequisite: eligible for or completion of MATH 110 or 111.* Basic principles: algebra, trigonometry, logarithms, graphing, and scientific calculator use as applied to DC/AC circuits. (AA, CSU)

**ELEC 232 ADVANCED ELECTRONICS MATHEMATICS (1)** *Minimum of 16 lecture hours per term. Prerequisite: ELEC 231.* In-depth study of algebra, trigonometry, logarithms, and graphing, as applied to amplifier, oscillator, and microwave circuits. (AA, CSU)

**ELEC 275 ACTIVE DEVICES (4)** *Minimum of 48 lecture and 64 lab hours per term. Prerequisite: ELEC 202.* 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. (AA, CSU)

**ELEC 405 TRANSFORMERS AND ROTATING MACHINERY (2)** *Minimum of 24 lecture hours and 24 lab hours per term. Prerequisite: completion of or concurrent enrollment in ELEC 112.* This course deals with the electrical equipment used to produce rotary energy. Four main topics are included: three-phase power, transformers, generators, and motors. Device characteristics, operating theory, system interconnection, and basic control devices are covered. Troubleshooting and logical circuit tracing are emphasized. (AA, CSU)

**ELEC 421 FUNDAMENTALS OF ELECTRIC MOTOR CONTROL (4)** *Minimum of 48 lecture hours and 48 lab hours per term. Prerequisite: ELEC 111 and 405. Completion of or concurrent enrollment in ELEC 112.* Theory, construction, and operation of fractional- and multi-horse power DC and AC electric motors. Various types of motor controls are investigated including start/brake/stop switching, forward/reverse switching, and speed control systems (AA, CSU)

**ELEC 422 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS (4)** *Minimum of 48 lecture hours and 48 lab hours per term. Prerequisite: ELEC 421 or equivalent experience.* 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. (AA, CSU)

**ELEC 424 HYDRAULIC, PNEUMATIC AND VACUUM POWER SYSTEMS (4)** *Minimum of 48 lecture hours and 48 lab hours per term. Prerequisite: ELEC 422.* 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. (AA, CSU)

**ELEC 441 SENSORS AND DATA TRANSMISSION SYSTEMS (4)** *Minimum of 48 lecture hours and 48 lab hours per term. Prerequisite: ELEC 111. Completion of or concurrent enrollment in ELEC 112.* A practical course in industrial measurement of temperature, flow, pressure, and level focusing on their physical basis and fundamental laws. Application concepts in industrial instrumentation systems, sensor troubleshooting, and factors with influence sensor and system accuracy, performance, and calibration are described while stressing basic sensor theory of operation, faults, and calibration. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**ELEC 442 ELECTRONIC AND PNEUMATIC PROCESS CONTROL SYSTEMS (4)** *Minimum of 48 lecture hours and 48 lab hours per term. Prerequisite: ELEC 441.* 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. (AA, CSU)

**ELEC 444 AUTOMATED PROCESS CONTROL SYSTEM DESIGN (4)** *Minimum of 48 lecture hours and 48 lab hours per term. Prerequisite: ELEC 442.* 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. (AA, CSU)

**ELEC 445 INDUSTRIAL DATA COMMUNICATION SYSTEMS (4)** *Minimum of 48 lecture and 48 lab hours per term. Prerequisite: ELEC 112.* A practical course in industrial data communication starting from the basics, this course demonstrates how to design and maintain industrial communications systems in an industrial production environment. (AA: Area E2c or E5d, CSU)

**ELEC 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ELEC 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ELEC 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ELEC 880 – 889 EXPERIMENTAL COURSE (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.

**ENGR 100 INTRODUCTION TO ENGINEERING (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite: MATH 130. Recommended Preparation: eligibility for ENGL 838 or 848.* Introduction to the engineering profession, courses of study and resources for engineering students, engineering design and analysis, software tools, ethics in engineering. Individual and group work; oral and written presentations. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA: Area E5d, CSU, UC)

**ENGR 210 ENGINEERING GRAPHICS (4)** *Minimum of 48 lecture hours and 48 lab hours plus 32 hours by arrangement per term. Prerequisite: MATH 130.* Introduction to graphical communication and design for engineers. Engineering design, visualization, sketching, orthographic projection, formal engineering drawings, descriptive geometry, manufacturing processes, dimensioning, tolerancing. Use of Computer-Aided Design (CAD) software to support engineering design. Students complete weekly homework assignments and a group design project. (Spring only) (AA, CSU, UC\*)

**ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite: MATH 241 or 251.* Introduction to problem solving, programming and computational methods using the MATLAB programming environment. Procedural programming, recursion, sorting, object-oriented representations and data structures. Plotting and data visualization, introduction to statistical analysis of data, systems of linear equations, numerical methods. Applications in engineering, mathematics, and the sciences. (AA, CSU, UC)

**ENGR 230 ENGINEERING STATICS (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term. Prerequisite: PHYS 250.* The study of systems in equilibrium. Plane and space force-moment systems, equivalent systems, free body diagrams; equilibrium problems involving structures, machines, distributed force systems, friction; shear and moment diagrams, moment of inertia, energy methods. (AA, CSU, UC)

**ENGR 260 CIRCUITS AND DEVICES (4)** *Minimum of 48 lecture hours and 48 lab hours per term. Prerequisite: PHYS 260. Recommended Preparation: completion of or concurrent enrollment in MATH 275.* Introduction to circuits. Natural and forced response, network theorems; characteristics and circuit models of electronic devices including transistors and diodes. Laboratory assignments include both hardware techniques and computer-aided analysis. (Spring only.) (AA, CSU, UC)

**ENGR 270 MATERIALS SCIENCE (3)** *Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Prerequisite: MATH 251; CHEM 210. Recommended Preparation: PHYS 250.* Application of basic principles of physics and chemistry to the engineering properties of materials. Atomic and crystal structures, phase transformation, heat

treatment of metals. The relationship between atomic- and micro-structure and the mechanical and electrical properties of metals, concrete, polymers, ceramics, and semiconducting materials. (Spring only) (AA, CSU, UC)

**ENGR 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ENGR 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ENGR 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ENGR 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## English and Literature

(Also see *Film, Reading, and Communication Studies*.)

The English Placement Test is required of all entering students. Students transferring to College of San Mateo who successfully completed 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 non-transfer courses in composition, film, language, literature, reading, and speech communication. Entering students should enroll first in one of the following courses in composition:

Transfer Courses	Non-Transfer Courses
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:

Transfer courses	Non-Transfer Courses
English 110, 165	English 875
Communication 110, 130, 140, 150, 170, 171	Communication 855

Note that English 100 with a grade of C or higher is the prerequisite for English 110, English 165, 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.

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 Non-Transfer courses are those numbered 800 or above.

The following English courses are pass-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, 850, 875.

**ENGL 100 COMPOSITION AND READING (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term. Prerequisite: ENGL 838 or 848; or ESL 400 or appropriate skill level indicated by the English placement tests.* Intensive reading and writing based on a study of primarily nonfiction materials. Students write a minimum of 8,000 words; writing emphasizes expository forms. (AA: Area C2+E2, CSU: Area A2, UC: Area 1A) (C-ID ENGL 100)

**ENGL 102 ENGLISH PRACTICUM (2)** *(Pass/No Pass grading.) Minimum of 32 lecture hours per term. Corequisite: concurrent enrollment in ENGL 100.* Combined with ENGL 100, ENGL 102 provides extensive practice in critical reading strategies, sentence structure, and grammar as well as essay and paragraph organization and development. (AA, CSU)

**ENGL 105 INTENSIVE COMPOSITION (5)** *Minimum of 80 lecture hours plus 16 hours by arrangement per term. Prerequisite: ENGL 838 or 848 or ESL 400 or appropriate skill level indicated by the English placement test.* Intensive instruction in college-level reading comprehension and vocabulary development, elements of the research essay, and composing techniques necessary for analytical college writing; emphasizes expository forms. (AA: Area C2+E2, CSU)

**ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term. Prerequisite: ENGL 100 or 105.* This course is designed to introduce students to the major imaginative genres of poetry, drama, and fiction. Students will write eight to ten thousand words in expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. (AA: Area E2b+E2c or E5c, CSU: Area A2 or A3 or C2, UC: Area 1B or 3B) (C-ID ENGL 110)

**ENGL 161 CREATIVE WRITING I (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite: eligibility for ENGL 100 or 105.* The craft of writing short fiction and poetry. Students write a minimum of two short stories and a complete poetry project. (AA: Area E2b, CSU: Area C2, UC)

**ENGL 162 CREATIVE WRITING II (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite: ENGL 161.* Further instruction in the writing of fiction and/or poetry. Students plan and complete an extensive creative writing project through agreement with the instructor. (AA: Area E2b, CSU: Area C2, UC)

**ENGL 163 CREATIVE WRITING III (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Prerequisite: ENGL 162 with credit.* Instruction in the writing of fiction or poetry for advanced students, with an emphasis on longer works. (AA: Area E2b, CSU: Area C2, UC)

**ENGL 165 ADVANCED COMPOSITION (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term. Prerequisite: ENGL 100 or 105.* Advanced techniques of essay and report writing with particular emphasis on critical thinking, persuasive and other rhetorical strategies, and research methods. Includes formal instructions in principles of logical thinking - inductive and deductive reasoning, 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 requirement for transfer students.) (AA: Area E2b+E2c, CSU: Area A3, UC: Area 1B) (C-ID ENGL 105)



**ENGL 329 HONORS PROJECT SEMINAR (2)** *Minimum of 32 lecture hours per term.* Interdisciplinary seminar designed for students admitted into the honors program. Students develop honors level scholarly projects corresponding to a selected transfer course in which they are concurrently enrolled. Intensive instruction in diverse research methods; emphasis on collaboration and various strategies for achieving academic excellence. (AA, CSU)

**ENGL 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ENGL 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ENGL 828 BASIC COMPOSITION AND READING (5)** *Minimum of 80 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: appropriate skill level indicated by the English placement tests or READ 816 or 825.* 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.)

**ENGL 838 INTENSIVE INTRODUCTION TO COMPOSITION AND READING (5)** *Minimum of 80 lecture hours plus 16 hours by arrangement per term. 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 OR ENGL 828 or 400; OR ESL 400; OR ENGL 826 and READ 826 (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. (AA: Area E2a)

**ENGL 848 INTRODUCTION TO COMPOSITION AND READING (4)** *Minimum of 64 lecture hours plus 16 hours by arrangement per term. 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; OR ENGL 828 or 400; OR ESL 400; OR ENGL 826 and READ 826 with Pass (or eligibility for READ 836 or 400-level reading course).* Practice in reading, writing, listening, speaking, and thinking to develop and refine composition proficiency. 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. (AA: Area E2a)

**ENGL 850 INDIVIDUAL WRITING INSTRUCTION (.5-3)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 144 lab hours per term. 24 hours are required for each .5 units of credit.* For all students wishing to improve their writing. Includes individual appointments with a faculty member who will help the student identify problems and develop content. Some writing areas that might receive attention are organization, development, and mechanics although help will be tailored to the specific needs of the student. (Units do not apply toward AA/AS degree.)

**ENGL 865 PROJECTS IN WORKPLACE WRITING (1)** *(Pass/No Pass grading.) Minimum of 16 lecture hours per term.* Introduction to skills required in workplace writing, including judging purpose and audience, writing clearly and grammatically, cultivating a professional and appropriate tone, and mastering any writing tasks specific to particular professions. Offered in self-contained, one-unit modules. Descriptions of the specific modules offered will be printed each semester in the *Schedule of Classes*. (Not transferable.) (AA)

**ENGL 875 ENGLISH GRAMMAR (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* Comprehensive review of English grammar, including topics such as syntax, agreement, verb tenses, precision, coordination and subordination, the absolute phrase, the elliptical clause, and punctuation and graphics. (Units do not apply toward AA/AS degree.)

**ENGL 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ENGL 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Literature

**LIT. 101 TWENTIETH-CENTURY LITERATURE (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Study of a representative selection of the 20th Century fiction, poetry, and drama. Authors may include T.S. Eliot, Pablo Neruda, Vladimir Nabokov, Samuel Beckett, Virginia Woolf, Gabriel Garcia Marquez, Sylvia Plath, Eugene O'Neil, Toni Morrison, among others. Emphasis on innovations of the Century's major writers within the context of literary and cultural movements. Lectures, discussions, related reading, and writing of critical papers. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B)

**LIT. 105 THE BIBLE AS LITERATURE (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Selected texts from the Old and New Testaments and from the Apocrypha. Lectures, discussions, related readings, quizzes, term paper and project. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B)

**LIT. 113 THE NOVEL (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Study of a representative selection of novels of the 19th, 20th and 21st Centuries and of various aspects of literary criticism. Authors may include Jane Austen, Charlotte and Emily Bronte, Thomas Hardy, Henry James, William Faulkner, Gabriel Garcia Marquez, among others. Lectures, discussions, related reading, and writing of critical papers. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B)

**LIT. 115 THE SHORT POEM IN ENGLISH: A SURVEY (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* The study of major short poems in English from Chaucer up to the present time, with an emphasis on different critical approaches, historical context, and literary appreciation. Lectures, discussions, related reading, writing of critical papers. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B)

**LIT. 151 SHAKESPEARE (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Study of representative plays and poems, with an emphasis on Shakespeare's poetic and dramatic skills and his understanding of human nature. Reading, discussion, critical papers. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B)

**LIT. 201 AMERICAN LITERATURE I (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Study of American Literature from the European conquest of the Americas through the 1870s with a focus on the major authors from the 18th and 19th centuries. Lectures,



discussions, reading of primary and secondary works, and writing of critical papers. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC Area 3B) (C-ID ENGL 130)

**LIT. 202 AMERICAN LITERATURE II (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Study of American Literature from the end of the U. S. Civil War in 1865 through the modern day. Lectures, discussions, recorded readings, and writing of critical papers. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC Area 3B) (C-ID ENGL 135)

**LIT. 220 INTRODUCTION TO WORLD LITERATURE (3)** *Minimum of 48 lecture hours per term. Prerequisite: English 100 or 105.* Study of World Literature and texts (poetry, prose, drama, and film) from antiquity to the present with a focus on major authors representing literary traditions world-wide. Lectures, discussions, recorded readings, and writing of critical essays. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B)

**LIT. 231 SURVEY OF ENGLISH LITERATURE I (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Lectures, discussions, readings, and writing of critical papers. (Recommended for English majors.) (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B)

**LIT. 232 SURVEY OF ENGLISH LITERATURE II (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Study of the typical works of major English writers of the 19th and 20th Centuries. Lectures, discussions, readings, and writing of critical papers. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B)

**LIT. 251 WOMEN IN LITERATURE (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Examination of the artistic, social, political, and cultural concerns and interests of women as expressed through literature written by women. Reading, discussion, and critical papers. (AA: Area E2b+E5c, CSU)

**LIT. 277 FILM AND LITERATURE (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Prerequisite: ENGL 100 or 105. Recommended Preparation: FILM 100.* 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. Lecture, discussion, related readings and screenings, writing of critical papers. Topic varies with each semester offering. Same as FILM 277. (AA: Area E2b+E2c or E5c, CSU: C2, UC: 3B)

**LIT. 430 GREEK MYTHOLOGY AND CLASSICAL LITERATURE (3)** *Minimum of 48 lecture hours per term. Prerequisite: ENGL 100 or 105.* Survey of major deities and heroes, recurring mythological themes, and relationships between people and deities in ancient Greece and Rome. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B)

**LIT. 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**LIT. 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**LIT. 804 TWENTIETH-CENTURY LITERATURE (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Study of a representative selection of the 20th Century fiction, poetry, and drama. Authors may include T.S. Eliot, Pablo Neruda, Vladimir Nabokov, Samuel Beckett, Virginia Woolf, Gabriel Garcia Marquez, Sylvia Plath, Eugene O'Neil, Toni Morrison, among others. Emphasis on innovations of the Century's major writers within the context of literary and cultural

movements. Lectures, discussions, readings, and optional writing of critical papers. (AA)

**LIT. 809 BIBLE AS LITERATURE (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Study of selected texts from the Old and New Testaments and from the Apocrypha. Lectures, discussions, related readings, quizzes, and optional project. (AA)

**LIT. 813 THE NOVEL (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Study of a representative selection of novels of the 19th, 20th, and 21st Centuries and of various aspects of literary criticism. Authors may include Jane Austen, Charlotte and Emily Bronte, Thomas Hardy, Henry James, William Faulkner, Gabriel Garcia Marquez, among others. Lectures, discussions and related reading. (AA)

**LIT. 820 INTRODUCTION TO WORLD LITERATURE (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Study of World Literature and texts (poetry, prose, drama and film) from antiquity to the present with a focus on major authors representing literary traditions world-wide. Lectures, discussions, recorded readings, and writing of critical essays. (AA)

**LIT. 823 AMERICAN LITERATURE I (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Study of American Literature from the European conquest of the Americas through the 1870s with a focus on the major authors from the 18th and 19th centuries. Lectures, discussions, reading of primary and secondary works, and writing of reader-response journal and final exam. (AA)

**LIT. 824 AMERICAN LITERATURE II (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Study of American Literature from the end of the U. S. Civil War in 1865 through the modern day. Lectures, discussions, recorded readings, and writing of reader-response journal and final exam. (AA)

**LIT. 830 GREEK MYTHOLOGY AND CLASSICAL LITERATURE (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Survey of major deities and heroes, recurring mythological themes, and relationships between people and deities, especially in Greek and Roman cultures. Readings, discussions, and optional writing projects. (AA)

**LIT. 835 SHAKESPEARE (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* 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. (AA)

**LIT. 837 SURVEY OF ENGLISH LITERATURE I (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Lectures, discussions, readings. (AA) (Not transferable)

**LIT. 838 SURVEY OF ENGLISH LITERATURE II (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* Study of the typical works of major English writers of the 19th and 20th Centuries. Lectures, discussions, readings. (AA)

**LIT. 840 THE SHORT POEM IN ENGLISH: A SURVEY (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term.* The study of major short poems in English from Chaucer to hip-hop, with an emphasis on different critical approaches, historical context, and literary appreciation. Lectures, discussions, and related reading. (AA)

**LIT. 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**LIT. 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## English as a Second Language

**ESL 400 COMPOSITION FOR NON-NATIVE SPEAKERS (5)** *Minimum of 80 lecture hours plus 16 hours by arrangement per term. Prerequisite: ESL 828 or appropriate skill level indicated by the English placement test. Recommended Preparation: READ 825 or appropriate skill level indicated by the English as a Second Language placement test. It is recommended that students enroll concurrently in READ 830.* 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 standards required for entrance into English 100 or 100/102 or 838 or 848.) (AA: Area E2a, CSU, UC)

**ESL 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ESL 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ESL 825 WRITING FOR NON-NATIVE SPEAKERS I (5)** *(Pass/No Pass grading.) Minimum of 80 lecture hours per term. Recommended Preparation: appropriate skill level as indicated by placement test. Students are strongly advised to enroll concurrently in ESL 855 or higher course, ESL 845 or higher course, and READ 807.* Introduces, explains and offers practice in beginning-level forms of written academic English. Covers beginning-level grammar structures: form, meaning and use. (Units do not apply toward AA/AS degree.)

**ESL 826 WRITING FOR NON-NATIVE SPEAKERS II (5)** *(Pass/No Pass grading.) Minimum of 80 lecture hours per term. Recommended Preparation: ESL 825 or appropriate skill level indicated by placement tests. It is recommended that students enroll concurrently in ESL 856 or higher course, ESL 846 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), modals, expletives, contractions, special verbs, count/non-count nouns, plurals, (regular/irregular), articles, adverbs, correct word order, punctuation, and spelling. (Units do not apply toward AA/AS degree.)

**ESL 827 WRITING FOR NON-NATIVE SPEAKERS III (5)** *(Pass/No Pass or letter grade option.) Minimum of 80 lecture hours per term. Recommended Preparation: ESL 826 or appropriate skill level indicated by placement test. Students are strongly advised to enroll concurrently in ESL 857 or READ 825 or READ 830, and ESL 847 or higher course.* Practice in writing organized, well-developed academic paragraphs and introduction to writing a basic essay. Work on intermediate-level grammar structures: form, meaning, and use. (Units do not apply toward AA/AS degree.)

**ESL 828 WRITING FOR NON-NATIVE SPEAKERS IV (5)** *Minimum of 80 lecture hours per term. Recommended Preparation: ESL 827 or appropriate skill level indicated by placement tests and ESL 857 or higher level reading course or appropriate skill level indicates by placement tests. Students are strongly advised to enroll concurrently in READ 825 or higher level reading course and ESL 848 or higher level communication studies course.* Practice in writing organized and well-developed paragraphs and essays to de-

velop composition skills. Work on high-intermediate-level grammar structures and editing within the context of the student's own work. (Units do not apply toward AA/AS degree.)

**ESL 845 CONVERSATION FOR NON-NATIVE SPEAKERS I (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 825 or higher course, ESL 855 or higher course, and READ 807.* Practice in basic listening and speaking skills on a range of personal and classroom topics. (Units do not apply toward AA/AS degree.)

**ESL 846 CONVERSATION FOR NON-NATIVE SPEAKERS II (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: ESL 845 or appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 826 or higher course and ESL 856 or higher course.* Practice in low-intermediate level listening and speaking skills on a variety of personal and academic topics. (Units do not apply toward AA/AS degree.)

**ESL 847 CONVERSATION FOR NON-NATIVE SPEAKERS III (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: ESL 846 or appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 827 or higher course and ESL 857 or higher course.* Practice in high-intermediate level listening and speaking skills on a variety of personal and academic topics. (Units do not apply toward AA/AS degree.)

**ESL 848 CONVERSATION FOR NON-NATIVE SPEAKERS IV (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: ESL 847 or appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 828 or higher course and READ 825 or higher course.* Advanced practice in conversation, listening, and the use of idiomatic expressions on a range of academic and informal topics. (Units do not apply toward AA/AS degree.)

**ESL 850 INDIVIDUAL WRITING INSTRUCTION (.5-3)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 144 lab hours per term. 24 hours required for each .5 units of credit.* For native speakers of languages other than English having difficulty with their writing. Includes individual appointments with a faculty member who will help students identify problem areas in writing and help students learn to correct writing errors in English. Some writing areas that might receive attention are organization, development, and specific grammar concerns. Help will be tailored to the specific needs of each student. (Units do not apply toward AA/AS degree.)

**ESL 855 READING FOR NON-NATIVE SPEAKERS I (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: appropriate skill level as indicated by Reading Placement test. Students are strongly advised to enroll concurrently in ESL 825 or higher level writing course, ESL 845 or higher level conversation course, and READ 807.* Strengthen reading ability by improving understanding of written instructions and learning high-beginning vocabulary words and comprehension skills (context clues, subjects, and main ideas). (Units do not apply toward AA/AS degree.)

**ESL 856 READING FOR NON-NATIVE SPEAKERS II (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. Recommended Preparation: ESL 855 or appropriate skill level as*

indicated by Reading Placement test. Students are strongly advised to enroll concurrently in ESL 826 or higher level writing course, ESL 846 or higher level conversation course, and Read 807, Phonics for Non-Native Speakers. Designed to emphasize low-intermediate vocabulary and comprehension skills (context clues, subject, main ideas, supporting details, and inferences) and build general background knowledge. (Units do not apply toward AA/AS degree.)

**ESL 857 READING FOR NON-NATIVE SPEAKERS III (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** ESL 856 or appropriate skill level indicated by the reading placement test. It is recommended that students enroll concurrently in ESL 827 or higher writing course and ESL 847 or higher level conversation course. Designed to emphasize high-intermediate vocabulary and comprehension skills (context clues, main idea/supporting details, critical reading) and introduce fiction. (Units do not apply toward AA/AS degree.)

**ESL 858 READING FOR NON-NATIVE SPEAKERS IV (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** ESL 857 or placement into ESL 858 or be a non native speaker placed into READ 825. ESL 827, or higher level writing course and ESL 847 or higher level conversation course. Students are strongly advised to enroll concurrently in ESL 828 or higher level writing course and ESL 848 or COMM 855 or higher level conversation course. Designed to strengthen vocabulary and comprehension skills, develop critical thinking skills, and increase world/cultural knowledge through the reading of high-intermediate works of fiction and/or non-fiction. (Units do not apply toward AA/AS degree.)

**ESL 868 ESL FOR THE WORKPLACE (3)** (Pass/No Pass grading.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** one year of previous English language study, or appropriate skill level as indicated by placement tests. Intended for high-beginning (Level 1/ESL 825 or ESL 825) to low-intermediate (Level 2/ESL 826) students, this course will focus on the study of beginning English grammar, reading, writing, listening, and speaking skills, including work-related vocabulary and cross-cultural concepts relevant to work situations. (Units do not apply toward AA/AS degree.)

**ESL 869 ESL FOR THE WORKPLACE I (3)** (Pass/No Pass grading.) Minimum of 48 lecture hours per term. **Recommended Preparation:** one year of previous English language study or appropriate skill level as indicated by placement tests. Intended for high-beginning (Level I/ESL 825) students, this course will focus on the study of beginning English grammar, reading, writing, listening, and speaking skills, including work-related vocabulary and cross-cultural concepts relevant to work situations. (Units do not apply toward AA/AS degree.)

**ESL 870 ESL FOR THE WORKPLACE II (3)** (Pass/No Pass grading.) Minimum of 48 lecture hours per term. **Recommended Preparation:** one year of previous English language study, or appropriate skill level as indicated by placement tests. Intended for low-intermediate (Level 2/ESL 826) students, this course will focus on the study of high-beginning to low-intermediate English grammar, reading, writing, listening, and speaking skills, including work-related vocabulary and cross-cultural concepts relevant to work situations. (Units do not apply toward AA/AS degree.)

**ESL 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ESL 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

**ESL 891 ACCENT REDUCTION FOR NON-NATIVE SPEAKERS (3)** (Pass/No Pass grading.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** ESL 846 or eligibility for ESL 847 or higher. Designed to enable non-native speakers of English learn, practice, and acquire more native-like speech. The class focuses on the general and individualized features of sounds and speech: the proper pronunciation of vowels, diphthongs, consonants, and consonant clusters in words, phrases, and clauses; the linking, blending, and assimilation of sounds in connected discourse; and appropriate tone, stress, intonation, pitch, and rhythm. (Units do not apply toward AA/AS degree.)

**ESL 895 INDIVIDUALIZED READING IMPROVEMENT FOR NON-NATIVE SPEAKERS (.5-3)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 144 lab hours per term. Improve reading skills. Practice methods of increasing comprehension and vocabulary to meet specific student needs. May include Internet, computer-assisted and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Designed for non-native speakers of English - Level 1-3. Students may enroll in this self-paced course any time through the 13th week of the semester. (Units do not apply toward AA/AS degree.)

**ESL 896 VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH I (.5-1.5)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 72 lab hours per term. 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 basic words. Designed for ESL Level I students. (Units do not apply toward AA/AS degree.)

**ESL 897 VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH II (.5-1.5)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 72 lab hours per term. 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 basic words. Designed for ESL Level II students. (Units do not apply toward AA/AS degree.)

**ESL 898 COMPREHENSIVE GRAMMAR REVIEW FOR NON-NATIVE SPEAKERS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** ESL 827, or appropriate skill level as indicated by placement tests. A maintenance course designed specifically for new and continuing ESL students. Review of grammatical structures which are generally problematic for ESL students, including verb tenses, passive voice, articles, prepositions. Practice of these structures through written and oral exercises and in short compositions. Review of strategies for finding and correcting these errors in students' own writing. (Units do not apply toward AA/AS degree.)

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## Ethnic Studies

**ETHN 101 INTRODUCTION TO ETHNIC STUDIES I (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848; READ 400 or 405 or 415 OR appropriate skill level as indicated by the reading placement tests. A 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.) (AA: Area E1 or E5b, CSU: Area D+US-3, UC: Area 4+US-3)

**ETHN 102 INTRODUCTION TO ETHNIC STUDIES II (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and any READ 400 level course.* Study of the historical and cultural presence of Black-Americans and Asians in the United States, with special emphasis on their contributions to California's social, political, and economic institutions. Their roots in California will be studied and compared from a national perspective. 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.) (AA: Area E1b or E5b, CSU: Area D+US-3, UC: Area 4+US-3)

**ETHN 265 EVOLUTION OF HIP HOP CULTURE: A SOCIO-ECONOMIC AND POLITICAL PERSPECTIVE (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* Course traces the evolution of Hip Hop from its African roots through the diaspora as a cultural form of expression by examining music, dancing, spoken word, philosophy, and lifestyles. Also Hip Hop will be analyzed from a social, economic, and political perspective. It will be explored as a product of the African American struggle as reflected in music, poetry, lyrics, dance, artists, and major issues associated with Hip Hop. (AA: Area E5b, CSU: Area C2, UC: Area 3B)

**ETHN 288 AFRICAN-AMERICAN CINEMA (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 848 and READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* Contributions of Blacks in the film industry and their historical relationship to the industry. Extensive use of films, supplemented by lecture and presentations by Black persons involved in the film industry. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**ETHN 300 INTRODUCTION TO LA RAZA STUDIES (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 848 and READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* Introduction to the philosophy, methodology, and structure of La Raza Studies (Chicano/Chicana, Latino/Latina studies); emphasis on the analysis and the relationships between social institutions and their effects upon the La Raza individual, especially in the United States setting. (AA: Area E5b, CSU: Area D, UC: Area 4)

**ETHN 440 CULTURAL EXPERIENCE OF ASIAN-AMERICAN WRITERS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 848 and READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* Introduction to Asian American writers' experiences as shaped by the treatment of minorities in the U.S. and by institutional racism. This course will analyze writers' works in the context of historical, social and political influences and compares Asian Americans with other ethnic groups and the majority society. (AA: Area E5b or E5c, CSU: Area C2 or D, UC: Area 3B or 4)

**ETHN 585 ETHNICITY IN CINEMA (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and READ 400 or 405 or 415 OR appropriate skill level as indicated by the reading placement tests.* A survey class that uses cinema as a resource

to explore how stereotypes are used and how it continues to portray persons of color in the United States. Class will review films about African Americans, Latinos/Chicanos, Native Americans, and Asian Pacific Americans. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**ETHN 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ETHN 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ETHN 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ETHN 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Film

**FILM 100 INTRODUCTION TO FILM (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Recommended Preparation: eligibility for ENGL 100 or 105.* 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. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**FILM 120 FILM HISTORY I (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Recommended Preparation: eligibility for ENGL 838 or 848.* Chronological survey of important American and international films, from 1895 to World War II. Emphasis on the evolution of film as a distinct art form, and the intersection of film and society. Lectures, screenings, discussions, quizzes and writing of critical papers. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**FILM 121 FILM HISTORY II (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Recommended Preparation: eligibility for ENGL 838 or 848.* Chronological survey of important American and international films, from World War II to the present. Emphasis on the evolution of film as a distinct art form, and the intersection of film and society. Lectures, screenings, discussions, quizzes and writing of critical papers. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**FILM 153 SCREENWRITING (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term.* 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. (AA, CSU: Area C2)

**FILM 200 FILM IN FOCUS (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Recommended Preparation: FILM 100, 110, 120, or 121.* Study of the art and history of film by focusing on selected film topics, such as genres, directors, stars, gender, race, national cinemas, and new technologies (course topics vary from semester to semester). Lectures, screenings, discussions, quizzes, and writing of critical papers. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**FILM 215 FILM AND NEW DIGITAL MEDIA (3)** *(Pass/No pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Recommended Preparation: eligibility for ENGL 838 or 848; FILM 100, 110, 120 or 121.* Explores the new role of digital media in the art of film. Historical survey of digital special effects and digital independent film



practice since the 1990s; critical overview of the interface between film and other digital media, such as computer animation, video games, and the Internet. Lectures, screenings, discussions, quizzes and writing of critical papers. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**FILM 277 FILM AND LITERATURE (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. **Prerequisite:** ENGL 100 or 105. **Recommended Preparation:** FILM 100. 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. Lecture, discussion, related readings and screenings, writing of critical papers. Topic varies with each semester offering. Same as LIT. 277. (AA: Area E2b+E2c or E5c, CSU: C2, UC: 3B)

**FILM 329 HONORS PROJECT SEMINAR (2)** Minimum of 32 lecture hours per term. Interdisciplinary seminar designed for students admitted into the honors program. Students develop honors level scholarly projects corresponding to a selected transfer course in which they are concurrently enrolled. Intensive instruction in diverse research methods; emphasis on collaboration and various strategies for achieving academic excellence. (AA, CSU)

**FILM 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**FILM 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**FILM 800 FILM IN FOCUS (3)** (Pass/No Pass grading.) Minimum of 48 lecture hours and 16 lab hours per term. Study of the art and history of film by focusing on selected film topics, such as genres, directors, stars, gender, race, national cinemas, or new technologies. (Course topic varies from semester to semester). Lectures, screenings, readings, discussions and writing of optional critical essays. (AA)

**FILM 815 FILM AND NEW DIGITAL MEDIA (3)** (Pass/No Pass grade or letter grade option.) Minimum of 48 lecture hours and 16 lab hours per term. Explores the new role of digital media in the art of film. Historical survey of digital special effects and digital independent film practice since the 1990s; critical overview of the interface between film and other digital media, such as computer animation, video games, and the Internet. Lectures, screenings, readings, discussions, and optional critical essays. (Units do not apply toward AA.)

**FILM 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.)

**FILM 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Fire Technology

**FIRE 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**FIRE 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**FIRE 714 WILDLAND FIRE CONTROL (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. This course focuses on the principles and techniques used to extinguish wildland fires, as well as prevention and control of their occurrences.

Discussion points will include California's wildland fire problem, safety, weather effects, wildland fuels, fire behavior, attack methods, urban-interfaces and investigation. (AA, CSU)

**FIRE 715 PRINCIPLES OF EMERGENCY SERVICES (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire strategy and tactics; life safety initiatives. (AA: Area E5d, CSU)

**FIRE 720 FIRE PREVENTION (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; fire investigation. (AA, CSU)

**FIRE 725 FIRE APPARATUS AND EQUIPMENT (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. This course covers the operation, care and maintenance, specifications, capabilities and effective use of fire service apparatus and related equipment. (AA, CSU)

**FIRE 730 FIRE BEHAVIOR AND COMBUSTION (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. This course explores the theories and fundamentals of how and why fires start, spread and are controlled. (AA, CSU)

**FIRE 740 BUILDING CONSTRUCTION FOR FIRE PROTECTION (3)** Minimum of 48 lecture hours per term. **Prerequisite:** FIRE 715. **Recommended Preparation:** eligibility for ENGL 100 or 105. This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. (AA, CSU)

**FIRE 745 FIRE PROTECTION SYSTEMS (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 100 or 105. This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. (AA, CSU)

**FIRE 748 FIREFIGHTER SAFETY AND SURVIVAL (3)** Minimum of 48 lecture hours per term. **Prerequisite:** completion of or concurrent enrollment in FIRE 715; or one year of fire service experience (requires letter from employing agency). This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. (AA, CSU)

**FIRE 787 EMT: BASIC-REFRESHER (.5-1.5)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 8 to 24 lecture hours per term. **Prerequisite:** possession of a valid, current EMT Basic Certificate, or expired no longer than two years. This is a refresher course in preparation for EMT Basic recertification. Required topics per National Registry requirements are covered, as well as recent advances in the field of pre-hospital healthcare. Students must possess their EMT Basic certification. (AA)

**FIRE 789 RECRUIT FIREFIGHTER TRAINING (15.5)** (Pass/No Pass grading.) Minimum of 129 lecture and 375 lab hours per term. **Prerequisite:** sponsorship by a fire service agency as a professional firefighter. This course provides training in basic firefighting knowledge and skills through lecture and manipulative instruction in all areas of responsibility for a firefighter. Topics include fire suppression, handling hose ladders, operating hand and power tools, completing salvage functions, performing rescue operations, and responding to hazardous materials emergencies. Intensive, physically demanding course that meets daily for eight hours. (AA)

**FIRE 793 FIREFIGHTER I ACADEMY (12)** (Pass/No Pass grading.) Minimum of 144 lecture and 153 lab hours per term. **Prerequisite:** FIRE 715, plus three (3) additional units of Fire Technology coursework (excluding EMT), or equivalent fire service experience. Pre-service instruction in basic fire fighting knowledge and skills. Lecture and manipulative instruction in all areas of responsibility for a firefighter. (Certificate of course completion issued by the Fire Technology Department with proof of EMT certification.) (AA)

**FIRE 796 EMERGENCY MEDICAL TECHNICIAN: BASIC (10)** Minimum of 150 lecture and 50 lab hours per term. **Prerequisite:** current certification in health care provider/professional rescuer CPR (Cardiopulmonary Resuscitation) through an accredited agency. Vaccinations for healthcare workers per California Code of Regulations, Title 8, Section 5199 Aerosol Transmissible Diseases; Appendix E. This course provides instruction in basic life support/pre-hospital care using the National Registry curriculum. A materials fee in the amount shown in the *Schedule of Classes* is payable upon registration. (AA, CSU)

**FIRE 800 FIRE SERVICE CAREER PREP (3)** Minimum of 48 lecture hours per term. This course gives an overview of the hiring process for firefighter positions. It will cover models for written examinations and oral interviews; writing skills for resumes and applications; physical requirements; written test preparation; and career opportunities. (AA)

**FIRE 810 FIREFIGHTER INTERNSHIP (3)** (Pass/No Pass grading.) Minimum of 144 lab hours per offering. **Prerequisite:** Sponsorship by a fire service agency as a firefighter intern. Under the direction of a coordinator, students will learn to work in a firehouse environment alongside professional firefighters. Includes hands-on training, emergency response, clerical duties and other duties as assigned. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. (AA)

**FIRE 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## 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.

## Geography

**GEOG 100 PHYSICAL GEOGRAPHY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. Study of the basic characteristics and spatial distributions of Earth's physical features, natural systems (such as global winds, ocean circulations, and the rock cycle) and phenomena (such as hurricanes, earthquakes, and volcanoes). Investigation into the interrelationships and interactions of these features, systems, and phenomena will be analyzed in a global framework, with an emphasis on human ecology. Includes basic characteristics of maps, seasons, weather and climate, vegetation biomes, ocean currents and landforms. (AA: Area E5a, CSU: Area B1, UC: Area 5A) (C-ID GEOG 110)

**GEOG 110 CULTURAL GEOGRAPHY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. The study of the use and understanding of space within and between culture groups of the world. Interpretation of cultural landscapes resulting from the interactions of humans with features and processes of the physical environment (such as terrain, climate, vegetation, wildlife, and availability of natural resources) and with one another (through language, religion, economy, government, etc.). Special attention is given to the concepts of location, place, distribution, circulation, and region. Focus on the concepts of culture region, cultural diffusion, cultural ecology, cultural interaction, and cultural landscape as applied to the analysis of specific culture traits, including those of popular culture. (AA: Area E5b, CSU: Area D, UC: Area 4) (C-ID GEOG 120)

**GEOG 150 WORLD REGIONAL GEOGRAPHY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. Geographic analysis of the physical, cultural, and population patterns of world regions. A critical examination, with historical context, is also made of the economy and politics, sociocultural issues, environmental issues, and measures of human well-being within each region. This course is aimed at helping students make sense of world events, environments, cultures, conflicts, and lifestyles, and to begin to prepare them for life in an increasingly global community. (AA: Area E5b, CSU: Area D, UC: Area 4) (C-ID GEOG 125)

**GEOG 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**GEOG 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**GEOG 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Geology

**GEOL 100 SURVEY OF GEOLOGY (3)** *Minimum of 48 lecture hours per term.* Earthquakes, volcanoes, drifting continents, and plate tectonics; earth materials and processes that shape the land. Not open to students who have taken or are taking GEOL 210. (AA: Area E5a, CSU: Area B1, UC: Area 5A\*) (C-ID GEOL 100)

**GEOL 101 GEOLOGY LABORATORY (1)** *Minimum of 48 lab hours per term. Prerequisite: completion of or concurrent enrollment in GEOL 100. Recommended Preparation: eligibility for ENGL 838 or 848.* Optional introductory geology laboratory course designed to be taken concurrently with or following GEOL 100. Identification of tectonic plates, minerals, rocks; interpretation of cross sections, maps and seismograms; geologic processes and features. (AA: Area E5a, CSU: Area B3, UC: Area 5C; only if GEOL 100 is successfully completed prior to or concurrently with GEOL 101) (C-ID GEOL 100L)

**GEOL 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**GEOL 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**GEOL 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Health Science

**HSCI 100 GENERAL HEALTH SCIENCE (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 or ESL 400 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests.* Survey of today's most prevalent health issues, including nutrition, obesity, heart disease, cancer, sexually transmitted diseases, birth control, drug abuse, and emotional, mental, and environmental health. Emphasizes detection, treatment, prevention, and maintenance of personal and social health as well as the promotion of physical, emotional, mental, and holistic health. (AA: Area E5d, CSU: Area E, UC)

**HSCI 112 CURRENT HEALTH ISSUES (1)** *Minimum of 16 lecture hours per term.* 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. (AA: Area E5d, CSU: Area E)

**HSCI 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**HSCI 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**HSCI 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## History

**HIST 100 HISTORY OF WESTERN CIVILIZATION I (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of a READ 400 level course.* The rise and decline of the civilizations 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. (AA: Area E1 or E5b, CSU: Area C2 or D, UC: Area 3B or 4)

**HIST 101 HISTORY OF WESTERN CIVILIZATION II (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of a READ 400 level course.* The rise of modern Europe and its expansionism; the Enlightenment; the age of revolutions (American, French, Industrial) and the growth of liberalism, nationalism and imperialism; modern ideologies; the emergence of totalitarianism; the World Wars, and subsequent global and cultural developments. (AA: Area E1 or E5b, CSU: Area C2 or D, UC: Area 3B or 4)

**HIST 102 HISTORY OF AMERICAN CIVILIZATION (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and READ 400 or 405 or 415 OR appropriate skill level as indicated by the reading placement tests.* 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. (AA: Area E1 or E5b, CSU: Area C2 or D+US-1, UC: Area 3B or 4+US-1)

**HIST 201 UNITED STATES HISTORY I (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and a READ 400 level course.* Survey of European expansion 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. (AA: Area E1 or E5b, CSU: Area D or C2+US-1+US-2, UC: Area 4 or 3B+US-1+US-2)

**HIST 202 UNITED STATES HISTORY II (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and a READ 400 level course.* Continues the work of History 201; explores the Reconstruction of the South following the Civil War, the nation's dynamic industrial expansion, social, cultural, and economic development, along with the constitutional, and economic development, and foreign policies of the United States to the present. (AA: Area E1 or E5b, CSU: Area C2 or D+US-1, UC: Area 3B or 4+US-1)

**HIST 260 WOMEN IN AMERICAN HISTORY (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* An in-depth survey of the experiences, contributions, and roles of American women in United States history from the colonial period to the present. Analysis of the political, economic, and social developments involving American women including legal and constitutional gains. American women of different racial, ethnic and class backgrounds are examined in depth. (AA: Area E1 or E5b, CSU: Area C2 or D+US-1, UC: Area 3B or 4+US-1)



**HIST 310 CALIFORNIA HISTORY (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and any 400 READ level course.* Survey of major topics in California's rapid growth, including the Indian culture; exploration and Spanish colonization; the mission-ranchero era; the Mexican period; the American takeover; the Gold Rush and the Vigilante era; the constitutional, political, and economic growth of the State; federal policy and programs involving California, and contemporary social, multi-ethnic and economic issues as the most populous state in the Union. (AA: Area E1 or E5b, CSU: Area C2 or D+US-3, UC: Area 3B or 4+US-3)

**HIST 315 SAN MATEO COUNTY HISTORY (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and any READ 400 level course.* 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. (AA: Area E1 or E5b, CSU: Area D)

**HIST 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**HIST 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**HIST 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**HIST 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Kinesiology, Athletics & Dance

*Courses in the Kinesiology, Athletics & Dance area may be repeated as described in the Course Repetition Regulations. See page 15 for Course Repetition Regulations.*

The Kinesiology, Athletics & Dance division is an academic discipline offering courses for AA degree completion, preparation for transfer to major in Kinesiology at a four-year university and certificate programs for workforce training, including Pilates, yoga and Personal Training.

Also offered is 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.

### Adapted (ADAP)

**ADAP 100 ADAPTED AQUATICS (.5 or 1)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 or 48 lab hours per term. Recommended Preparation: recent physical examination and disability verification form.* Offered primarily for students with physical limitations. Students practice techniques to increase range of motion, and strengthen weakened extremities through water-oriented exercises and swim instruction.

May be repeated for competence and continued evaluation of improvement. (AA: Area E4, CSU: Area E2, UC\*)

**ADAP 110 ADAPTED GENERAL CONDITIONING (.5 or 1)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 or 48 lab hours per term.* Offered primarily for students with physical limitations. Prescription and implementation of adapted stretching, strengthening, and aerobic exercises. May be repeated for competency and continued evaluation of improvement. (AA: Area E4, CSU: Area E2, UC\*)

**ADAP 140 ADAPTED WEIGHT TRAINING (.5 or 1)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 or 48 lab hours per term.* Designed primarily for students with disabilities. Instruction includes various weight lifting techniques and exercises to enhance the student's physical well being. An individualized exercise program includes: circuit weight training, whole body movement lifts, set training, single muscle isolation and stabilization lifts, and stretching techniques. May be repeated for competency and continued evaluation of improvement. (AA: Area E4, CSU: Area E2, UC\*)

**ADAP 155 ADAPTED BACK CARE (.5 or 1)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 or 48 lab hours per term.* Students will participate in a flexibility and core strength training program. These exercises will help build musculature and correct posture, which are important in maintaining back health. May be repeated for competency and continued evaluation of improvement. (AA: Area E4, CSU: Area E2)

**ADAP 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ADAP 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**ADAP 875 ADAPTED EVALUATION (.5)** *(Pass/No pass grading.) (Open entry/open exit.) Minimum of 24 lab hours per term. Recommended Preparation: recent physical examination and disability verification form.* Course designed to assess the physical ability of students enrolled in Adapted Physical Education class(es). Based on the results of the assessment, an appropriate exercise program will be determined for the student. May be repeated for competency and continued evaluation of improvement. (Units do not apply toward AA/AS degree.)

**ADAP 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**ADAP 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

### Aquatics (AQUA)

**AQUA 109.1 WATER POLO I (.5 or 1)** *(Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term.* A course designed to cover the many facets of the sport of water polo at the beginning level. Skills such as passing, receiving, shooting, dribbling and picking up the ball in water will be emphasized. The rules of the game and strategies are taught for a thorough understanding of team play. Conditioning drills will supplement fundamental skill development. Students must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 109.2 WATER POLO II (.5 or 1)** *(Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term.* A course designed to cover the many facets of the sport of Water Polo at the intermediate level. Skills such as passing, receiving, shooting, dribbling and picking up the ball



in water will be emphasized. The rules of the game and strategies are taught for a more thorough understanding of team play. Conditioning drills will supplement skill development. Level II will focus more on team strategy. Must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 109.3 WATER POLO III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A course designed to cover the many facets of the sport of Water Polo at the advanced level. Individual skills such as passing, shooting, dribbling, and picking up the ball in water will be reviewed. Advanced offensive and defensive water polo strategies will be emphasized. Advanced levels of conditioning will supplement team play. Must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 109.4 WATER POLO IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A course designed to cover the many facets of the sport of Water Polo at the expert level. Individual skills such as passing, shooting, dribbling, and picking up the ball in water will be reviewed. Advanced offensive and defensive water polo strategies will be emphasized. Advanced levels of conditioning will supplement team play. Must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 127.1 SWIM STROKE DEVELOPMENT I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

### Kinesiology

Many of the courses in the Kinesiology Department have been restructured and renumbered. Below is a list of the courses, indicating new numbers and titles with the numbers and titles of the predecessors. This list is provided for continuity reference.

Department	New Course Number	New Course Title	Old Course Number	Old Course Title
AQUA	109.1, 109.2, 109.3, 109.4	Water Polo I, II, III, IV	109	Intermediate Swim & Beginning Water Polo
AQUA	127.1, 127.2, 127.3, 127.4	Swim Stroke Development I, II, III, IV	127	Swim for Conditioning
AQUA	133.1, 133.2, 133.3, 133.4	Indiv. Swim Conditioning I, II, III, IV	133	Individual Swim Conditioning
AQUA	135.1, 135.2, 135.3, 135.4	Aqua Exercise I, II, III, IV	135	Aqua Exercise
DANC	121.1	Modern Dance I	121	Contemporary Modern Dance
DANC	121.2	Modern Dance II	122	Modern Dance II
DANC	130.1	Jazz Dance I	131	Jazz Dance I
DANC	130.2	Jazz Dance II	132	Jazz Dance II
DANC	140.1	Ballet I	141	Beginning Ballet I
DANC	140.2	Ballet II	143	Intermediate Ballet II
DANC	151.1	Social Dance I	151	Beginning Social Dance
DANC	151.2	Social Dance II	153	Intermediate Social Dance
DANC	400.1, 400.2, 400.3, 400.4	Dance Production I, II, III, IV	400	Dance Production
FITN	112.1, 112.2, 112.3, 112.4	Cross Training I, II, III, IV	237	Total Core Training
FITN	116.1, 116.2, 116.3, 116.4	Body Conditioning I, II, III, IV	116	Body Conditioning
FITN	235.1, 235.2, 235.3, 235.4	Boot Camp I, II, III, IV	235	Cross Training Boot Camp
FITN	301.1, 301.2, 301.3, 301.4	Spinning I, II, III, IV	301	Spinning
FITN	334.1, 334.2, 334.3, 334.4	Yoga I, II, III, IV	334	Yoga
FITN	335.1, 335.2, 335.3, 335.4	Pilates I, II, III, IV	335	Pilates
INDV	121.1, 121.2, 121.3, 121.4	Badminton I, II, III, IV	120	Badminton
INDV	251.1	Tennis I	251	Beginning Tennis
INDV	251.2	Tennis II	252	Beginning/Intermediate Tennis
INDV	251.3	Tennis III	254	Intermediate/Advanced Tennis
TEAM	111.1, 111.2, 111.3, 111.4	Basketball I, II, III, IV	110	Basketball
TEAM	148.1, 148.2, 148.3, 148.4	Indoor Soccer I, II, III, IV	148	Indoor Soccer

Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

**AQUA 127.2 SWIM STROKE DEVELOPMENT II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An intermediate level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 127.3 SWIM STROKE DEVELOPMENT III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An advanced level course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 127.4 SWIM STROKE DEVELOPMENT IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An expert level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 133.1 INDIVIDUAL SWIM CONDITIONING I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. This beginning level swim course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 133.2 INDIVIDUAL SWIM CONDITIONING II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. This intermediate level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 133.3 INDIVIDUAL SWIM CONDITIONING III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. This advanced level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 133.4 INDIVIDUAL SWIM CONDITIONING IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. This expert level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. (AA: Area E4, CSU: Area E2, UC\*)

**AQUA 135.1 AQUA EXERCISE I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum 24 or 48 lab hours per term. A beginning level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. AA: Area E4, CSU: Area E2, UC\*)

**AQUA 135.2 AQUA EXERCISE II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum 24 or 48 lab hours per term. An intermediate level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. AA: Area E4, CSU: Area E2, UC\*)

**AQUA 135.3 AQUA EXERCISE III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An advanced level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. AA: Area E4, CSU: Area E2, UC\*)

**AQUA 135.4 AQUA EXERCISE IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An expert level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. AA: Area E4, CSU: Area E2, UC\*)

**AQUA 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**AQUA 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**AQUA 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**AQUA 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Dance (DANC)

**DANC 100 DANCE APPRECIATION (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. A survey course exploring Western concert dance as well as world dance forms. Explore what dance reveals about cultural, national and ethnic identity, class and gender, and study the history of major dance forms. Investigate dance through readings, videos, dance participation exercises and by attending live performances. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**DANC 116 WALTZING THROUGH HISTORY (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. This in-depth course looks at the Waltz in its many forms through history. A rotating dance that has changed many times over its 200 year history, we will study the Slow, Fast, Rotary and Viennese forms of this dance. No prior experience is needed. (AA: Area E4, CSU: Area E2, UC)

**DANC 117 TAP DANCE (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. Beginning and Intermediate Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing strength, musicality and basic performance skills. Opportunities will be available to play the roles of performer and choreographer, dance critic and historian in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. (AA: Area E4, CSU: Area E2, UC)

**DANC 121.1 MODERN DANCE I (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. Beginning level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 121.2 MODERN DANCE II (.5 OR 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. Intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 121.3 MODERN DANCE III (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. Advanced level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 121.4 MODERN DANCE IV (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. Expert level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 130.1 JAZZ DANCE I (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the beginning level by the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 130.2 JAZZ DANCE II (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the intermediate level by the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 130.3 JAZZ DANCE III (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced level by the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 130.4 JAZZ DANCE IV (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. This course covers vari-

ous movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the expert level by the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 140.1 BALLET I (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. Beginning barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 140.2 BALLET II (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. Intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 140.3 BALLET III (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. Advanced barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 140.4 BALLET IV (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. Expert level barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. (AA: Area E4, CSU: Area E2)

**DANC 151.1 SOCIAL DANCE I (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. This is an introductory Social Dance class geared to beginners and taught with an emphasis on the social aspects of dance. The basics of several dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Triple Step Swing, Slow Waltzes, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. (AA: Area E4, CSU: Area E2)

**DANC 151.2 SOCIAL DANCE II (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. This is an intermediate Social Dance class emphasizing the basics of several dance styles, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Triple Step Swing, Slow Waltzes, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. (AA: Area E4, CSU: Area E2)

**DANC 151.3 SOCIAL DANCE III (.5 or 1)** *(Pass/No Pass or letter grade option.)* Minimum of 24 or 48 lab hours per term. This Social Dance class is taught with an emphasis on the social aspects of dance. Several advanced level dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: West Coast Swing, Lindy Hop, Rotary Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Bachata and Salsa. Partners are not required. (AA: Area E4, CSU: Area E2)



**DANC 151.4 SOCIAL DANCE IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. This Social Dance class is taught with an emphasis on the social aspects of dance. Several expert level dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: West Coast Swing, Lindy Hop, Rotary Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Bachata and Salsa. Partners are not required. (AA: Area E4, CSU: Area E2)

**DANC 152 CUBAN ROOTS OF SALSA (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. This course is designed to introduce students to the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. Because of these roots, students will develop an authentic base which will serve as a foundation for all latin social dances. (AA: Area E4, CSU: Area E2, UC)

**DANC 161 TANGO ARGENTINO (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Designed to introduce students to the essence of Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students will develop musically and focus on the connection between partners so that they will be able to dance confidently in social settings anywhere in the world. (AA: Area E4, CSU: Area E2, UC)

**DANC 390 DANCE COMPOSITION/THEORY/CHOREOGRAPHY (2.5 or 3)**(Pass/No Pass or letter grade option.) Minimum of 32 lecture hours and 24 or 48 lab hours per term. **Recommended Preparation:** DANC 121.1, 130.1 or 140.1. This course is intended for students with dance experience. Students are introduced to aesthetic, philosophical and theoretical concepts regarding dance composition. Emphasis placed on movement invention, choreographic techniques, analyzing choreography, working with music and text, and choreographing solo and group works. Both formal and improvisational structures are explored. Students choreograph as well as participate in others' compositions. (AA, CSU: Area E2, UC)

**DANC 400.1 DANCE PERFORMANCE AND PRODUCTION I (.5-2)** (Pass/No Pass or letter grade option.) Minimum of 24 to 96 lab hours per term. Beginning level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. (AA: Area E4, CSU)

**DANC 400.2 DANCE PERFORMANCE AND PRODUCTION II (.5-2)** (Pass/No Pass or letter grade option.) Minimum of 24 to 96 lab hours per term. Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. (AA: Area E4, CSU)

**DANC 400.3 DANCE PERFORMANCE AND PRODUCTION III (.5-2)** (Pass/No Pass or letter grade option.) Minimum of 24 to 96 lab hours per term. Advanced level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic (AA: Area E4, CSU)

**DANC 400.4 DANCE PERFORMANCE AND PRODUCTION IV (.5-2)** (Pass/No Pass or letter grade option.) Minimum of 24 to 96 lab hours per term. Expert level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. (AA: Area E4, CSU)

**DANC 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**DANC 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**DANC 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**DANC 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Fitness (FITN)

**FITN 112.1 CROSS TRAINING I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A beginning level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Class may include Spinning, weight training or resistance exercises, yoga, Pilates, hiking, running, and/or fitness walking. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. (AA: Area E4, CSU: Area E2)

**FITN 112.2 CROSS TRAINING II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. (AA: Area E4, CSU: Area E2)

**FITN 112.3 CROSS TRAINING III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An advanced level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. (AA: Area E4, CSU: Area E2)

**FITN 112.4 CROSS TRAINING IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An expert level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. (AA: Area E4, CSU: Area E2)

**FITN 116.1 BODY CONDITIONING I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction and personal fitness program development on a beginning level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at a beginning level. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 116.2 BODY CONDITIONING II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction and personal



fitness program development on an intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an intermediate level. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 116.3 BODY CONDITIONING III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 28 lab hours per term. Instruction and personal fitness program development on an advanced level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced level. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 116.4 BODY CONDITIONING IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 28 lab hours per term. Continued instruction and personal fitness program development on an expert level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an expert level. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 134 TRACK AND TRAIL AEROBICS (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Designed to increase the student's personal fitness through a comprehensive stretching, jogging and/or walking program. Instruction includes proper stretching techniques, proper training principles, correct walking/jogging techniques, and heart rate monitoring to assist the student in developing a realistic cardiovascular program. Upon completion of the course, the student will be able to successfully design and implement a stretching and cardiovascular training program. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 201 BEGINNING WEIGHT TRAINING (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Individual weight conditioning for beginning level students. Emphasis will be on selectorized machines, aerobic training, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 202 INTERMEDIATE WEIGHT TRAINING (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. **Recommended Preparation:** FITN 201. Individual weight conditioning for intermediate level students. Focus will be on free weights, with supplementary exercises utilizing selectorized machines, cardiovascular equipment, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research to support achievement of fitness goals. Co-education class format. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 206 CIRCUIT WEIGHT TRAINING (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 hours per term. Circuit weight training, includes anaerobic and aerobic conditioning for students who wish to develop a comprehensive muscle endurance/aerobic base. This class is designed to incorporate a structured, non-stop exercise routine to increase strength and endurance. Student will be required to keep a daily exercise log for the semester. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 220 WEIGHT CONDITIONING FOR VARSITY FOOTBALL (.5-2)** Minimum of 24 to 96 lab hours per term. 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. (May be taken four times for a maximum of 8 units.) (AA: Area E4, CSU, UC\*)

**FITN 225 ATHLETIC CONDITIONING (.5-2)** Minimum of 24 to 96 lab hours plus 16 hours by arrangement per term. Prepares student athlete for varsity-level competition through general and sport specific strength and conditioning exercise. Student athletes engage in general and sport specific strength development, stretching, aerobic conditioning, sport specific movement and speed development. (May be taken four times for a maximum of 8 units.) (AA: Area E4, CSU: Area E2, UC\*)

**FITN 226 PLYOMETRIC CONDITIONING (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. **Prerequisite:** completion of or concurrent enrollment in a varsity course or equivalent fitness level as documented by a physical conducted by a licensed medical physician and a thorough orthopedic examination. Course designed to promote physiological development of strength, speed and power through a series of leaping, bounding and hopping exercises to effectively improve coordination and agility. (May be taken four times for a maximum of 4 units.) (AA: Area E4, CSU: Area E2, UC\*)

**FITN 227 TRX® SUSPENSION TRAINING (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. TRX® Suspension training includes anaerobic and aerobic conditioning for students who wish to develop a comprehensive muscle endurance/aerobic base. This class is designed to incorporate a structured, non-stop exercise routine to increase strength and endurance. Students will be required to keep a daily exercise log for the semester. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 235.1 BOOT CAMP I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at a beginning level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 235.2 BOOT CAMP II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at an intermediate level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 235.3 BOOT CAMP III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A group exercise class that mixes traditional calisthenic and body weight exercises with interval and strength training at an advanced level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 235.4 BOOT CAMP IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at an expert level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 237 TOTAL CORE TRAINING (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Designed to incorporate various core movement exercises including: dumbbell weights, calisthenics, whole body lifts, jump rope, speed drills, various agility drills, medicine ball throws and core movements and flexibility exercises. Emphasizes multiple body aerobic and anaerobic exercises to produce cross training effect. (AA: Area E4, CSU: Area E2, UC\*)

Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

**FITN 301.1 SPINNING® I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A beginning level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 301.2 SPINNING® II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 301.3 SPINNING® III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An advanced level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 301.4 SPINNING® IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. An expert level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 334.1 YOGAI (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for all ages and abilities. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 334.2 YOGAI II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Designed to educate students in Hatha Yoga at an intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for continuing yoga students. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 334.3 YOGA III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Designed to educate students in Hatha Yoga at an advanced level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 334.4 YOGA IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Designed to educate students in Hatha Yoga at an expert level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 335.1 PILATES I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Training of the muscles in the torso through controlled exercises taught at a beginning level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 335.2 PILATES II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Training of the muscles in the torso through controlled exercises taught at an intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 335.3 PILATES III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Training of the muscles in the torso through controlled exercises taught at an advanced level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 335.4 PILATES IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Training of the muscles in the torso through controlled exercises taught at an expert level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 339 PILATES CIRCUIT TRAINING (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. A fitness class designed to develop core strength, flexibility, balance, and postural stability utilizing the equipment, exercises, and technique originally developed by Joseph Pilates. Students will work on a wide variety of apparatus including: Reformers, Towers, Chairs, Spine Correctors, and small equipment. This class will incorporate non-stop exercise routines to increase strength and endurance. Instruction on equipment safety, proper exercise set up and execution, and detailed information about each exercise circuit will precede each new routine. (AA: Area E4, CSU: Area E2, UC\*)

**FITN 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**FITN 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**FITN 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**FITN 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Individual Sports (INDV)

**INDV 121.1 BADMINTON I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Rules and beginning strategies of badminton; instruction and practice in fundamentals of grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. (AA: Area E4, CSU: Area E2, UC\*)

**INDV 121.2 BADMINTON II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Rules and strategies of intermediate badminton; instruction and further practice in grips, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. (AA: Area E4, CSU: Area E2, UC\*)

**INDV 121.3 BADMINTON III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Advanced instruction in badminton with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles. (AA: Area E4, CSU: Area E2, UC\*)

**INDV 121.4 BADMINTON IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction with an emphasis on expert level strategy, footwork, doubles team work, and singles games in the sport of badminton. Tournament play in singles and doubles. (AA: Area E4, CSU: Area E2, UC\*)

**INDV 251.1 TENNIS I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play at a beginning level; testing program in all tennis skills and rules. (AA: Area E4, CSU: Area E2, UC\*)

Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

**INDV 251.2 TENNIS II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. (AA: Area E4, CSU: Area E2, UC\*)

**INDV 251.3 TENNIS III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Continued instruction on the skills of tennis at the advanced level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. (AA: Area E4, CSU: Area E2, UC\*)

**INDV 251.4 TENNIS IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Continued instruction on the skills of tennis at the expert level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. (AA: Area E4, CSU: Area E2, UC\*)

**INDV 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**INDV 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**INDV 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.)

**880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Kinesiology (KINE)

**KINE 101 INTRODUCTION TO KINESIOLOGY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. This course explores the broad spectrum of kinesiology as an academic discipline, fundamental concepts and meaning of movement/physical activity, diversity of humans as moving beings, professional/career options, current/social issues, personal characteristics/ professional responsibilities. (AA: Area E5d, CSU: Area E1, UC\*) (C-ID KIN 100)

**KINE 120 FIRST AID/CPR (1)** (Pass/No Pass or letter grade option) Minimum of 16 lecture hours per term. Recognizing and caring for breathing and cardiac emergencies for life threatening bleeding, sudden illness and injuries, heart disease prevention. This course is taught in compliance with the American Red Cross, and students may earn a CPR/First Aid Certificate. This is NOT an activity class. (AA, CSU)

**KINE 125 PILATES MAT INSTRUCTOR TRAINING (3)** (replacing KINE 121) (Pass/No Pass or letter grade option.) Minimum of 32 lecture hours and 48 lab hours per term. **Recommended Preparation:** FITN 335.1; BIOL 130 or 250. For students enrolled in the Pilates Instructor Certificate Program (PICP) and for students who would like to deepen their knowledge and skill of the Pilates Mat exercises. This course includes an introduction to the history and principles of Pilates, a review of core anatomy, beginning, intermediate, and advanced level Pilates Mat exercises as well as modifications for each exercise. This course includes lectures on class order, programming in a fitness setting, and guidelines for safely teaching special populations. During the lab portion of this

course, students will gain practical teaching experience by instructing their classmates. (AA, CSU)

**KINE 126 PILATES REFORMER INSTRUCTOR TRAINING (3)** (replacing KINE 122) (Pass/No Pass or letter grade option.) Minimum of 32 lecture and 48 lab hours per term. **Recommended Preparation:** BIOL 130 or 250; KINE 125 and FITN 335.1. For students enrolled in the Pilates Instructor Certificate Program (PICP) and for students who would like to deepen their knowledge and skill of the Pilates Reformer exercises. This course includes an introduction to the Pilates Reformer including set up, safety, and maintenance. Students will learn how to practice and teach the beginning, intermediate, and advanced exercises as well as modifications for each exercise. This course includes lectures on class order, programming in a fitness setting, and guidelines for safely teaching special populations. During the lab portion of this course, students will gain practical teaching experience by instructing their classmates. (AA, CSU)

**KINE 127 PILATES APPARATUS INSTRUCTOR TRAINING (3)** (replacing KINE 123) (Pass/No Pass or letter grade option.) Minimum of 32 lecture and 48 lab hours per term. **Recommended Preparation:** BIOL 130 or 250; KINE 125; KINE 126; FITN 335.1. For students enrolled in the (PICP) Pilates Instructor Certificate Program and for students who would like to deepen their knowledge and skill of the Pilates Apparatus exercises. Pilates Apparatus includes the complete repertoire on the Trapeze Table/Cadillac/ Tower, the Pilates Chair, the Barrels, and small equipment. This course completes the comprehensive Pilates Instructor Training Certificate Program and offers Pilates instructors a great variety of tools to use when working with clients. During the lab portion of this course, students will gain practical teaching experience by instructing their classmates. (AA, CSU)

**KINE 130 GROUP FITNESS INSTRUCTOR LECTURE (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Corequisite:** KINE 131. **Recommended Preparation:** BIOL 130, BIOL 250. This lecture course is part of the Group Fitness Instructor program. Students will learn knowledge and skill foundations necessary to teach a safe and effective group fitness class, no matter what type of modality. Students will also learn how to successfully develop and implement safe and effective group exercise programs, and engage their participants. Topics covered include: anatomy, kinesiology, exercise physiology, instructional techniques, class design, cueing, and injury prevention. Upon completion students will be prepared to take a Group Fitness Certification test. (AA: Area E5d, CSU)

**KINE 131 GROUP FITNESS INSTRUCTOR LAB (1)** (Pass/No Pass or letter grade option.) Minimum of 48 lab hours per term. **Corequisite:** KINE 130. This lab course is part of the Group Fitness Instructor program. Students will learn knowledge and skill foundations necessary to teach a safe and effective group fitness class, no matter what type of modality. Students will also learn how to successfully develop and implement safe and effective group exercise programs, and engage their participants. Topics covered include: anatomy, kinesiology, exercise physiology, instructional techniques, class design, cueing, and injury prevention. Upon completion students will be prepared to take a Group Fitness Certification test. (AA: Area E4, CSU)

**KINE 200 YOGA HISTORY AND CULTURE (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. This course is designed as a survey of the history and culture of yoga, both as a historical practice and a physical discipline. Students will learn about the different types



of Hatha yoga, breathing, nutrition, mudras, mantras, and the history of yogic practice. This course is designed as part of the Yoga Teacher Training Certificate program. (AA: Area E5c, CSU: Area E)

**KINE 201 YOGA PEDAGOGY LECTURE (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. This course is designed as an introduction to teaching the physical discipline of Hatha yoga. Students will learn about the different types of Hatha yoga, anatomy, injury prevention, cueing, ethics and develop their own yoga class. This course is designed as part of the Yoga Teacher Training Certificate program. It is recommended that students take KINE 202 concurrently. (AA: Area E5d, CSU)

**KINE 202 YOGA PEDAGOGY LAB (1)** (Pass/No Pass or letter grade option.) Minimum of 48 lab hours per term. **Prerequisite:** completion of or concurrent enrollment in KINE 201. This course is designed as an introduction to teaching the physical discipline of Hatha yoga. Students will assist professors in teaching a yoga course to their peers in order to develop their skills in teaching yoga poses, preventing injuries, verbal cueing, practicing sound ethics and developing their own yoga class. This course is designed as part of the Yoga Teacher Training Certificate program. (AA, CSU)

**KINE 301 INTRODUCTION TO PERSONAL TRAINING (3)** (formerly P.E. 301) (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 828. Prepares students to take the National Council of Strength and Fitness Certified Personal Trainer Exam. Study of basic human anatomy, exercise physiology, health screening and assessment, nutrition, aerobic and anaerobic conditioning. This is NOT an activity class. (AA: Area E5d, CSU)

**KINE 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**KINE 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**KINE 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**KINE 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Team Sports (TEAM)

**TEAM 105 ADVANCED BASEBALL (.5-4)** Minimum of 24 to 192 lab hours plus 16 hours by arrangement per term. **Recommended Preparation:** interscholastic baseball. Training class for students seeking to participate in Varsity Baseball. Practice in fundamental as well as advanced skills and techniques in baseball. Written and practical testing. (May be taken four times for a maximum of 16 units.) (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 111.1 BASKETBALL I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 111.2 BASKETBALL II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 111.3 BASKETBALL III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction at an advanced level

in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 111.4 BASKETBALL IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction at an expert level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 118 ADVANCED BASKETBALL: WOMEN (.5-3)** Minimum of 24 to 144 lab hours plus 16 hours by arrangement per term. **Recommended Preparation:** interscholastic basketball. A class for women wishing to compete on Women's Varsity Basketball Team. Advanced skills of basketball play; development of team play. (May be taken four times for a maximum of 12 units.) (AA: Area E4, CSU, UC\*)

**TEAM 119 TOURNAMENT BASKETBALL FOR WOMEN (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours plus 6 to 8 hours by arrangement per term. **Recommended Preparation:** High school interscholastic basketball experience. Major concepts of basketball; defense, offense, conditioning, strategies and rules taught in tournament format. Designed for the advanced student with previous interscholastic or intercollegiate experience. (May be taken four times for a maximum of 4 units.) (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 135 ADVANCED FOOTBALL AND CONDITIONING (.5-2.5)** Minimum of 24 to 120 lab hours per term. **Recommended Preparation:** interscholastic varsity football experience. 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. (May be taken four times for a maximum of 10 units.) (AA: Area E4, CSU, UC\*)

**TEAM 148.1 INDOOR SOCCER I (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at a beginning level. (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 148.2 INDOOR SOCCER II (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an intermediate level. (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 148.3 INDOOR SOCCER III (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced level. (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 148.4 INDOOR SOCCER IV (.5 or 1)** (Pass/No Pass or letter grade option.) Minimum of 24 or 48 lab hours per term. Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an expert level. (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 150 SOFTBALL (.5 or 1)** Minimum of 24 or 48 lab hours plus 16 hours by arrangement per term. Basic skills, strategy, and practice in softball. Includes batting, catching, throwing, rules of play, and team strategy through round-robin competition. (May be taken four times for a maximum of 4 units.) (AA: Area E4, CSU, UC\*)



**TEAM 158 ADVANCED SOFTBALL: WOMEN (.5-2)** (*Pass/No Pass or letter grade option.*) Minimum of 24 to 96 lab hours per term. **Recommended Preparation:** previous competition at the high school level, Interscholastic softball. A training class for women interested in participating on the Women's Varsity Softball team. Emphasizes advanced skills of softball, including team play, offense and defense. (May be taken four times for a maximum of 8 units.) (AA: Area E4, CSU: Area E2, UC\*)

**TEAM 165 ADVANCED TRACK AND FIELD: MEN AND WOMEN (.5-2)** Minimum of 24 to 96 hours plus 16 hours by arrangement per term. **Recommended Preparation:** interscholastic participation in track and field or cross country. Designed to increase conditioning through weight training, with emphasis on individual needs in specific track events. Includes running and instruction in all aspects of track and field. Designed for athletes planning to participate in Varsity Track and Field in the spring semester. (May be taken four times for a maximum of 8 units.) (AA: Area E4, CSU, UC\*)

**TEAM 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**TEAM 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**TEAM 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**TEAM 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Intercollegiate Sports (VARS)

Participation in varsity sports is available to students who possess the highest level of athletic proficiency. Participation includes competition against colleges in the Coast Conference and other California Community Colleges. Student-athletes must be actively enrolled and attending 12 units during their first semester of competition (9 of which must be academic) including enrollment in the varsity sport class. Student-athletes must maintain a 2.0 grade point average and have passed a cumulative 24 units (18 of which must be academic) to qualify for their second season of the same sport. Student-athletes can only compete in two years of the same sport. 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 of which a maximum of 8 units may be earned during the summer session. Participants must pass a physical examination prior to being released to compete. See Athletic Director for more information.

**VARS 100 VARSITY BASEBALL (2)** Maximum of 175 lab hours per term. **Recommended Preparation:** interscholastic participation in varsity baseball. Intercollegiate varsity baseball competition in the Coast Conference and with other community colleges. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 105 VARSITY BASEBALL CONDITIONING (.5-1)** (*Pass/No Pass or letter grade option.*) Minimum of 24 to 48 lab hours plus 16 hours by arrangement per term. A class for members of the CSM Baseball team to condition themselves for intercollegiate baseball competition through a program of stretching, weight training and running and other fitness activities related to the physiological development of student-athletes

competing in baseball. (May be taken four times for a maximum of 4 units.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 130 VARSITY FOOTBALL (2)** Maximum of 175 lab hours per term. **Recommended Preparation:** interscholastic participation. 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. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 133 OFFENSIVE VARSITY FOOTBALL LAB (.5-3)** (*Pass/No Pass or letter grade option.*) Minimum of 24 to 144 lab hours plus 16 hours by arrangement per term. Maintenance weight training program for in-season competition. Emphasis will be on free weights, flexibility exercises, and anaerobic training. Instruction on form, technique, and muscle development. Participation will increase muscle size, strength, and endurance. (May be taken four times for a maximum of 12 units.) (AA: Area E4, CSU: Area E2)

**VARS 134 DEFENSIVE VARSITY FOOTBALL LAB (.5-3)** (*Pass/No Pass or letter grade option.*) Minimum of 24 to 144 lab hours plus 16 hours by arrangement per term. Maintenance weight training program for in-season competition. Emphasis will be on free weights, flexibility exercises, and anaerobic training. Instruction on form, techniques, and muscle development. Participation will increase muscle size, strength, and endurance. (May be taken four times for a maximum of 12 units.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 160 VARSITY SWIM (2)** (*Pass/No Pass or letter grade option.*) Maximum of 175 lab hours per term. **Prerequisite:** This is an intercollegiate swim class that requires extensive swimming. Must be able to swim one length without touching the bottom or side walls. Intercollegiate swim competition. Emphasizes both the conditioning and the proper technique of all strokes with emphasis on how to swim efficiently, effectively and faster. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 172 VARSITY CROSS COUNTRY: MEN AND WOMEN (2)** (*Pass/No Pass or letter grade option.*) Maximum of 175 lab hours per term. Intercollegiate Men's and Women's Cross Country and distance running competition in the Coast Conference; participation in conference, invitational, regional and State meets. Men's competitive distance is 4 miles. Women's is 5 kilometers. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 185 VARSITY TRACK AND FIELD: MEN AND WOMEN (2)** Maximum of 175 lab hours per term. **Recommended Preparation:** interscholastic participation in track and field or cross country. Varsity Track and Field competition for men and women in the Coast Conference. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 300 VARSITY BASKETBALL: WOMEN (2)** Maximum of 175 lab hours per term. **Recommended Preparation:** interscholastic participation in basketball. Intercollegiate competition in the Coast Conference and California Championships. (May be taken four times for a maximum of

8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 320 VARSITY SOFTBALL FOR WOMEN (2)** *Maximum of 175 lab hours per term. Recommended Preparation: interscholastic participation in softball and TEAM 158.* Intercollegiate women's varsity softball competition in the Coast Conference and State championships. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 400 WOMEN'S VARSITY WATER POLO (2)** *(Pass/No Pass or letter grade option.) Maximum of 175 lab hours per term. Prerequisite: This is an intercollegiate water polo class that requires extensive swimming. Must be able to swim one length without touching the bottom or side walls.* Intercollegiate competition in water polo for women. Daily practice and competitions as scheduled. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC\*)

**VARS 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**VARS 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**VARS 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**VARS 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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
Men's Basketball	Men's Basketball
Men's Soccer	Men's Soccer
Women's Golf	Women's Wrestling
Women's Soccer	Women's Badminton
Women's Volleyball	Women's Soccer
	Women's Volleyball

## Theory (P.E.)

**P.E. 101 THEORY OF BASEBALL (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term.* Concepts of modern baseball are explored including: strategy, coaching techniques, history, game rules and umpiring; developmental drills, theory of strength and conditioning programs and fundamentals of coaching youth baseball. This is NOT an activity class. (AA, CSU, UC\*)

**P.E. 102 THEORY OF OFFENSIVE FOOTBALL (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term.* Current concepts of offense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's offensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. This is NOT an activity class. (AA, CSU, UC\*)

**P.E. 103 THEORY OF DEFENSIVE FOOTBALL (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term.* Current concepts of defense are examined using game footage, practice, and computer assisted analysis. Concepts are examined and applied to attack opponent's defensive strategies. Strategy, techniques, game rules, development drills, strength and conditioning programs are covered. This is NOT an activity class. (AA, CSU, UC\*)

**P.E. 104 THEORY OF SPECIAL TEAMS (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term.* Current concepts of special teams are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's special teams strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. This is NOT an activity class. (AA, CSU, UC\*)

**P.E. 106 THEORETICAL ANALYSIS OF SOFTBALL (3)** *Minimum of 48 lecture hours per term.* Current concepts of softball are examined using game footage, practices, and computer assisted analysis. Strategy to be covered include, but are not limited to: the short game (bunting, hit and run, squeeze play), when to play for the big inning, batting in different counts, batting in different scenarios. Techniques, game rules, developmental drills, and proper softball strength and conditioning programs are covered. This is NOT an activity class. (AA, CSU, UC\*)

**P.E. 135 INTRODUCTION TO COLLEGE AND INTERCOLLEGIATE ATHLETICS (2)** *(Pass/No Pass or letter grade option.) Minimum of 32 lecture hours plus 16 hours by arrangement per term.* Designed for student athletes. Instruction on how to get organized; take effective notes, prepare for tests and quizzes. Provides organizational skills for a lifetime. Teaches attitude development while building self-esteem. Course can also address various college services, community college eligibility requirements, and NCAA/NAIA transfer regulations. Study skills instruction and academic planning. Extra supplies may be required. This is NOT an activity class. (AA, CSU, UC\*)

**P.E. 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**P.E. 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**P.E. 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**P.E. 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Learning Center

**LCTR 100 EFFECTIVE TUTORING (1)** *(Pass/No Pass or letter grade option.) Minimum of 8 lecture and 24 lab hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 or ESL 400 and READ 830.* Explores a variety of procedures for understanding and utilizing effective peer tutoring practices. Under guided supervision, students use classroom experiences to connect theory to practice. Communication and study strategies, course specific tutoring expertise, and techniques for working with students from diverse cultural and academic backgrounds are emphasized. (AA, CSU)

**LCTR 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE (0)**  
**Corequisite:** concurrent enrollment in a course in which tutorial/academic assistance is being provided. Under the supervision of the Director the Learning Center, students receive academic assistance such as tutoring or computerized supplemental instruction in areas of academic need. Students receive computerized supplemental instruction in assignments or tutoring by tutors who have demonstrated competence in specific subject, skill and/or discipline and who have successfully completed a tutor training course. (Units do not apply toward AA/AS degree.)

**LCTR 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**LCTR 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**LCTR 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**LCTR 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Library Studies

**LIBR 100 INTRODUCTION TO LIBRARY RESEARCH (1)** (Pass/No Pass or letter grade option.) Minimum of 16 lecture hours per term. An introduction to library resources and research. Provides a practical, hands-on introduction to library research. Topics covered include formulating and refining a research question, library organization, using reference materials, searching the online catalog and databases, avoiding plagiarism, and citing sources. (AA: Area C3+E5d, CSU, UC)

**LIBR 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**LIBR 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**LIBR 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**LIBR 880 – 889 EXPERIMENTAL COURSE (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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## Management

**MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. An examination of business management theory and practices with application to the nature and challenges of today's business environment. Includes the management skills needed to achieve both business and employee goals including employee cycle management, business cycle management, problem solving and decision making, diagnosing and managing performance for individuals, teams and organizations (AA: Area E5d, CSU)

**MGMT 215 MANAGEMENT OF HUMAN RESOURCES (3)** Minimum of 48 lecture hours per term. This course is an overview of the Fundamentals of Human Resource Management to include: HR Strategy and Planning, Recruiting, Training and Development methods, basics of Compensation and Benefits, contemporary HR Policies and Practices, Government Regulation ( EEOC, OSHA), Employee and Labor Relations. (AA, CSU)

**MGMT 220 ORGANIZATIONAL BEHAVIOR (3)** Minimum of 48 lecture hours per term. Organizational behavior examines components of modern business including, 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 organizational conflict. (AA, CSU)

**MGMT 235 TECHNIQUES OF SUPERVISION (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Role of the supervisor: understanding and motivating employees; leadership, communications, problem solving, and decision-making; employee training, performance evaluation, and labor relations; supervising different types of workers; delegation; improving work methods; reducing costs; planning and managing time. (AA, CSU)

**MGMT 265 PROJECT MANAGEMENT (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. Principle functions of contemporary project management, including defining, organizing, tracking, controlling and communicating information in order to meet project goals. Focuses on the science of project management as well as the art of managing projects. (AA, CSU)

**MGMT 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**MGMT 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**MGMT 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

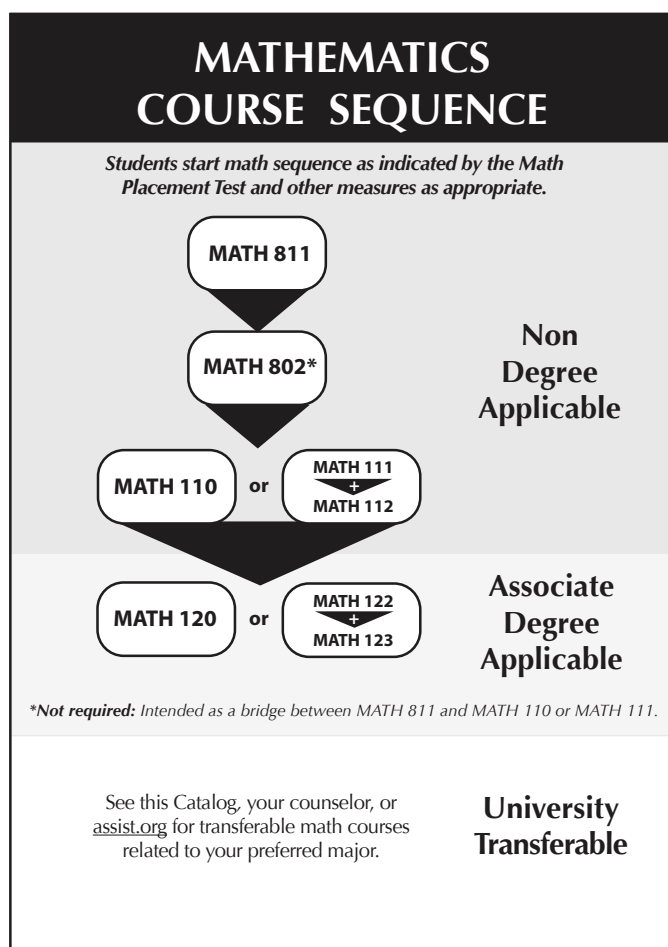
**MGMT 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)



## Mathematics

(Also see Business 115, 810)

The normal sequences of mathematics are:



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.

Prerequisites are listed in the descriptions that follow. A grade of C or higher is required for all prerequisite courses. Extra supplies may be required in all Mathematics classes except MATH 811.

**MATH 110 ELEMENTARY ALGEBRA (5)** Minimum of 80 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** appropriate score on the College Placement Test or MATH 811 or MATH 802. **Recommended Preparation:** concurrent enrollment in READ 830. A study of elementary algebra including introduction to: signed number operations, order of operations, linear equations and inequalities in one and two variables, systems of linear equations, exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations, and quadratic equations. (Units do not apply toward AA/AS degree.)

**MATH 111 ELEMENTARY ALGEBRA I (FIRST HALF) (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** appropriate score on the College Placement Test or MATH 811 or MATH 802. **Recommended Preparation:** concurrent enrollment in READ 830. Covers the first half of MATH 110. First half of a study of elementary algebra including introduction to: signed number operations, order of operations, linear equations and inequalities in one and two variables, systems of linear equations, exponents. (Units do not apply to AA/AS degree.)

**MATH 112 ELEMENTARY ALGEBRA II (SECOND HALF) (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 111. **Recommended Preparation:** concurrent enrollment in READ 830. Covers the second half of MATH 110. Second half of a study of elementary algebra including introductions to: exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations and quadratic equations. (Note: MATH 111 and MATH 112 together are the equivalent of MATH 110.) (Units do not apply to AA/AS degree.)

**MATH 115 GEOMETRY (5)** Minimum of 80 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 110 or 112 OR appropriate score on the College Placement Test. **Recommended Preparation:** READ 825 or equivalent reading skill level as indicated by reading placement test. Study of the properties of plane and solid figures, using formal logic and the real number system. (AA)

**MATH 120 INTERMEDIATE ALGEBRA (5)** Minimum of 80 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 110 or 112 OR appropriate score on the College Placement Test. **Recommended Preparation:** eligibility for READ 400 or an equivalent level of reading proficiency. A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. (AA: Area C1+E2c)

Note: MATH 122 and MATH 123 together are the equivalent of MATH 120.

**MATH 122 INTERMEDIATE ALGEBRA I (FIRST HALF) (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 110 or 112 or higher OR appropriate score on the College Placement Test. **Recommended Preparation:** MATH 115 and READ 830. First half of MATH 120, a comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. MATH 122 and 123 together are equal to MATH 120. (AA)



**MATH 123 INTERMEDIATE ALGEBRA II (SECOND HALF) (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 122. **Recommended Preparation:** MATH 115 and READ 830. Covers the Second half of MATH 120, a comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. Math 122 and 123 together are equivalent to Math 120. (AA: Area C1 + E2c)

**MATH 125 ELEMENTARY FINITE MATHEMATICS (3)** Minimum of 48 lecture hours plus 16 hours by arrangement. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test. **Recommended Preparation:** eligibility for READ 400 or an equivalent level of reading proficiency. An introduction to finite mathematics, including systems of linear equations and inequalities, matrices, set theory, logic, combinatorial techniques, elementary probability, linear programming, and mathematics of finance, with particular emphasis on applications. (AA: Area C1 and E2c, CSU: Area B4, UC: Area 2A)

**MATH 130 ANALYTIC TRIGONOMETRY (4)** Minimum of 64 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test. **Recommended Preparation:** MATH 115 and READ 400 or 405. Trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations; radian measure; inverse functions; and solution of triangles. (AA: Area E2c, CSU: Area B4)

**MATH 145 LIBERAL ARTS MATHEMATICS (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test. **Recommended Preparation:** READ 400 or an equivalent level of reading proficiency. An examination of important concepts of mathematics and of mathematics as a tool for decision making. Topics and applications may include aspects of the history of mathematics, problem solving, counting methods, elementary number theory, sets, Euclidean and non-Euclidean geometry, Platonic solids, topology and logic. (AA: Area C1, C3 and E2c, CSU: Area B4, UC: Area 2A)

**MATH 200 ELEMENTARY PROBABILITY AND STATISTICS (4)** Minimum of 64 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test. **Recommended Preparation:** eligibility for READ 400 or an equivalent level of reading proficiency and eligibility for ENGL 100 or 105. Representation and interpretation of data, use and misuse of statistics, graphical display of distributions, measures of central tendency and dispersion, probability, sampling distributions, statistical inference (including ANOVA), contingency tables, regression and correlation. (AA: Area C1 + E2c, CSU: Area B4, UC: Area 2A\*)

**MATH 222 PRECALCULUS (5)** Minimum of 80 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 130 OR appropriate score on the College Placement Test. **Recommended Preparation:** READ 400 or an equivalent level of reading proficiency. Study of more advanced algebra including the theory of equations, complex numbers, logarithmic and exponential functions, sequences and series, review of trigonometry and topics of analytic geometry. (AA: Area C1 + E2c, CSU: Area B4, UC: Area 2A)

Note: The prerequisites for MATH 242 are both MATH 130 and MATH 241. Students planning to take both MATH 241 and 242 should take MATH 130 prior to entering MATH 241.

**MATH 241 APPLIED CALCULUS I (5)** Minimum of 80 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test. **Recommended Preparation:** eligibility for READ 400 or an equivalent level of reading proficiency. 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.) (AA: Area C1 + E2c, CSU: Area B4, UC: Area 2A\*)

**MATH 242 APPLIED CALCULUS II (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 130 and 241. **Recommended Preparation:** eligibility for READ 400 or an equivalent level of reading proficiency. Further work in differentiation and integration, trigonometric functions, calculus of functions of several variables, and selected topics from differential equations. (AA, CSU: Area B4, UC: Area 2A\*)

**MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I (5)** Minimum of 80 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 222 OR appropriate score on the College Placement Test. **Recommended Preparation:** eligibility for READ 400 or an equivalent level of reading proficiency. Study of limits, continuity, the derivative and its applications, and the definite integral. (AA: Area C1 + E2c, CSU: Area B4, UC: Area 2A\*)

**MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II (5)** Minimum of 80 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 251. **Recommended Preparation:** eligibility for READ 400 or an equivalent level of reading proficiency. Study of the Fundamental Theorem of Calculus, techniques of integration, applications of the definite integral, exponential, logarithmic and hyperbolic functions, polar coordinates, conic sections, infinite series, Taylor series, and Taylor's formula. (AA, CSU: Area B4, UC: Area 2A\*)

**MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III (5)** Minimum of 80 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 252. **Recommended Preparation:** eligibility for READ 400 or an equivalent level of reading proficiency. Study of the calculus of functions of several independent variables, partial derivatives, vectors and vector calculus to include Green's theorem, Stokes' theorem, and the divergence theorem. (AA, CSU: Area B4, UC: Area 2\*)

**MATH 268 DISCRETE MATHEMATICS (4)** Minimum of 64 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 251. **Recommended Preparation:** READ 400 or 405. Covers topics in discrete mathematics with particular emphasis on applications to computer science. Includes logic, sets, functions and relations, mathematical induction, recursion, Boolean algebra, elementary number theory, and probability. Extra supplies may be required. (AA, CSU: Area B4, UC: Area 2A)

**MATH 270 LINEAR ALGEBRA (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 252. **Recommended Preparation:** READ 400 or 405. Vectors and matrices applied to linear equations and linear transformations; real and inner product spaces. (AA, CSU: Area B4, UC: Area 2A)

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (3)** Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** MATH 253. **Recommended Preparation:** READ 400 or 405. With permission of the instructor, may be taken concurrently with MATH 253. 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. (AA, CSU: Area B4, UC: Area 2A)

Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

**MATH 329 HONORS PROJECT SEMINAR (2)** *Minimum of 32 lecture hours per term.* Interdisciplinary seminar designed for students admitted into the honors program. Students develop honors level scholarly projects corresponding to a selected transfer course in which they are concurrently enrolled. Intensive instruction in diverse research methods; emphasis on collaboration and various strategies for achieving academic excellence. (AA, CSU)

**MATH 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**MATH 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**MATH 802 PREPARATION FOR ALGEBRA (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. Prerequisite: MATH 811. Recommended Preparation: completion of or concurrent enrollment in READ 825.* Designed for students who have a solid foundation in arithmetic skills but need to develop pre-algebra skills before taking a first developmental algebra course. Intended to serve as a bridge between Arithmetic review and Elementary algebra. Topics include: quick review and practice in fundamental arithmetic skills, operations involving signed numbers, variables and variable expressions, simple linear equations and their graphs, measurements, exponents, introduction to polynomials, and some practical applications. (Units do not apply toward AA/AS degree.)

**MATH 811 ARITHMETIC REVIEW WITH PRE ALGEBRA (3)** *(Pass/No Pass grading.) Minimum of 48 lecture hours per term. Recommended Preparation: ENGL 828.* Basic arithmetic involving whole numbers, signed numbers, fractions, decimals, and percents; estimation, number sense, order of operation, area and volume and other applications. In addition to the normal lecture requirements, this course also includes 32 hours of lecture without homework. (Units do not apply toward AA/AS degree.)

**MATH 850 MATHEMATICS SUPPLEMENT I (.5-2)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 96 hours by arrangement per term.* For students who need to strengthen their basic math skills. Instructor will help students identify deficiencies and promote mastery of skills necessary for success in developmental mathematics courses. (Units do not apply toward an AA/AS degree.)

**MATH 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**MATH 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## 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 Enrollment Services, 574-6590.

**680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

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## Modern Languages

Students who expect to transfer to a four-year institution are strongly advised to study a modern language at CSM.

For information on specific languages, see Chinese 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.

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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## Music

**MUS. 100 FUNDAMENTALS OF MUSIC (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 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. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**MUS. 101 MUSICIANSHIP I (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: MUS. 100 and eligibility for ENGL 838 or 848.* The study of musical notation, tonality, rhythm, meter, intervals and triadic forms through aurally based exercises and related performance skills. Emphasis is on training the ear through sight singing, dictation (melodic, rhythmic and harmonic) and basic keyboard exercises. Concurrent enrollment in MUS 131 is strongly recommended for music majors. (AA, CSU, UC) (C-ID MUS 125)

**MUS. 102 MUSICIANSHIP II (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: MUS. 101.* Continuation of applied aural and performance skills introduced and developed in MUS 101. Ear training, sight singing, and melodic, harmonic and rhythmic dictation are emphasized. Specific topics include harmonic progression, triadic structures and patterns in tonal melodies, more complex rhythmic patterns, as well as developing skills in musical transcription and basic keyboard harmony. Concurrent enrollment in MUS 132 strongly recommended for music majors. (AA, CSU, UC) (C-ID MUS 135)

**MUS. 103 MUSICIANSHIP III (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: MUS. 102.* Continuation of aural and performance skills introduced in MUS 102. Advanced tonal topics include chromaticism in sight singing and dictation (melodic and harmonic), modulation and irregular meter. Greater emphasis is placed on transcribing music, rhythmic and sight singing in performance, and other aurally relevant projects. Concurrent enrollment in MUS 133 strongly recommended for music majors. (AA, CSU, UC) (C-ID MUS 145)

**MUS. 104 MUSICIANSHIP IV (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* MUS. 103. Continuation of aural, performance, and analytical skills developed in MUS 103. Advanced topics include: further chromaticism and modulation in tonal music; atonal melody using fixed-do solfege; 20th rhythmic systems; modal & synthetic scales/melodies; and the tone row. Greater emphasis is placed on independent project-based work. Concurrent enrollment in MUS 134 strongly recommended for music majors. (AA, CSU, UC)

**MUS. 131 HARMONY I (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* MUS. 100 and eligibility for ENGL 838 or 848. An in-depth exploration into the basic structures of tonal music and how these elements intertwine. Topics include meter, scales, keys, intervals and triads, transposition, phrase structure, Roman numeral analysis, and an introduction to voice leading in 4 parts. Assignments focus on building solid written skills, contextual analysis of classical and popular music, and creative composition. Students with no prior music experience should take Music 100 first. Concurrent enrollment in MUS 101 and strongly recommended for music majors. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**MUS. 132 HARMONY II (3)** *Minimum for 48 lecture hours per term. Recommended Preparation:* MUS. 131. Topics include principles of diatonic harmonic progression, dominant and non-dominant 7th chords, voice leading, harmonization, and an introduction to two-part counterpoint, modulation and secondary/applied chords. Analyze both classical and popular music using Roman numerals and popular lead sheet symbols. Assignments emphasize part writing skills and creative composition. Concurrent enrollment in MUS. 102 strongly recommended for music majors. (AA, CSU, UC)

**MUS. 133 HARMONY III (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* MUS. 132. The study of chromatic harmony including secondary chords, borrowed chords, augmented and Neapolitan 6th chords, as well as more advanced modulatory techniques. Contextual analysis of classical, jazz, and popular music. Emphasis is on written, analytical, and creative skills. Concurrent enrollment in MUS. 103 strongly recommended for music majors. (AA, CSU, UC)

**MUS. 134 HARMONY IV (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* MUS 133. A continuation of the study of chromatic harmony (including chromatic mediants, altered dominants, 9th, 11th, and 13th chords, and enharmonic reinterpretation and modulation) as well as an exploration of 20th century trends and the gradual dissolution of tonality. Explore topics such as new scale and tonal structures, advanced approaches to meter and rhythm, atonality and set theory. Concurrent enrollment in MUS. 104 strongly recommended for music majors. (AA, CSU, UC)

**MUS. 202 MUSIC LISTENING AND ENJOYMENT (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* eligibility for ENGL 838 or 848. No musical experience required. 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. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**MUS. 231 AFRO-LATIN PERCUSSION ENSEMBLE I (2)** *(Pass/No Pass or letter grade option.) Minimum of 32 lecture and 16 lab hours plus 48 individual practice hours per term. No previous musical training required. Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of*

artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. The conga drum is the main instrument of this class. (AA, CSU, UC)

**MUS. 232 AFRO-LATIN PERCUSSION ENSEMBLE II (2)** *(Pass/No Pass or letter grade option.) Minimum of 32 lecture and 16 lab hours plus 48 individual practice hours per term. Prerequisite:* MUS 231. Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. Students will build on the skills developed in MUS 231: Afro-Latin Percussion Ensemble, by singing and playing simultaneously, and by playing additional instruments including güiro and cowbell (cencerro), as well as by incorporating more complex rhythms, rhythmic exercises, and variations of fundamental rhythms. (AA, CSU, UC)

**MUS. 233 AFRO-LATIN PERCUSSION ENSEMBLE III (2)** *(Pass/No Pass or letter grade option.) Minimum of 32 lecture and 16 lab hours plus 48 individual practice hours per term. Prerequisite:* MUS 232. Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. Students will build on the skills developed in MUS 232: Afro-Latin Percussion Ensemble 2, by singing and playing more intricate rhythms simultaneously, playing additional instruments including the timbales, as well as by incorporating a wide variety of listening exercises, and incorporating more complex rhythms, rhythmic exercises, and variations of fundamental rhythms. (AA, CSU, UC)

**MUS. 234 AFRO-LATIN PERCUSSION ENSEMBLE IV (2)** *(Pass/No Pass or letter grade option.) Minimum of 32 lecture and 16 lab hours plus 48 individual practice hours per term. Prerequisite:* MUS 233. Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. Students will build on the skills developed in MUS 233: Afro-Latin Percussion 3, through fundamental improvisation, as well as by incorporating more complex rhythms, rhythmic exercises, and variations of fundamental rhythms. (AA, CSU, UC)

**MUS. 250 WORLD MUSIC (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* eligibility for ENGL 838 or 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. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**MUS. 275 HISTORY OF JAZZ (3)** *Minimum of 48 lecture hours per term. Recommended Preparation:* eligibility for ENGL 838 or 848. The study of



the historical and sociological development of jazz since 1900, with emphasis on instrumental and vocal jazz and the role of jazz in our culture. Attendance required at a minimum of three live jazz performances. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

**MUS. 290 ELECTRONIC MUSIC I (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 32 lecture and 48 lab hours per term.* Learn to create, produce and record music in a variety of genres using current music technology. Gain hands-on experience in electronic music studio techniques including: digital recording, audio editing, signal processing, mixing, sampling, MIDI, synthesizers and drum machines. Acquire a historic perspective of the development of electronic music and an understanding of acoustics as applied to music production. Develop your listening skills and your appreciation for a wide variety of electronic music and for the world of sound. Great introductory course for aspiring singer/songwriters, musicians, composers, producers, sound designers and sound artists. No previous musical experience necessary. (AA, CSU)

**MUS. 291 ELECTRONIC MUSIC II (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 48 lecture and 16 lab hours per term.* **Recommended Preparation:** MUS. 290. Continue developing your electronic music production skills by focusing on MIDI sequencing and editing, audio multi-tracking, electronic orchestration, live performance, and compositional methods. Further explore and integrate synthesizers, drum machines, software plug-ins, virtual synthesizers and MIDI controllers with digital music production software, specifically Logic Pro Studio. Deepen your critical listening skills through practice, awareness of historical context of electronic music, and a greater understanding of acoustics. (AA, CSU)

**MUS. 292 SOUND CREATION: SAMPLING AND SYNTHESIS (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 32 lecture and 48 lab hours per term.* **Recommended Preparation:** MUS. 290. Create original sounds for composition, live performance, and sound effects. Fully utilize the technical and artistic potential of synthesizers and samplers. Study the nature of musical instruments and environmental sounds. From an historical as well as a technical perspective, analyze synthesized and sampled sounds found in experimental and popular music. Specific synthesis techniques covered include: analog modular synthesis, FM synthesis, additive synthesis, granular synthesis and physical modeling. (AA, CSU)

**MUS. 293 AUDIO FOR VISUAL MEDIA (3)** (*Pass/No Pass or letter grade option.*) *Minimum of 48 lecture and 16 lab hours per term.* **Recommended Preparation:** MUS. 290 and 291. Using a wide-variety of sound production techniques and software tools, create a completely original soundtrack for film or video. Compose, orchestrate and arrange original music; design original sound effects; develop a personal sound library; create and record Foley and voice-overs. Make use of SMPTE and MTC to synchronize all your sound and music to picture. Analyze the narrative, spatial and emotive content of soundtracks. Examine the history of sound design through studying various media including theater, radio, film, and video games. (AA, CSU)

**MUS. 301 PIANO I (2)** *Minimum of 32 lecture and 16 lab hours plus 48 hours by arrangement per term.* **Recommended Preparation:** MUS. 100 and eligibility for ENGL 838 or 848. 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. (AA, CSU, UC\*)

**MUS. 302 PIANO II (2)** *Minimum of 32 lecture and 16 lab hours plus 48 hours by arrangement per term.* **Prerequisite:** MUS. 301. **Recommended Preparation:** eligibility for ENGL 838 or 848. Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. (AA, CSU, UC\*)

**MUS. 303 PIANO III (2)** *Minimum of 32 lecture and 16 lab hours plus 48 hours by arrangement per term.* **Prerequisite:** MUS. 302. **Recommended Preparation:** eligibility for ENGL 838 or 848. Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. (AA, CSU, UC\*)

**MUS. 304 PIANO IV (2)** *Minimum of 32 lecture and 16 lab hours plus 48 hours by arrangement per term.* **Prerequisite:** MUS. 303. **Recommended Preparation:** eligibility for ENGL 838 or 848. Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. (AA, CSU, UC\*)

**MUS. 371 GUITAR I (2)** *Minimum of 32 lecture and 16 lab hours plus 48 hours by arrangement per term.* **Recommended Preparation:** MUS. 100. 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. (AA, CSU, UC\*)

**MUS. 372 GUITAR II (2)** *Minimum of 32 lecture and 16 lab hours plus 48 hours by arrangement per term.* **Prerequisite:** MUS. 371. Continuation of Music 371 with emphasis on solo performances. Students must supply their own instruments. (AA, CSU, UC\*)

**MUS. 373 GUITAR III (2)** *Minimum of 32 lecture and 16 lab hours plus 48 hours by arrangement per term.* **Prerequisite:** MUS. 372. Continuation of MUS. 372 with emphasis on solo performances. Students must supply their own instruments. (AA, CSU, UC\*)

**MUS. 374 GUITAR IV (2)** *Minimum of 32 lecture and 16 lab hours plus 48 hours by arrangement per term.* **Prerequisite:** MUS. 373. Continuation of Music 373 with emphasis on solo performances. Students must supply their own instruments. (AA, CSU, UC\*)

**MUS. 401 VOICE I (1)** *Minimum of 48 lab hours plus 32 practice room hours per term.* Elementary vocal problems analyzed and corrected through exercises and songs. (AA, CSU, UC\*)

**MUS. 402 VOICE II (1)** *Minimum of 48 lab hours plus 32 practice room hours per term.* **Prerequisite:** MUS. 401. Intermediate songs and recital performance as ability merits. (AA, CSU, UC\*)

**MUS. 403 VOICE III (1)** *Minimum of 48 lab hours plus 32 practice room hours per term.* **Prerequisite:** MUS. 402. Advanced songs and recital performance as ability merits. (AA, CSU, UC\*)

**MUS. 404 VOICE IV (1)** *Minimum of 48 lab hours plus 32 practice room hours per term.* **Prerequisite:** MUS. 403. Advanced songs and recital performance as ability merits. (AA, CSU, UC\*)

**MUS. 424 SMALL JAZZ ENSEMBLES (2)** *Minimum of 16 lecture hours and 48 lab hours per term.* **Prerequisite:** demonstration, through audition, of intermediate level proficiency in instrumental or vocal technique, and music reading. Preparation and performance of literature for jazz trios, quartets, or quintets. Course emphasizes jazz improvisational and ensemble performance, sight-reading, and the ability to perform a variety of jazz styles in a small group environment. Open to all students by audition. Participation at all scheduled performances is required. Auditions held at first class meeting. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. (AA, CSU, UC)



**MUS. 425 CONTEMPORARY JAZZ COMBO (2)** *Minimum of 16 lecture hours and 48 lab hours per term. Prerequisite: demonstration, through audition, of intermediate to advanced level proficiency in instrumental or vocal technique, and music reading.* Preparation and performance of literature from the Hard Bop Era of the 1960's to current contemporary repertoire for jazz combo. Course emphasizes jazz improvisational and ensemble performance, sight-reading, and the ability to perform a variety of jazz styles in a small group environment. Open to all students by audition. Auditions held at first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. (AA, CSU, UC)

**MUS. 429 WIND ENSEMBLE (1.5)** *Minimum of 8 lecture hours and 48 lab hours per term. Prerequisite: demonstration, through audition, of advanced level proficiency in instrumental technique, and music reading.* Preparation and performance of advanced level literature from the contemporary and traditional wind band repertoire. Course emphasizes performance of a variety of band styles, meters, and sight-reading. Open to all students by audition. Auditions will take place at the first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. (AA, CSU, UC)

**MUS. 430 SYMPHONIC BAND (1)** *Minimum of 48 lab hours per term. Prerequisite: demonstration of proficiency on band instrument.* Correct playing techniques as well as group performance of band literature will be emphasized. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. (AA, CSU, UC\*)

**MUS. 451 JAZZ WORKSHOP (1)** *(Pass/No Pass or letter grade option.) Minimum of 48 lab hours per term. Prerequisite: demonstration of proficiency on musical instrument.* Correct playing techniques as well as group performance of intermediate collegiate level jazz literature for the big band will be emphasized. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. (AA, CSU, UC\*)

**MUS. 452 REPERTORY JAZZ BAND (1)** *Minimum of 48 lab hours per term. Prerequisite: demonstration of advanced proficiency on musical instrument.* Group performance of advanced collegiate level jazz literature for the big band will be emphasized. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. (AA, CSU, UC\*)

**MUS. 454 JAZZ WORKSHOP BIG BAND (1.5)** *Minimum of 8 lecture hours and 48 lab hours per term. Prerequisite: Demonstration, through audition, of intermediate to advanced level proficiency in instrumental technique, music reading, and jazz improvisation.* Preparation and performance of literature for the big band from 1960 to current contemporary repertoire. Course emphasizes large group jazz performance of a variety of jazz styles, sight-reading, and jazz improvisation in a big band setting. Open to all students by audition. Auditions will take place at the first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. (AA, CSU, UC)

**MUS. 455 JAZZ ENSEMBLE (1.5)** *Minimum of 8 lecture hours and 48 lab hours per term. Prerequisite: demonstration, through audition, of advanced level proficiency in instrumental technique, music reading, and jazz improvisation.* Preparation and performance of advanced level literature from the contemporary large group repertoire. Course emphasizes big band jazz performance of a variety of jazz styles, meters, sight-reading, and

jazz improvisation in a big band setting. Open to all students by audition. Auditions will take place at the first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. (AA, CSU, UC)

**MUS. 665 SPECIAL TOPICS IN MUSIC PERFORMANCE (.5-1)** *(Pass/No Pass grading.) Minimum of 8 to 16 lecture hours plus up to 96 lab hours by arrangement per term. Prerequisite: demonstration of proficiency.* Advanced study in specialized areas of the performing arts. Designed for vocalists, pianists, and instrumentalists, this course provides for extended in-depth study of both performance practice and performance art using selected themes as listed in the *Schedule of Classes*. (AA, CSU)

**MUS. 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**MUS. 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**MUS. 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**MUS. 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Nursing

### Registered Nursing

The courses NURS 211, 212, 221, 222, 225, 231, 232, 235, 241, 242, 245, 620, 808, 809, and 815 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 National Council Licensing Exam (NCLEX).

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**NURS 211 INTRODUCTION TO NURSING (4.5)** *Minimum of 32 lecture hours and 120 lab hours plus 16 hours by arrangement per term. Prerequisite: admission to the A.S. Degree Nursing Program. Corequisite: 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.) (AA, CSU)

**NURS 212 CONCEPTS OF HOMEOSTASIS IN NURSING (4.5)** *Minimum of 32 lecture hours and 120 lab hours plus 16 hours by arrangement per term. Prerequisite: NURS 211. Corequisite: 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 homeostasis. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Fall only.) (AA, CSU)

**NURS 221 PEDIATRIC NURSING (4.5)** *Minimum of 40 lecture and 96 lab hours plus 16 hours by arrangement per term. Prerequisite: NURS 212. Corequisite: concurrent enrollment in NURS 225.* Developmental assessment and common health issues from infancy to young adulthood. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Spring only.) (AA, CSU)

**NURS 222 MATERNITY NURSING (4.5)** *Minimum of 40 lecture and 96 lab hours plus 16 hours by arrangement per term. Prerequisite:* 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.) (AA, CSU)

**NURS 225 NURSING SKILLS LAB II (.5)** *(Pass/No Pass grading.) Minimum of 24 lab hours per term. Prerequisite:* NURS 212. **Corequisite:** concurrent enrollment in NURS 221 and 222. This course is an adjunct to the corequisite nursing courses listed above. It provides individual and group practice of nursing skills with competency evaluation of the skills identified for the concurrent nursing courses. (Spring only.) (AA)

**NURS 231 PSYCHIATRIC NURSING (5)** *Minimum of 40 lecture and 120 lab hours plus 16 hours by arrangement per term. 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.) (AA, CSU)

**NURS 232 MEDICAL/SURGICAL NURSING (5)** *Minimum of 40 lecture and 120 lab hours plus 16 hours by arrangement per term. 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.) (AA, CSU)

**NURS 235 NURSING SKILLS LAB III (.5)** *(Pass/No Pass grading.) Minimum of 24 lab hours per term. Prerequisite:* NURS 222. **Corequisite:** concurrent enrollment in NURS 231 and 232. Provides for nursing skills development with competency evaluation of the skills identified for the concurrent nursing courses. Extra supplies may be required. (Fall only.) (AA)

**NURS 241 ADVANCED MEDICAL/SURGICAL NURSING (5)** *Minimum of 40 lecture and 120 lab hours plus 16 hours by arrangement per term. Prerequisite:* NURS 232. **Corequisite:** 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.) (AA, CSU)

**NURS 242 LEADERSHIP/MANAGEMENT IN NURSING (5)** *Minimum of 40 lecture and 120 lab hours plus 16 hours by arrangement per term. Prerequisite:* NURS 241. **Corequisite:** NURS 245. Transition to the graduate role. Students initiate the nursing process with emphasis on the determination of priorities, on decision-making responsibilities, and on personal accountability. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Spring only.) (AA: Area C3 + E5d, CSU)

**NURS 245 NURSING SKILLS LAB IV (.5)** *(Pass/No Pass grading.) Minimum of 24 lab hours per term. Prerequisite:* NURS 232. **Corequisite:** concurrent enrollment in NURS 241 and 242. Provides for nursing skill development with competency evaluation of the skills identified for the concurrent nursing courses. Extra supplies may be required. (Spring only.) (AA)

**NURS 264 PERIOPERATIVE NURSING (8)** *Minimum of 112 lecture hours and 32 lab practice hours per term. Prerequisite:* current RN license or acceptance into the course by the Nursing Department. **Recommended Preparation:** one year of recent experience in nursing. This semester

course provides entry-level knowledge required to work as a novice practitioner in perioperative nursing. Course focuses on the theoretical framework of perioperative nursing and is intended to be taken in conjunction with NURS 265; the clinical preceptorship. Extra supplies may be needed. (Spring only) (AA, CSU)

**NURS 265 PERIOPERATIVE NURSING PRECEPTORSHIP (10)** *Minimum of 544 lab hours per term. Prerequisite:* Current RN license or acceptance into the course by the Nursing Department. **Recommended:** one year of recent clinical experience in nursing. This course provides entry level knowledge and skills required to work as an entry-level practitioner in perioperative nursing. Focuses on learning in the perioperative clinical setting. Student applies the learned concepts in an operating room under the supervision of assigned preceptors. The course is intended to be taken with NURS 264, the theory component. Extra supplies may be required. (Spring only) (AA, CSU)

**NURS 610 BASIC MEDICATION DOSAGE CALCULATIONS FOR NURSES (1)** *(Pass/No Pass grading.) Minimum of 16 lecture hours per term. Prerequisite:* MATH 120 OR equivalent skill level as measured by satisfactory score on the Mathematics Placement Test. Designed to meet the needs of current and potential practitioners of nursing. The safe and accurate administration of medications to a client is an important and primary responsibility of the nurse. A step-by-step approach to medication dosage calculations by various routes of administration will be used. This course will help nurses in applying basic mathematical concepts to real world clinical situations. Dosage accuracy is emphasized in clinical scenarios that apply critical thinking skills. (AA, CSU)

**NURS 615 PHARMACOLOGY FOR NURSES: PRACTICAL APPLICATIONS (3)** *Minimum of 48 lecture hours per term.* Course provides practical application of the pharmacological principles of drug therapy to the Nursing Practice. Discussion will stress the utilization of key drugs prescribed to treat different disease states. Lectures are organized by body system in order to correlate with the nursing pharmacology text currently being used (Summer only). (AA, CSU)

**NURS 620 BRIDGE COURSE FOR ADVANCED ENTRY STUDENTS (2)** *(Pass/No Pass grading.) Minimum of 32 lecture hours per term.* This bridge course is designed for students who have been accepted into the CSM Nursing Program at an advanced entry point. Students for whom this course is appropriate include returning students, transfer students, LVNs, and international RNs. This course will also help students adjust to CSM's RN program, develop a learning profile, meet other students, and build a support network. The course will also provide an opportunity for students to demonstrate competency in adult physical assessment, in a timed Medication Dosage Calculation Test and in Oral Medication Administration. (AA, CSU)

**NURS 630 INTRODUCTION TO MEDICAL TERMINOLOGY (3)** *Minimum of 48 lecture hours per term.* Course is designed to familiarize students with the basics of vocabulary used in the medical and health professions. Medical terminology is taught by using a systematic word-building approach. This four week self-paced course requires excellent time management skills, computer skills and commitment by the student. (AA, CSU)

**NURS 666 CAREERS EXPLORATION IN NURSING (1)** *(Pass/No Pass grading.) Minimum of 16 lecture hours per term.* Provides an overview of nursing roles, educational requirements, responsibilities, job opportunities, and settings for nursing practice. Includes the historical evolution of current nursing roles, contemporary health care issues, and career pathways available in nursing. Designed for potential nursing majors and non-nursing majors. (AA: Area E5d, CSU)

Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

**NURS 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**NURS 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**NURS 808 OPEN SKILLS LABORATORY (.5-1.5)** (*Pass/No Pass grading.*) (*Open Entry/Open Exit.*) *Minimum of 24 to 72 lab hours per term.* **Prerequisite:** *Previous or concurrent enrollment in the A.S. Degree Nursing Program, a transfer nursing student, admission as an LVN degree or 30 unit option LVN to Nursing Program and previously or concurrently enrolled in NURS 211, 212, 221, 222, 231, 232, 241 or 242.* Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. (AA)

**NURS 809 NURSING OPEN SKILLS LABORATORY PRACTICUM (.5-3)** (*Pass/No Pass grading.*) (*Open entry/open exit.*) *Minimum of 24 to 144 lab hours per term.* **Prerequisite:** *previous or concurrent enrollment in the A.S. Degree Nursing Program, a transfer nursing student, admission as 30 unit option LVN to Nursing Program and previously or concurrently enrolled in NURS 211, 212, 221, 222, 231, 232, 241 or 242.* This course is designed specifically for CSM nursing students meeting the above criteria who had to exit the program and require remediation. Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete skills laboratory assignments, and learn effective skills in a group setting.

**NURS 815 TRANSITION FROM 1ST YEAR TO 2ND YEAR: MEDICAL SURGICAL NURSING (.5 - 1.5)** (*Pass/No Pass grading.*) *Minimum of 16 lecture hours over one week for Medical-Surgical portion. Minimum of 24 lecture hours over one week for Medical-Surgical portion plus advanced medication dosage calculations. Minimum of 8 lecture hours for advanced medication dosage calculations. This course is designed for nursing students who have successfully completed the first year of the nursing program and are entering the second year of the program. However, nursing students who have completed NURS 211 and 212 successfully but have had to exit in the second semester of the nursing program may join the transition class and participate in Medical Surgical transition activities.* **Prerequisite:** *NURS 212.* This course focuses on refining and practicing competency in knowledge and skills application as the first year nursing student transitions to the second year. The areas of focus include multi-system physical assessment skills, communication skills, nursing process, IV therapy and vascular accesses, wound care and healing, and medication dosage calculations. Knowledge and skills will be used in simulation activities and case scenarios. (Units do not apply to AA/AS degree.)

**NURS 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**NURS 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Nutrition

(See Biology)

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## Oceanography

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**OCEN 100 OCEANOGRAPHY (3)** *Minimum of 48 lecture hours per term plus one or more field trips may be required.* Introduction to marine geology, chemistry, and biology. Includes the hydrologic cycle and properties of sea water and marine organisms; currents, waves, tides, coastal processes, and ecology of the ocean; continental drift; and sea-floor spreading. (AA: Area E5a, CSU: Area B1 or B2, UC: Area 5A)

**OCEN 101 OCEANOGRAPHY LABORATORY/FIELD STUDY (1)** *Minimum of 48 lab hours plus 16 hours by arrangement per term.* **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. (AA: Area E5a, CSU: Area B3, UC: Area 5C)

**OCEN 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**OCEN 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Office Administration

(See Business)

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## Paleontology

**PALN 110 GENERAL PALEONTOLOGY (3)** *Minimum of 48 lecture hours per term.* **Recommended Preparation:** *eligibility for ENGL 838 or 848.* The origin and evolution of the planet and life on earth through the past 4.6 billion years. Includes the study of fossils, rocks, geologic time, dating methods, evolution by natural selection, modern and ancient ecosystems, plate tectonics, speciation and mass extinction. (AA: Area E5a, CSU: Area B1 or B2, UC: Area 5A or 5B) (C-ID GEOL 110)

**PALN 111 PALEONTOLOGY LABORATORY/FIELD STUDIES (1)** *Minimum of 48 lab hours per term.* **Prerequisite:** *completion of or concurrent enrollment in PALN 110.* Optional introductory paleontology laboratory course designed to be taken concurrently with or following PALN 110. Laboratory exercises in dating methods, fossil preservation, rock, fossil and ecosystem identification and interpretation, stratigraphic correlation, natural selection and extinction processes, fossil collection and preparation. Field trips to depositional/ecological environments and fossil sites required. (AA: Area E5a, CSU: Area B3, UC: Area 5C)

**PALN 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PALN 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PALN 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**PALN 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.



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## Philosophy

**PHIL 100 INTRODUCTION TO PHILOSOPHY (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 100 or 105 and for READ 400 or 405.* 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. (AA: Area E5c, CSU: Area C2, UC: Area 3B) (C-ID PHIL 100)

**PHIL 103 CRITICAL THINKING (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 100 or 105 and READ 400 or appropriate skill level as indicated by the reading placement tests.* 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. (AA: Area E2c, CSU: Area A3, UC)

**PHIL 244 CONTEMPORARY SOCIAL AND MORAL ISSUES (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 100 or 105 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* Analysis and discussion of contemporary topics of moral and political significance. An introduction to ethical theories as a framework through which to analyze and judge responses to social and moral controversies. Issues may include universal human rights, welfare and entitlement, paternalism and censorship, civil disobedience, freedoms of speech and press, religious freedom and education, topics in medical ethics (abortion, euthanasia, genetic research and privacy rights), topics in business ethics, affirmative action, capital punishment, animal rights, and environmental ethics. (AA: Area E5c, CSU: Area C2, UC: Area 3B)

**PHIL 300 INTRODUCTION TO WORLD RELIGIONS (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 100 or 105 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* Survey of major contemporary Eastern and Western religions. Includes theories, practices, history, and leaders of each religion studied. Emphasizes the similarities underlying the differences between various religions. (AA: Area E5c, CSU: Area C2, UC: Area 3B)

**PHIL 329 HONORS PROJECT SEMINAR (2)** *Minimum of 32 lecture hours per term.* Interdisciplinary seminar designed for students admitted into the honors program. Students develop honors level scholarly projects corresponding to a selected transfer course in which they are concurrently enrolled. Intensive instruction in diverse research methods; emphasis on collaboration and various strategies for achieving academic excellence. (AA, CSU)

**PHIL 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PHIL 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PHIL 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**PHIL 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Photography

(See Art)

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## Physical Education

(See Kinesiology, Athletics & Dance)

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## Physics

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**PHYS 100 CONCEPTUAL PHYSICS (3)** *Minimum of 48 lecture hours plus 16 hours by arrangement per term. Prerequisite: MATH 110 or appropriate placement test score.* 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. (AA: Area E5a, CSU: Area B1, UC: Area 5A\*)

**PHYS 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR (1)** *Minimum of 16 lecture hour per term plus 1 hour per week in K-5 school classroom with a mentor.* Investigation of elementary school teaching careers and requirements for earning a California K-5 school teaching credential; study of California Department of Education standards in science for grades K-5; development and teaching class lessons in physical and life sciences. Same as BIOL 126. (AA: Area E5d, CSU)

**PHYS 127 TEACHING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE AND SEMINAR (1)** *Minimum of 16 lecture hours per term plus 1 hour per week in middle school classroom with a mentor. Prerequisite: one college course in Physics, Chemistry or Biology.* Investigation of middle school teaching careers and requirements for earning a California middle school teaching credential; study of California Department of Education standards in science for grades 6, 7, 8; development and teaching class lessons in physical and life sciences. Same as BIOL 127. (AA: Area E5d, CSU)

**PHYS 128 TEACHING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE AND SEMINAR (1)** *Minimum of 16 lecture hours per term plus 2 hours per week in high school classroom with a mentor. Prerequisite: BIOL 126 or 127 OR PHYS 126 or 127.* Investigation of high school teaching careers and requirements for earning a California high school teaching credential; study of California Department of Education standards in science for grades 9-12; development and teaching class lessons in physical and life sciences. Same as BIOL 128. (AA: Area E5d, CSU)

**PHYS 150 PREPARATION FOR PHYSICS (4)** *(Pass/No Pass grading.) Minimum of 48 lecture and 48 lab hours plus 16 hours by arrangement per term. Prerequisite: completion of or concurrent enrollment in MATH 130 or appropriate score on the College Placement Test.* Focuses on review of algebra and trigonometry required for physics; problem solving; study skills; and description of motion. Designed for students planning to take PHYS 210 or 250. (AA)

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.



**PHYS 210 GENERAL PHYSICS I (4)** *Minimum of 48 lecture and 48 lab hours plus 16 hours by arrangement per term. Prerequisite: MATH 130 or appropriate placement test score, and PHYS 150.* Topics covered include: Kinematics, Newton's Laws of Motion, Work and Energy, Momentum, Rotational Motion, Mechanical Equilibrium with Skeletal/Muscular Applications, Fluids, Thermodynamics, Waves and Sound. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (C-ID PHYS 105)

**PHYS 211 GENERAL PHYSICS I - CALCULUS SUPPLEMENT (1)** *Minimum of 16 lecture hours per term. Prerequisite: 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. (AA, CSU, UC)

**PHYS 220 GENERAL PHYSICS II (4)** *Minimum of 48 lecture and 48 lab hours plus 16 hours by arrangement per term. Prerequisite: PHYS 210.* Electricity and magnetism, light, modern physics. Extra supplies required. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (C-ID PHYS 110; PHYS 210+220 = C-ID PHYS 100S)

**PHYS 221 GENERAL PHYSICS II - CALCULUS SUPPLEMENT (1)** *Minimum of 16 lecture hours per term. Prerequisite: completion of or concurrent enrollment in MATH 242 or 252 and 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. (AA, 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.

**PHYS 250 PHYSICS WITH CALCULUS I (4)** *Minimum of 48 lecture, 16 recitation hours, and 48 lab hours plus 32 hours by arrangement per term. Prerequisite: PHYS 150 and completion of or concurrent enrollment in MATH 252.* Mechanics, wave motion, and special relativity. Extra supplies required. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C)

**PHYS 260 PHYSICS WITH CALCULUS II (4)** *Minimum of 48 lecture and 48 lab hours plus 32 hours by arrangement per term. Prerequisite: PHYS 250 and completion of or concurrent enrollment in MATH 253.* Electricity and magnetism. Extra supplies required. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (C-ID PHYS 210)

**PHYS 270 PHYSICS WITH CALCULUS III (4)** *Minimum of 48 lecture and 48 lab hours plus 32 hours by arrangement per term. Prerequisite: PHYS 250 and completion of or concurrent enrollment in MATH 253.* Heat, light, and modern physics. Extra supplies required. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (C-ID PHYS 215)

**PHYS 329 HONORS PROJECT SEMINAR (2)** *Minimum of 32 lecture hours per term.* Interdisciplinary seminar designed for students admitted into the honors program. Students develop honors level scholarly projects corresponding to a selected transfer course in which they are concurrently enrolled. Intensive instruction in diverse research methods; emphasis on collaboration and various strategies for achieving academic excellence. (AA, CSU)

**PHYS 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PHYS 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PHYS 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**PHYS 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Political Science

**PLSC 100 INTRODUCTION TO POLITICAL SCIENCE (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* Introduction to the nature of politics and to political science as a field of study. Examines the nature of the state, forms of government, political institutions, political theory, political ideology, public law, public administration, and international relations. (AA: Area E5b, CSU: Area D, UC: Area 4)

**PLSC 110 CONTEMPORARY FOREIGN GOVERNMENTS (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 AND any READ 400-level course.* An introduction to the politics and government of foreign countries. A comparison of the operation of state and non-state actors in a variety of political systems. (AA: Area E5b, CSU: Area D, UC, Area 4)

**PLSC 130 INTERNATIONAL RELATIONS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and any READ 400 level course.* Introduction to the nature of relations among nation-states, and non state actors within the global system. Basic forces affecting the formulation of foreign policy and the dynamics of international politics will be analyzed. Covers the nation-state system, sources of national power, instruments of national policy, international law and organization, and 21st Century challenges presented by globalization and terrorism. (AA: Area E5b, CSU: Area D, UC: Area 4)

**PLSC 150 INTRODUCTION TO POLITICAL THOUGHT (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 AND any READ 400-level course.* 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. (AA: Area E5b, CSU: Area D, UC: Area 4)

**PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENTS (5)** *Minimum of 80 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400, 405 or 415 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. 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. (AA: Area E1 or E5b, CSU: Area D+US-2+US-3, UC: Area 4+US-2+US-3)

**PLSC 210 AMERICAN POLITICS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.*

The historical and philosophical development of the Constitution of the United States from the late 1700s to the present era. The operation of representative government under the constitutions of the United States and the state of California. The rights and obligations of citizens. (AA: Area E1 or E5b, CSU: Area D+US-2+US-3, UC: Area 4+US-2+US-3)

**PLSC 215 CONTEMPORARY ISSUES IN AMERICAN POLITICS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 AND any READ 400-level course. Learn how the American political system—and the constitutions of the United States of America and the state of California—function through analyzing and debating contemporary political issues. (AA: Area E1 or E5b, CSU: Area D+US-2, UC: Area 4+US-2)

**PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. The study of the institutions and problems of state and local government in California; California in the federal system. (Satisfies the California State and Local Government requirement.) (AA: Area E1 or E5b, CSU: Area D+US-3, UC: Area 4C+US-3)

**PLSC 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PLSC 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PLSC 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**PLSC 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Psychology

(Also see Sociology)

**PSYC 100 GENERAL PSYCHOLOGY (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848. 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. (AA: Area E5b, CSU: Area D or E, UC: Area 4) (C-ID PSY 110)

**PSYC 105 EXPERIMENTAL PSYCHOLOGY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** PSYC 100. **Recommended Preparation:** PSYC 121. Philosophy and aims of scientific inquiry and its application to questions in psychology. Students conduct experiments using methods discussed. (AA: Area E5b, CSU: Area B2 or D; UC: Area 4)

**PSYC 110 COURTSHIP, MARRIAGE, AND THE FAMILY (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405, OR concurrent enrollment in READ 400, 405, or 415, OR appropriate skill level as indicated by the reading placement tests. 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. (AA: Area E5b, CSU: Area D or E, UC: Area 4)

**PSYC 120 INTRODUCTION TO RESEARCH METHODS (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. **Prerequisite:** PSYC 100 or SOCI 100 and MATH 120. Students examine fundamental elements of empirical research and the ways psychologists and sociologists think critically. Includes attention to the nature of theory, hypothesis, variables, and ethics of research. Application of qualitative and quantitative analytic tools, including logic and research design, such as survey, observational, experimental, case study, and comparative historical research. Computer applications are introduced. (AA: Area E2c, CSU: Area D, UC: Area 4)

**PSYC 121 BASIC STATISTICAL CONCEPTS (3)** Minimum of 48 lecture hours per term. **Prerequisite:** MATH 120 or 123 or the equivalent at a post-secondary institution OR equivalent skill level as measured by a satisfactory score on a math placement test. **Recommended Preparation:** PSYC 100 or SOCI 100; eligibility for ENGL 838 or 848. Introduction to basic descriptive techniques and statistical inferences used in the behavioral sciences. Basic statistics includes measures of central tendency, variability, probability, hypothesis testing, correlation, and experimental and quasi-experimental designs. (AA: Area C1, CSU: Area B4, UC: Area 2A\*) (C-ID SOCI 125)

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY (3)** Minimum of 48 lecture hours per term. **Prerequisite:** PSYC 100. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. Psychological development across the life-span. 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) (AA: Area E5b, CSU: Area D, UC: Area 4\*) (C-ID PSY 180)

**PSYC 201 CHILD DEVELOPMENT (3)** Minimum of 48 lecture hours per term. **Prerequisite:** PSYC 100. Study of the physical, perceptual, cognitive, linguistic, and social and emotional development from conception through adolescence. Particular emphasis is placed on current research studies and theories. (UC credit is limited to either PSYC 200 or 201.) (AA: Area E5b, CSU: Area D or E1, UC: Area 4\*)

**PSYC 220 INTRODUCTION TO PSYCHOBIOLOGY (3)** Minimum of 48 lecture hours per term. **Prerequisite:** PSYC 100. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. 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. (AA: Area E5a or E5b, CSU: Area B2 or D, UC: Area 4 or 5B\*)

**PSYC 225 THEORIES OF PERSONALITY (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** PSYC 100, eligibility for ENGL 848 and completion of READ 400 or 405, OR concurrent enrollment in READ 400, 405, or 415, OR appropriate skill level as indicated by the reading placement tests. Covers the major theories of personality, including psychodynamic, trait, type, humanistic, existential, 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. (AA: Area E5b, CSU: Area D, UC: Area 4)

Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

**PSYC 300 SOCIAL PSYCHOLOGY (3)** *Minimum of 48 lecture hours per term. Prerequisite: PSYC 100. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400 or 405, OR concurrent enrollment in READ 400, 405, or 415, OR appropriate skill level as indicated by the reading placement tests.* 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). (AA: Area E5b, CSU: Area D or E, UC: Area 4\*)

**PSYC 410 ABNORMAL PSYCHOLOGY (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400 or 405, OR concurrent enrollment in READ 400, 405, or 415, OR appropriate skill level as indicated by the reading placement tests.* Study of abnormal behavior and personality. Covers neuroses, psychoses, and other psychological problems, along with their etiology, dynamics, principal symptoms, and treatments. Explores the relationship between theory of personality and psychotherapy. Types and patterns of abnormal behavior; major theories regarding its causes; clinical assessment and modes of treatment. (AA: Area E5b, CSU: Area D, UC: Area 4)

**PSYC 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PSYC 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**PSYC 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**PSYC 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Reading

**READ 400 ACADEMIC TEXTBOOK READING (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. Prerequisite: READ 830 or appropriate skill level indicated by the Reading placement tests.* Improve your academic success by learning to effectively read full-length chapters and accompanying tests for many college disciplines. Emphasis on (1) application of advanced study reading strategies to actual college chapters/tests, (2) evaluation of textbook materials as critical and analytical readers, and (3) intensive work with college-level vocabulary. Provides reading preparation for various transfer courses such as sociology, history, philosophy, biology, and nursing. (AA, CSU)

**READ 405 COLLEGE ANALYTICAL READING (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. Prerequisite: READ 830 or appropriate skill level indicated by the reading placement tests.* 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. (AA, CSU)

**READ 412 COLLEGE-LEVEL INDIVIDUALIZED READING IMPROVEMENT (.5-3)** *(Pass/No Pass grading) (Open entry/open exit) Minimum of 24 to 144 lab hours per term. Recommended Preparation: eligibility for READ 400 or 405 OR ENGL 100 or 105.* Practice methods of increasing comprehension, vocabulary, critical reading, study-reading strate-

gies, and/or speed using college-level reading materials. May include internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Students may enroll any time through the twelfth week of the semester. (AA, CSU)

**READ 415 READING ACROSS THE DISCIPLINES: INDIVIDUALIZED PREPARATION (.5-1.5)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 72 lab hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400 or 405 or appropriate skill level as indicated by the Reading placement tests. Corequisite: concurrent enrollment in a specific transfer-level course in collaboration with this course.* Individualized instruction designed to acquire or improve reading strategies/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, philosophy and nursing. Weekly scheduled reading appointment required. May include textbook comprehension, principles of learning and retention, note-taking, annotating, discipline-based vocabulary, paraphrasing, reading graphics, test taking, and research techniques. Registration is open through the 12th week of the semester. (AA, CSU)

**READ 454 COLLEGE-LEVEL VOCABULARY IMPROVEMENT I (.5-1.5)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 72 lab hours per term. Recommended Preparation: eligibility for READ 400 or 405 OR ENGL 100 or 105.* A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words. (AA, CSU)

**READ 455 COLLEGE-LEVEL VOCABULARY IMPROVEMENT II (.5-1.5)** *(Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 72 lab hours per term. Recommended Preparation: eligibility for READ 400 or 405 OR ENGL 100 or 105.* Continuation of READ 454. A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words. (AA, CSU)

**READ 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**READ 807 BASIC PHONIC SKILLS FOR NON-NATIVE SPEAKERS (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term.* Introduction to basic speech sounds and practice in techniques for reading, spelling, and pronouncing unknown words. Students are strongly advised to enroll concurrently in ESL 855 or higher level reading course, ESL 845 or higher level conversation course, and ESL 825 or higher level writing course. (Units do not apply toward AA/AS degree.)

**READ 808 BASIC PHONIC SKILLS (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture plus 16 hours by arrangement per term.* Study of basic speech sounds and practice in techniques for reading unknown words. Review of dictionary symbols, diacritical marks, syllabication, and fundamental phonic generalizations. Designed for native speakers and higher-level ESL students. Students are strongly advised to enroll concurrently in READ 825 or higher level reading course and/or ESL 828 or ENGL 828 or higher level writing course. (Units do not apply toward AA/AS degree.)



**READ 812 INDIVIDUALIZED READING IMPROVEMENT (.5-3)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 144 lab hours per term. Practice methods of increasing comprehension, vocabulary, critical reading, study-reading strategies, and/or speed using a variety of reading materials. May include Internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Students may enroll any time through the twelfth week of the semester. (Units do not apply toward AA/AS degree.)

**READ 814 BASIC SPELLING MASTERY (.5-1)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 48 lab hours per term. Self-paced, individualized course to facilitate basic spelling mastery. Includes basic plural rules, final *e* rules, *ie/ei* rules, silent letters, and basic homonyms. (Units do not apply toward AA/AS degree.)

**READ815 ADVANCED SPELLING MASTERY (.5-1)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 48 lab hours per term. Self-paced course to facilitate advanced spelling mastery. Includes advanced plural rules for doubling final consonants, rules for words ending in *able/ible*, *ance/ence*, *ceed*, *sede*, and *cede*, advanced homonyms, and higher-level misspelled words. (Units do not apply toward AA/AS degree.)

**READ 825 INTRODUCTION TO COLLEGE READING (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture plus 16 hours by arrangement per term. **Recommended Preparation:** ESL 857 or appropriate skill level indicated by the Reading placement tests. 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 books for enjoyment, written responses to text, and use of computers. Provides reading preparation for ENGL 828, ESL 400, and READ 830. (Units do not apply toward AA/AS degree.)

**READ 830 COLLEGE AND CAREER READING (3)** (Pass/No Pass or letter grade option.) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** READ 825 or appropriate skill level indicated by the Reading placement tests. Emphasis on applying reading strategies to comprehend and retain textbook information and perform better on academic and career-related tests. Analysis of expository writing, including extended textbook passages, work documents, and fictional writing, essential to proficient reading in college courses and job-related reading. 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 excerpts, and book-length works. Intensive work with vocabulary and word origins. Qualifies as preparation for READ 400 and READ 405. (AA)

**READ 852 VOCABULARY IMPROVEMENT I (.5-1.5)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 72 lab hours per term. A self-paced, individualized course designed to improve 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.)

**READ 853 VOCABULARY IMPROVEMENT II (.5-1.5)** (Pass/No Pass grading.) (Open entry/open exit.) Minimum of 24 to 72 lab hours per term. A self-paced, individualized course designed to improve 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.)

**READ 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**READ 880 – 889 EXPERIMENTAL COURSE (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.

**R.E. 100 REAL ESTATE PRINCIPLES (3)** Minimum of 48 lecture hours per term. Property, contracts, agency, financing, liens and encumbrances, taxes, escrows, land description. (Meets State requirements for admission to the salesperson's license exam.) (AA: Area E5d, CSU)

**R.E. 105 PROPERTY INVESTMENTS, VALUATION, AND MANAGEMENT (3)** Minimum of 48 lecture hours per term. 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.) (AA, CSU)

**R.E. 110 REAL ESTATE PRACTICE (3)** Minimum of 48 lecture hours per term. 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.) (AA, CSU)

**R.E. 121 LEGAL ASPECTS OF REAL ESTATE I (3)** Minimum of 48 lecture hours per term. 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.) (AA, CSU)

**R.E. 131 REAL ESTATE FINANCE I (3)** Minimum of 48 lecture hours per term. 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.) (AA, CSU)

**R.E. 141 REAL ESTATE APPRAISAL: BASIC (3)** Minimum of 48 lecture hours per term. 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.) (AA, CSU)



**R.E. 200 REAL ESTATE ECONOMICS (3)** *Minimum of 48 lecture hours per term.* 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.) (AA, CSU)

**R.E. 215 COMMERCIAL AND INVESTMENT PROPERTY (3)** *Minimum of 48 lecture hours per term.* 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.) (AA, CSU)

**R.E. 220 REAL ESTATE PROPERTY MANAGEMENT (3)** *Minimum of 48 lecture hours per term.* 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.) (AA, CSU)

**R.E. 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**R.E. 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**R.E. 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**R.E. 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Social Science

**SOSC 301 INTRODUCTION TO ALCOHOL AND OTHER DRUG STUDIES (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400 or 405 or 415 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* 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. (AA: Area E5d, CSU)

**SOSC 302 PHARMACOLOGY AND PHYSIOLOGICAL EFFECTS OF ALCOHOL AND OTHER DRUG ABUSE (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400 or 405 or 415 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* 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. (AA, CSU)

**SOSC 304 INTERVENTION, TREATMENT AND RECOVERY (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of or concurrent enrollment in READ*

*400, 405, or 415 OR skill level as indicated by the reading placement tests.* 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. (AA, CSU)

**SOSC 307 FAMILY SYSTEMS IN ADDICTION (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400 or 405 or 415 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* 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. (AA, CSU)

**SOSC 308 GROUP AOD (Alcohol and Other Drug) COUNSELING PROCESS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of or concurrent enrollment in READ 400, 405, or 415 OR skill level as indicated by the reading placement tests.* Explores individual AOD (alcohol and other drug) counseling techniques, intervention skills, and relapse prevention strategies. Theories of group counseling process and group interactions will be practiced. (AA, CSU)

**SOSC 310 SPECIAL POPULATION GROUPS IN ALCOHOL AND OTHER DRUG STUDIES (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of or concurrent enrollment in READ 400, 405, or 415 OR skill level as indicated by the reading placement tests.* 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. (AA, Area E5b, CSU)

**SOSC 313 ALCOHOL AND OTHER DRUG TREATMENT FOR INCARCERATED POPULATIONS (3)** *Minimum of 48 lecture hours per term. Prerequisite: SOSC 301.* A course to introduce the philosophy, approaches, goals, objectives, language, policies and procedures of the Criminal Justice System and to address the treatment needs of incarcerated clients being referred into the Alcohol and Other Drug and/or the Mental Health Recover Systems. (AA, CSU)

**SOSC 314 INDIVIDUAL AOD (Alcohol and Other Drug) COUNSELING PROCESS (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of or concurrent enrollment in READ 400, 405, or 415 OR skill level as indicated by the reading placement tests.* 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. (AA, CSU)

**SOSC 315 FIELD STUDIES AND SEMINAR I (3)** *Minimum of 48 lecture hours plus completion of at least 150 hours of documented work in an agency or organization in the alcohol/drug abuse field (255 hours if CAADAC certification is sought) per term. Prerequisite: SOSC 301 and 302. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of or concurrent enrollment in READ 400, 405, or 415 OR skill level as indicated by the reading placement tests.* 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. (AA, CSU)

**SOSC 316 FIELD STUDIES AND SEMINAR II (3)** *Minimum of 48 lecture hours plus completion of at least 150 hours of documented work in an agency or organization in the alcohol and drug abuse field (255 hours if CAADAC certification is sought) per term. Prerequisite: SOSC 315. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of or concurrent enrollment in READ 400, 405, or 415 OR skill level as indicated by the reading placement tests. Supervised practicum/internship.* The second semester of a two-semester sequence placing students in alcohol/drug abuse agencies/organizations. Participants must already be knowledgeable about chemical dependency. (AA, CSU)

**SOSC 319 CO-OCCURRING DISORDERS I: RECOGNITION AND REFERRAL (3)** *Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of or concurrent enrollment in READ 400, 405, or 415 OR skill level as indicated by the reading placement tests.* This course explores historical and current theories of dealing with clients who have both a substance abuse and co-existing psychiatric disorder. Topics include concepts, definitions, epidemiology, historical divisions in the fields of substance abuse and psychiatry, funding, clinical implications, recognition, and appropriate assessment and referral of clients. (AA, CSU)

**SOSC 325 CO-OCCURRING DISORDERS II: MANAGEMENT AND TREATMENT (3)** *Minimum of 48 lecture hours per term. Prerequisite: SOSC 319. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of or concurrent enrollment in READ 400, 405, or 415 OR skill level as indicated by the reading placement tests.* Introduces management and treatment of persons with co-existing psychiatric and substance abuse disorders within chemical dependency behavioral health modalities. Building on topics covered in SOSC 319, study focuses on common issues facing alcohol and drug counselors and other behavioral health counselors who manage cases of persons diagnosed as having a psychiatric disorder in addition to substance abuse disorder, includes pain management utilizing 12 step programs, conflicts with such programs, working with families, integration of treatment and treatment modalities. (AA, CSU)

**SOSC 382 BRITISH LIFE AND CULTURE (1 or 3)** *(Pass/No Pass or letter grade option.) Minimum 16 or 48 lecture hours plus 16 or 48 hours by arrangement per term.* This course is required for all students participating in the Study Abroad Program. The course provides an introduction to the culture, society, and civilization of the country in which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society. (AA: Area E5b, CSU)

**SOSC 383 ITALIAN LIFE AND CULTURE (1 or 3)** *(Pass/No Pass or letter grade option.) Minimum 16 or 48 lecture hours plus 16 or 48 hours by arrangement per term.* This course is required for all students participating in the Study Abroad Program. The course provides an introduction to the culture, society, and civilization of the country in which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society. (AA: Area E5b, CSU)

**SOSC 384 FRENCH LIFE AND CULTURE (1 or 3)** *(Pass/No Pass or letter grade option.) Minimum 16 or 48 lecture hours plus 16 or 48 hours by arrangement per term.* This course is required for all students participating in the Study Abroad Program. The course provides an introduction to the culture, society, and civilization of the country in which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society. (AA: Area E5b, CSU)

**SOSC 385 SPANISH LIFE AND CULTURE (1 or 3)** *(Pass/No Pass or letter grade option.) Minimum 16 or 48 lecture hours plus 16 or 48 hours by arrangement per term.* This course is required for all students participating in the Study Abroad Program. The course provides an introduction to the culture, society, and civilization of the country in which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society. (AA: Area E5b, CSU)

**SOSC 386 SOUTH AFRICAN LIFE AND CULTURE (1 or 3)** *(Pass/No Pass or letter grade option.) Minimum 16 or 48 lecture hours plus 16 or 48 hours by arrangement per term.* This course is required for all students participating in the Study Abroad Program. The course provides an introduction to the culture, society, and civilization of the country in which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society. (AA: Area E5b, CSU)

**SOSC 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**SOSC 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**SOSC 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**SOSC 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Sociology

**SOCI 100 INTRODUCTION TO SOCIOLOGY (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848; and completion of READ 400, 405, or 415 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* 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. (AA: Area E5b, CSU: Area D, UC: Area 4)

**SOCI 105 SOCIAL PROBLEMS (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848 and completion of READ 400, 405 or 415 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests.* This course in contemporary social issues uses the methodology and paradigms of sociology to examine the nature and types of social problems. Topics included are the nature and definition of social problems, theory and research in social problems, race, social inequality, gender population growth, urbanization deviance, world economy, and family, etc. Course contains theoretical and descriptive studies, of crime delinquency, mental illness, drug abuse, suicide, and other social problems of mass society. (AA: Area E5b, CSU: Area D, UC: Area 4)

**SOCI 110 COURTSHIP, MARRIAGE AND THE FAMILY (3)** *(Pass/No Pass or letter grade option.) Minimum of 48 lecture hours per term. Recommended Preparation: eligibility for ENGL 838 or 848.* 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.) (AA: Area E5b, CSU: Area D or E, UC: Area 4)

**SOCI 121 INTRODUCTION TO RESEARCH METHODS (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours per term. **Prerequisite:** SOCI 100, MATH 120. Students examine fundamental elements of empirical research and the ways sociologists think critically. Includes attention to the nature of theory, hypothesis, variables, and ethics of research. Application of qualitative and quantitative analytic tools, including logic and research design, such as survey, observational, experimental, case study, and comparative historical research. Computer applications are introduced. (AA: Area E5b, CSU: Area D, UC) (C-ID SOCI 120)

**SOCI 141 RACE AND ETHNIC RELATIONS (3)** Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. 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. (AA: Area E5b, CSU: Area D, UC: Area 4\*)

**SOCI 340 HUMAN SEXUALITY (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours per term. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests. 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. (AA: Area E5b, CSU: Area D or E, UC: Area 4) (C-ID PSY 130)

**SOCI 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**SOCI 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**SOCI 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**SOCI 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

## Spanish

**Language Laboratory and Listening Requirement:** since imitation, response, and independent practice are integral features of the study of a modern language at the College, students enrolled in certain courses in modern language are required to use the Modern Language Center as prescribed by each department.

**SPAN 110 ELEMENTARY SPANISH (5)** (*Pass/No Pass or letter grade option.*) Minimum of 80 lecture hours plus 32 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 838 or a higher English course. Study of elementary Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only the structures already practiced. (AA: Area E5c, CSU: Area C2, UC)

**SPAN 111 ELEMENTARY SPANISH I (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 838 or a higher English course. Study of elementary Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only the structures already practiced. This course covers approximately the first half of the material covered in SPAN 110. (AA: Area E5c, CSU: Area C2, UC\*)

**SPAN 112 ELEMENTARY SPANISH II (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** SPAN 111. Continued study of elementary Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only the structures already practiced. SPAN 112 is the second half of SPAN 111. (AA: Area E5c, CSU: Area C2, UC\*)

**SPAN 120 ADVANCED ELEMENTARY SPANISH (5)** (*Pass/No Pass or letter grade option.*) Minimum of 80 lecture hours plus 32 hours by arrangement per term. **Prerequisite:** SPAN 110 or 112. Continuation of Spanish 110. Includes short readings that serve as a basis for classroom conversation. (AA: Area E5c, CSU: Area C2, UC: Area 6)

**SPAN 121 ADVANCED ELEMENTARY SPANISH I (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** SPAN 110 or 112. Includes short readings that serve as a basis for classroom conversation. Covers approximately the first half of the semester's work in Spanish 120. (AA: Area E5c, CSU: Area C2, UC)

**SPAN 122 ADVANCED ELEMENTARY SPANISH II (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** SPAN 121. Includes short readings that serve as a basis for classroom conversation. Covers approximately the second half of the semester's work in Spanish 120. (Spanish 121 and 122 are equivalent to Spanish 120.) (AA: Area E5c, CSU: Area C2, UC: Area 6\*)

**SPAN 131 INTERMEDIATE SPANISH I (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** SPAN 120 or 122. Practice of conversation and composition; review of grammar; in-class and collateral readings of Spanish and Spanish-American literature. Covers approximately the first half of the semester's work in Spanish 130. (AA: Area E5c, CSU: Area C2, UC: Area 3B+6\*)

**SPAN 132 INTERMEDIATE SPANISH II (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours plus 16 hours by arrangement per term. **Prerequisite:** SPAN 131. Practice of conversation and composition; review of grammar; in-class and collateral readings of Spanish and Spanish-American literature. Covers approximately the second half of the semester's work in Spanish 130. (Spanish 131 and 132 are equivalent to Spanish 130.) (AA: Area E5c, CSU: Area C2, UC: Area 3B+6\*)

**SPAN 140 ADVANCED INTERMEDIATE SPANISH (3)** (*Pass/No Pass or letter grade option.*) Minimum of 48 lecture hours per term. **Prerequisite:** SPAN 130 or 132. 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. (AA: Area E5c, CSU: Area C2, UC: Area 3B+6)

**SPAN 680 – 689 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.) (AA, CSU)

**SPAN 690 SPECIAL PROJECTS (1-3)** (See first page of Description of Courses section.) (AA, CSU)



**SPAN 801 CONVERSATIONAL SPANISH I, ELEMENTARY (2)** (*Pass/No Pass grading.*) *Minimum of 48 lecture hours per term.* Intensive drill in the patterns and idioms of daily speech, supported by sufficient grammar to give flexibility in the spoken language. May be considered an excellent preparatory course for students who have not taken a modern language before. (This course will not fulfill the language requirements at California State Universities or at the University of California.) (AA)

**SPAN 802 CONVERSATIONAL SPANISH II, ADVANCED ELEMENTARY (2)** (*Pass/No Pass grading.*) *Minimum of 48 lecture hours per term.* **Prerequisite:** SPAN 801. 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.) (AA)

**SPAN 803 CONVERSATIONAL SPANISH III, INTERMEDIATE (2)** (*Pass/No Pass grading.*) *Minimum of 48 lecture hours per term.* **Prerequisite:** SPAN 802. 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.) (AA)

**SPAN 804 CONVERSATIONAL SPANISH IV, ADVANCED INTERMEDIATE (2)** (*Pass/No Pass grading.*) *Minimum of 48 lecture hours per term.* **Prerequisite:** SPAN 803. 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.) (AA)

**SPAN 879 SELECTED TOPICS (1-3)** (See first page of Description of Courses section.) (AA)

**SPAN 880 – 889 EXPERIMENTAL COURSE (1-3)** (See first page of Description of Courses section.)

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## Speech Communication

See "Communication Studies"

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## Sprinkler Fitter Apprenticeship

See "Apprenticeship Training"



Courses marked with a (\*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.



# Faculty

(Date of original appointment follows name.)

**Aguirre-Alberto, Sylvia** (1989)

Counselor, Professor, Career and Life Planning  
A.A., College of San Mateo  
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B.A., B.S., M.A., M.A., San Francisco State University
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B.A., Drake University  
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- Sanchez, Samuel** (2000)  
Associate Professor, Digital Media
- Schmidt, Mikel** (1997)  
Professor, Kinesiology; Adapted Physical  
Education  
B.A., University of California, Davis  
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- Smith, Elizabeth M.** (1988)  
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**Wright, Randy** (2002)

Professor, Kinesiology;  
 Head Swim Coach; Head Women's Water  
 Polo Coach  
 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

**Young, Shana Kudo** (2007)

Associate Professor, Adapted Physical  
 Education  
 A.A., A.S., College of San Mateo  
 B.S., University of California, Davis  
 M.A., San Jose State University





# Emeriti

*(Date of retirement follows name.)*

**Dr. Albert A. Acena** (2007)  
Dean, Social Science

**Roland K. Abercrombie** (1963)  
Business

**Marvin Alexander** (1975)  
Chairperson, Social Sciences  
Division

**Alvin A. Alexandre** (1988)  
English; Journalism

**Garlan Andrews** (1989)  
Music

**Marian R. Anenson** (1984)  
Nursing

**Robert D. Anderson** (1997)  
Physics

**Jeanne Angier** (1996)  
English

**Marlene C. Arnold** (1994)  
Nursing

**John S. Avakian** (2009)  
Director, Economic and Work-  
force Development, Multime-  
dia/Entertainment Initiative

**Linda J. Avelar** (2007)  
Dean, Business/Creative Arts  
Division

**Leo N. Bardes** (1992)  
Dean, Creative Arts Division

**Dr. Rex J. Bartges** (1977)  
Biology

**Elizabeth L. Bassi** (1998)  
Dental Assisting

**Audrey Behrens** (2012)  
Dental Assisting

**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

**Dr. Craig T. Blake** (2010)  
Business

**Jeanne Blanchette** (1977)  
Nursing

**George A. Blitz** (1989)  
Biology; Landscape Design

**Dale W. Blust** (1987)  
Aeronautics

**Kenneth E. Blust** (1982)  
Aeronautics

**Patricia A. Brannock** (2013)  
Professor, Business

**Michael C. Burke** (2011)  
Mathematics

**Roy E. Brixen** (2008)  
Electronics

**Kathryn Brown** (2010)  
Counselor; Career &  
Life Planning

**Ronald Brown** (2010)  
Computer and Information Sci-  
ence

**Michael Brusin** (1995)  
History; Economics

**Michael C. Bucher** (2008)  
Biology

**Elizabeth Burdash** (1995)  
Psychology

**Elaine M. Burns** (2007)  
Counselor

**Virginia Burton** (1981)  
Physical Education

**Lorraine Bush** (1975)  
Cosmetology

**Albert Camps** (1995)  
Electronics

**Blanca Candamil** (2001)  
Spanish

**Jewell Casstevens** (1982)  
Cosmetology

**Patricia Castro** (2004)  
Cosmetology

**Gladys Chaw** (2006)  
Librarian

**Dean Chowenhill** (2008)  
Counselor; Drafting

**Michael Chriss** (1993)  
Astronomy; Humanities

**Peter Chroman** (1996)  
Anthropology; Sociology

**Dr. Dennis A. Clare** (2010)  
Psychology

**Rosalee Clarke** (1996)  
Mathematics

**Michael E. Clay** (2013)  
Professor, Chemistry

**J. Kyle Clinkscates** (1981)  
Chemistry; Counselor

**Dr. Adrian Cohn** (1986)  
English

**Dr. Jean M. Cons** (1993)  
Anatomy; Physiology

**William W. Crandall** (2003)  
Business

**Douglas B. Crawford** (1993)  
Mathematics

**Zelte Crawford** (2005)  
Ethnic Studies; Humanities;  
Sociology

**Richard L. Crest** (1982)  
Music

**John A. Cron** (1992)  
Business

**Dr. Dorothy J. Crouch** (1983)  
Biology

**James A. Cullen** (2005)  
Manufacturing & Industrial  
Technology

**Terence B. Curren** (1990)  
Zoology; Physical Anthropology

**Brad Datson** (1999)  
Business

**Gregory Davis** (1999)  
Humanities; Political Science

**Louis De Freitas** (1995)  
Welding

**Dr. George S. Dehnel** (1987)  
Biology; Health Science

**Dr. Clifford O. Denney** (2002)  
Chemistry

**William J. Dickey** (2002)  
Physical Education/Athletics

**Gary Dilley** (2006)  
Dean, Physical Education/Ath-  
letics

**Thomas R. Diskin** (2008)  
Electronics

**Richard C. Donner** (1998)  
Physical Education/Athletics

**John B. Dooley** (1979)  
Librarian

**Dr. Susan J. Estes** (2013)  
Vice President, Instruction

**Roland H. Fark** (2000)  
Biology

**Emile L. Faure** (2004)  
Mathematics

**Dr. John C. Fiedler** (2001)  
English

**Carolyn Fiori** (2012)  
Assistive Technology Specialist

**Dr. Anita Fisher** (2001)  
Psychology

**Dr. Maurice J. Fitzgerald** (1993)  
English

**Aline Fountain** (1983)  
Director of Counseling Services

**Gerald J. Frasseti** (2005)  
English; International Student  
Advisor

**Dr. Ann Freeman** (2010)  
English

**Donald V. Galindo** (1987)  
Art

- Modesta Garcia** (2011)  
Counselor; Career & Life Planning
- Eric Gattmann** (1991)  
Education; Emeritus Institute
- Dr. Thomas W. George** (1984)  
Business
- Bernard M. Gershenson** (2012)  
English
- Ellen Ross Gibson** (1990)  
Photography, Art
- Ann Giniere** (2000)  
Cosmetology
- Dr. William Glen** (1999)  
Geology
- Andres A. Gonzales** (2013)  
Anthropology; English as a Second Language
- Gilbert B. Gossett** (1985)  
Dean of Instruction
- Alexander Graham** (1990)  
Horticulture
- Georgia Grant** (2007)  
Computer & Information Science
- Dr. Patricia Griffin** (2006)  
Vice President, Student Services
- Anne M. Grubbs** (1974)  
Chairperson, Health Occupations Division
- Peter K. Gunderson** (2003)  
Geography
- Martha Gutierrez** (2007)  
Counselor
- Joe C. Hagerty** (1983)  
Director, Health & Service Careers Division
- Jennie Halualani** (1995)  
Health Services
- John Hancock** (1995)  
Music
- Jane E. Hanigan** (1984)  
English; Re-Entry Program
- Dr. William Harriman** (1983)  
English
- Richard V. Harris** (1992)  
Physical Education/Athletics
- Kenneth W. Harrison** (1999)  
Music
- Carol Rhodabarger Heitz** (1985)  
Career and Personal Development; Counselor
- Mary M. Herman** (1989)  
Speech Pathologist
- Robin Heyeck** (2000)  
English
- Woodson F. Hocker** (1972)  
Spanish
- John H. Hogan** (2007)  
Physical Education
- Paul C. Holmes** (1987)  
English
- Roy H. Holmgren** (1989)  
Mathematics
- Dr. Cecilia A. Hopkins** (1986)  
Director, Business Division
- Dee L. Howard** (2002)  
Counselor
- Robert S. Howe** (1990)  
Career and Life Planning
- Joeann J. Ingraham** (1986)  
Physical Education
- James E. Innis** (2000)  
Health Science
- Tatiana Isaeff** (2012)  
Nursing
- Joseph R. Johnson** (2002)  
Welding
- Dr. John E. Karl, Jr.** (1993)  
Anatomy; Physiology
- Dr. Walter M. Kaufmann** (1990)  
Sociology; Psychology
- Robert Kellejian** (1992)  
Electronics
- Dr. Shirley J. Kelly** (2006)  
President
- Kenneth D. Kennedy** (2004)  
Political Science
- Vance A. Kennedy** (2008)  
Business
- Dr. Noel W. Keys** (1995)  
Psychological Services
- Michael B. Kimball** (2004)  
English
- John R. Kirk** (2008)  
Economics
- Theodore W. Kirsch** (2002)  
Electronics
- Dr. Robert C. Kowerski** (2007)  
Chemistry
- Edward A. Kusich** (1977)  
Engineering; Mathematics
- Eva M. Landmann** (1987)  
Nursing
- Frank B. Leroi** (2003)  
Economics
- James R. MacDonald** (2010)  
Electronics
- Lorne MacDonald** (1999)  
Electronics; Engineering
- George A. Mangan** (2001)  
Broadcast & Electronic Media
- Jack Markus** (1996)  
Aeronautics
- R. Galen Marshall** (1996)  
Music
- Chauncey J. Martin** (1979)  
Machine Tool Technology; Welding Technology
- Ruth McCracken** (2003)  
Nursing
- Mary J. McCue** (1999)  
English
- Dr. Joseph M. McDonough** (1995)  
Psychology
- Thurman McGinnis** (2008)  
Administration of Justice
- Pamela N. McGlasson** (2008)  
Business
- Virginia A. McMillin** (1984)  
Nursing
- Sandra L. Mellor** (2009)  
Dean, Corporate and Continuing Education
- Valdemer A. Mendenhall** (1982)  
Aeronautics
- Howard C. Monroe** (1996)  
Anthropology; Biology; Botany
- Dr. John A. Montgomery** (1977)  
Business Administration
- Steven N. Morehouse** (2012)  
Counselor
- Judith Morley** (2002)  
Art
- John F. Mullen** (2000)  
Dean, Admissions & Records
- Ernest L. Multhaup** (1996)  
Engineering; Counselor
- Jean B. Multhaup** (1996)  
Dental Assisting
- Diane W. Musgrave** (2008)  
English; German
- Robert C. Newell** (1992)  
Electronics
- John L. Noce** (1992)  
Physical Education/Athletics
- Colette J. Norman** (2003)  
Librarian
- Daniel C. Odum** (1989)  
Broadcasting Arts
- Robert A. Olson** (1988)  
Speech
- Kathryn M. O'Connell** (2013)  
Political Science
- Dr. Rosalie M. O'Mahony** (2003)  
Mathematics
- Adrian Orozco** (2002)  
Director, EOPS
- William H. Owen** (1996)  
Manufacturing & Industrial Technology
- Dr. Peter H. Owens** (1994)  
Chemistry
- Patricia J. Paoli** (2012)  
Communication Studies

- Marie T. Paparelli** (2006)  
Learning Disabilities Specialist
- Susan Y. Petit** (2008)  
English; French
- James Petromilli** (2011)  
Director, Institutional Technology
- Betty C. Pex** (1990)  
English
- Linda M. Phipps** (2010)  
Mathematics
- Richard S. Phipps** (1984)  
Political Science; Career and Personal Development; Counselor
- Wilson G. Pinney** (1986)  
Director, Language Arts
- Rosemary Pischerchio** (1999)  
Business; Counselor
- Judith Pittman** (2012)  
Professor, Art
- Dr. Stephen H. Polansky** (2003)  
Political Science
- Robert D. Pounds** (2002)  
Physical Education/Athletics
- Dolores I. Price** (1985)  
Physical Education
- Joe A. Price** (1994)  
Art
- Jean Pumphrey** (1993)  
English
- Carolyn O. Ramsey** (2009)  
Counselor
- Dr. Edward H. Rategan** (1989)  
Computer & Information Science
- Robert Ratto** (2008)  
Cosmetology
- Edward F. Remitz** (2012)  
Professor, Digital Media
- Elizabeth K. Rempel** (1977)  
Art
- James Roach** (2003)  
Psychology
- Ernest Rodriguez** (2008)  
Psychology
- 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/Athletics
- Suzanne Russell** (2010)  
Cosmetology
- Dr. Rosa I. Sausjord** (1983)  
Spanish
- Edward G. Schoenstein** (1996)  
Technical Art & Graphics
- Linda K. Scholer** (2008)  
English
- Frances Schulze** (2011)  
English as a Second Language
- Edwin A. Schwartz** (1993)  
Psychology
- Dr. John B. Searle** (2005)  
Chemistry; Biology
- Caroline R. Silva** (1996)  
Physical Education; Counselor
- Dr. Balbir Singh** (2005)  
Mathematics
- Robert W. Smith** (1997)  
Mathematics; Humanities
- Grace Sonner** (2005)  
Vice President, Instruction
- Dennis Stack** (1999)  
Drafting
- Richard G. Statler** (2005)  
Physical Education; Health Science
- Nancy J. Stock** (2002)  
Cosmetology
- Angela R. Stocker** (2003)  
Physical Education; Social Science
- Lawrence T. Stringari** (2006)  
Human Services; Psychological Services
- Leah Tarleton** (1994)  
Health Services
- Jack Thur** (1996)  
Physical Education/Athletics
- Lora B. Todesco** (2000)  
Business
- Patricia A. Tollefson** (2009)  
English
- Allen Tracy** (1982)  
Chemistry
- Ronald R. Trowse** (1993)  
English
- John Turner** (1985)  
English
- Barbara Uchida** (2012)  
Professor, Physics
- Aisha Upshaw** (2010)  
Counselor, Career & Life Planning
- Dr. James Upton** (2001)  
Mathematics; Humanities; Philosophy
- Duane A. Wakeham** (1986)  
Art
- Herbert R. Warne** (1983)  
Director of Admissions & Records
- Barlow Weaver** (1987)  
Librarian
- Dr. Alan L. Weintraub** (1999)  
Geography
- Dr. David West** (1999)  
Sociology
- Agnes Williams** (1996)  
Cosmetology
- John C. Williams** (1992)  
Biology
- Richard A. Williamson** (1991)  
English; Film
- Stuart Williamson** (2000)  
Biology
- Wills, Carole R. T.** (2013)  
Reading
- Arlene Wiltberger** (2006)  
Psychological Services
- Dr. Irving M. Witt** (1993)  
Sociology
- Betty J. Wittwer** (1990)  
Business
- 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 Regulations

## Parking Permit Requirements

All persons driving motor vehicles (except motorcycles) on to campus and utilizing the parking facilities during regular class hours (Monday-Friday, 7 am–10 pm), including final examinations, are required to obtain and display a parking permit on their vehicle. A parking permit is not required for students riding motorcycles and parking must be in designated Motorcycle Parking in Marie Curie Lot 5 and Galileo Lot 6. Student parking permits are available for \$50 each for the fall and spring semesters (Fall/Spring Permit \$90) and \$25 for the summer session: parking permits for students with California Board of Governors (BOG) waivers are \$30 per semester (fall or spring) and \$25 for the summer session.

## Lost or Stolen Parking Permits

If a permit is lost or stolen, replacements are available at full price.

## Purchasing Parking Permits

Students may purchase parking permits only online using WebSMART. Permits may be ordered and paid for online and mailed to the student's residence. Students may also order a permit online from computers located on the third floor of Building 10 (Admissions and Records Office and Business Office) and then pay for the permit and pick it up in the Cashier's Office. Temporary Parking permits are available online after purchasing a permit. Please follow online instructions on how to obtain your temporary parking permit while awaiting delivery of permit in the mail.

## Displaying Student Parking Permits

Permits must be displayed in the vehicle with the number visible from the exterior of the vehicle. They may be either affixed on the inside lower left of the windshield (above the steering wheel) or affixed to a plastic hanger suspended from the inside rear view mirror.

Plastic permit hangers may be obtained from the Bookstore for \$1 plus tax. Permits may be used on multiple vehicles.

Vehicles with improperly displayed permits will be subject to citation. It is the permit holder's responsibility to properly display the permit in the vehicle and to notify CSM's Department of Public Safety promptly if the permit is lost or stolen.

Daily parking permits are available for purchase for \$2.00 each from permit dispensers in Hillsdale Lot 1B, Beethoven Lots 2A and 2E, Galileo Lot 6B, and Stadium Lot 11. Daily permits are valid in all lots where, and when, students are authorized to park. These permits must be displayed face-up on the dashboard.

Semester parking permits and daily parking permits are valid on all three campuses of the District (College of San Mateo, Skyline College and Cañada College).

A grace period allowing for the purchase of permits will be in effect during the first two weeks of the spring and fall semesters and the first week of the summer session in student lots only. Citations will be issued beginning on Monday, September 2, 2013 for students parking without a valid permit in fall 2013. All staff parking lots are strictly enforced. The grace period pertains only to student permits with all other parking regulations enforced at all times in all parking lots and roadways.

## Visitor Parking

Visitors may park in PayBySpace Visitor Lots Beethoven 2A, 2D and Forum Lot 8 (\$0.25 for each 15 minutes). After entering the space number in which the vehicle is parked into the machine and depositing sufficient money to purchase required time the permit machine located at each of the visitor lots will issue a receipt that need not be displayed in the vehicle.

Visitors may also park in a student lot after purchasing and displaying in the vehicle (face up on dashboard) a \$2 daily permit. Parking permit machines are located in Hillsdale Lot 1B, Beethoven Lots 2A and 2E, Galileo Lot 6B and Stadium Lot 11. For the location of the parking lots please see a campus map.

## San Mateo Athletic Club Parking

Special parking permits issued by the San Mateo Athletic Club are required at all times for parking in Olympian Lot 12. All other permits are not valid. For more information, call 378-7373 or visit [smccd.edu/sanmateoathleticclub](http://smccd.edu/sanmateoathleticclub).

## Traffic and Parking Regulations

The speed limit on the campus is 15 mph.

Parking is permitted only on blacktop surfaces in specifically marked parking spaces. Parking on unpaved areas, in roadways, in crosshatched areas, in marked end zones, in areas posted as no parking zones or in any unauthorized area is prohibited. Vehicles parked backed into diagonal parking spaces can create a hazard when exiting and will be subject to citation.

Driving or parking within the inner campus is prohibited.

The campus is open daily from 7 am to 10 pm.

Stopped or standing vehicles on sidewalks, roadways or restricted areas will be subject to citation.

## Skateboards and Bicycles

The riding of skateboards on campus is prohibited by SMCCCD Regulations. Bicycles may be operated on campus. The California Vehicle Code prohibits the operation of bicycles on sidewalks.

## Public Transit

SamTrans 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 [samtrans.com](http://samtrans.com) and [caltrain.com](http://caltrain.com). Printed schedules and maps are also available at the Center for Student Life and Leadership Development in Building 17, Room 112.



# Campus Map

## One-day Permits

\$2 per day. Valid only during class hours from 7 am to 10 pm  
Permit machines indicated by **D** on the map: Hillsdale Lot 1, Beethoven Lot 2, Galileo Lot 6, and Stadium Lot 11

## Visitor Parking

Visitors to campus may park in Pay-By-Space visitor parking areas in Beethoven Lot 2A and 2D and Forum Lot 8. Visitors must purchase a visitor permit (\$1 per hour) at the Pay-By-Space permit machines located in the lots (indicated by **V** on the map).

## Student Parking

Hillsdale Lot 1, Beethoven Lot 2, Galileo Lots 6, Bulldog Lots 9, 9B, 9C, 9D or Stadium Lot 11

## Staff Parking

Beethoven Lot 2B, DaVinci Lot 3, Socrates Lot 4, Marie Curie Lot 5A, 5B\*, Edison Lot 7\*, Bulldog Lot 9A, Sandbox Lot 10

(\* indicates lot available for student parking after 5 pm only, permit required)

## Restricted Parking

Olympian Lot 12 staff and members of San Mateo Athletic Club, and patrons and clients of Cosmetology and Dental programs

## Disabled Parking

By special permit only (contact Disability Resource Center, Building 10, First floor, 574-6438)

## Motorcycle Parking

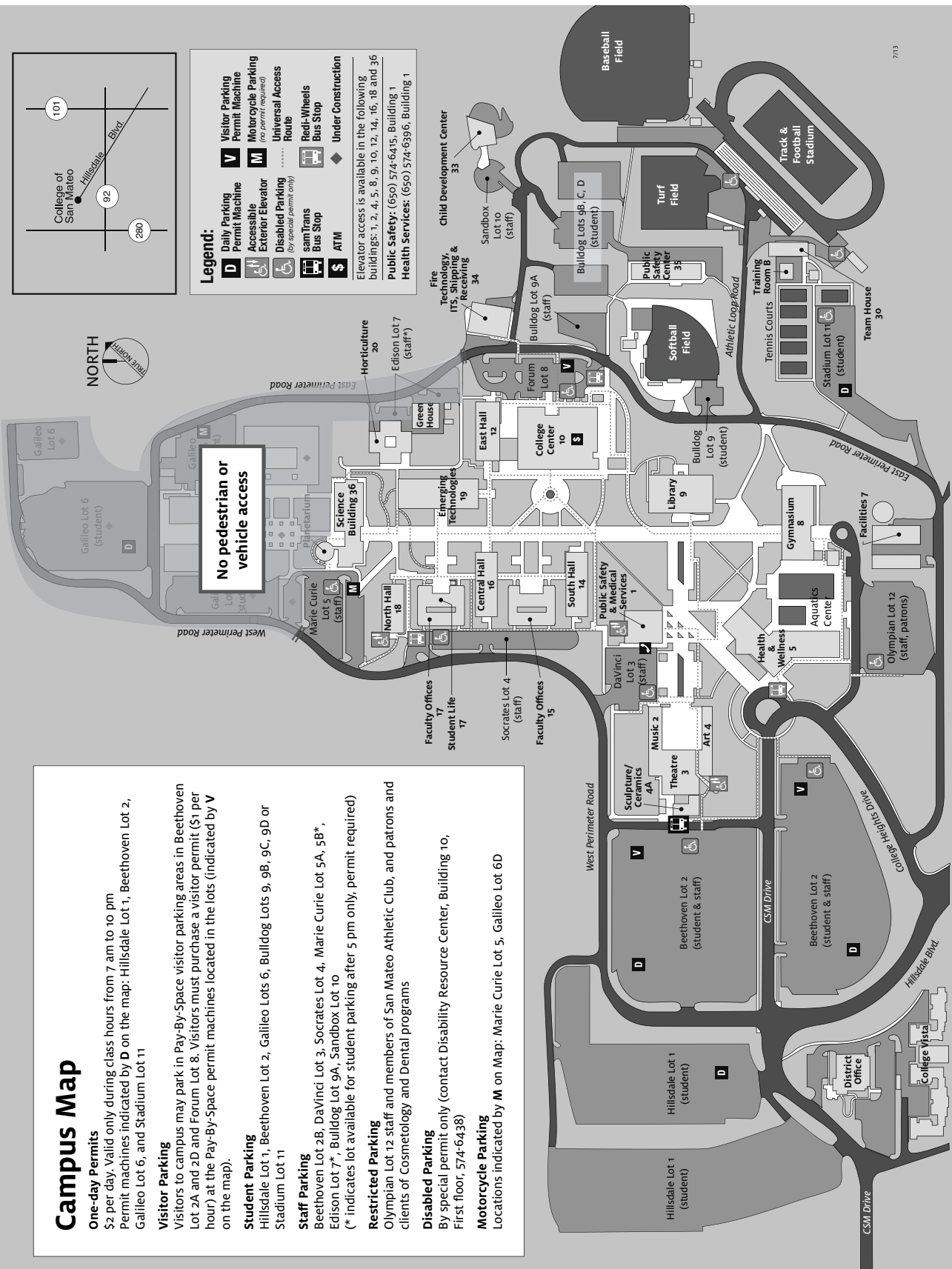
Locations indicated by **M** on Map: Marie Curie Lot 5, Galileo Lot 6D

**Legend:**

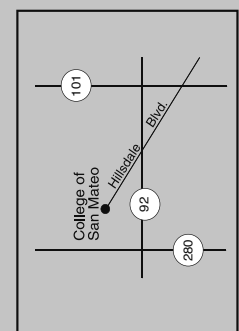
- D** Daily Parking Permit Machine
- V** Visitor Parking Permit Machine
- M** Accessible Exterior Elevator
- M** Disabled Parking (by special permit only)
- Bus** Bus Trans Bus Stop
- ATM** ATM
- Wheelchair** Beel-Wheels Bus Stop
- Construction** Under Construction

Elevator access is available in the following buildings: 1, 2, 4, 5, 8, 9, 10, 12, 14, 16, 18 and 36

Public Safety: (650) 574-6415, Building 1  
Health Services: (650) 574-6396, Building 1



No pedestrian or vehicle access



# Campus Directory

## Main Number (650) 574-6161

<i>Department/Office</i>	<i>Phone</i>	<i>Bldg-Room</i>	<i>Department/Office</i>	<i>Phone</i>	<i>Bldg-Room</i>
Admissions & Records . . . . .	574-6165 . . . . .	10-360	Lost & Found . . . . .	574-6415 . . . . .	1-100
ASCSM (Student Government) . . . . .	574-6141 . . . . .	17-112	Mental Health CSM Cares . . . . .	574-6172 . . . . .	10-471
Assessment/Placement Testing . . . . .	574-6262 . . . . .	10-370	Middle College . . . . .	574-6101 . . . . .	17-154
Bookstore . . . . .	574-6366 . . . . .	10-202	Multicultural Center . . . . .	574-6154 . . . . .	10-112
CalWORKS . . . . .	574-6155 . . . . .	10-120K	Parking . . . . .	574-6415 . . . . .	1-100
Career Services . . . . .	574-6619 . . . . .	10-340	Planetarium . . . . .	574-6256 . . . . .	36-100
Cashier's Office . . . . .	574-6412 . . . . .	10-360	Psychological Services . . . . .	574-6396 . . . . .	10-147
Child Development Center . . . . .	574-6279 . . . . .	Bldg. 33	<b>Public Safety (Security) . . . . .</b>	<b>574-6415 . . . . .</b>	<b>1-100</b>
Community Education . . . . .	574-6149 . . . . .	DO-217	San Mateo Athletic Club . . . . .	378-7373 . . . . .	5-1 <sup>st</sup> floor
Community Relations & Marketing . . . . .	574-6231 . . . . .	10-462	Student Life and Leadership . . . . .	574-6141 . . . . .	17-112
Cosmetology . . . . .	574-6361 . . . . .	5-251	Study Abroad . . . . .	574-6533 . . . . .	10-310
Counseling Center . . . . .	574-6400 . . . . .	10-340	Swimming Pool . . . . .	574-6461	
Dental Assisting . . . . .	574-6212 . . . . .	5-329	Theatre . . . . .	574-6191 . . . . .	Bldg. 3
Disabled Students Programs and Services (DSPS) . . . . .	574-6438 . . . . .	10-120	Event Info Line . . . . .	378-7218	
Distance Education . . . . .	524-6933 . . . . .	10-437	Transcript Information . . . . .	358-6858 . . . . .	10-360
EOPS/CARE . . . . .	574-6154 . . . . .	10-110	Transfer Services . . . . .	358-6839 . . . . .	10-340
Facilities Rental/Scheduling . . . . .	574-6220 . . . . .	10-439	Transition to College . . . . .	574-6487 . . . . .	10-120E
Financial Aid/Scholarships . . . . .	574-6146 . . . . .	10-360	Veterans Resource Center . . . . .	574-6675 . . . . .	16-150
Fax (Financial Aid) . . . . .	574-6304				
Health Services Center . . . . .	574-6396 . . . . .	1-147			
High School Enrollment Programs . . . . .	574-6646 . . . . .	10-340R			
International Student Center . . . . .	574-6525 . . . . .	10-310			
KCSM . . . . .	574-6586 . . . . .	Bldg. 9			
Learning Center . . . . .	574-6570 . . . . .	10-220			
Library . . . . .	574-6100 . . . . .	Bldg. 9			
			<b>Academic Divisions</b>		
			<i>For a full listing of instructional programs within each division, visit <a href="http://collegeofsanmateo.edu/divisionoffices">collegeofsanmateo.edu/divisionoffices</a>.</i>		
			Business & Technology Division . . . . .	574-6228 . . . . .	19-113
			Creative Arts & Social Science Division . . . . .	574-6494 . . . . .	10-413
			Language Arts Division . . . . .	574-6314 . . . . .	15-168
			Math & Science Division . . . . .	574-6268 . . . . .	36-311
			Kinesiology, Athletics & Dance Division . . . . .	574-6461 . . . . .	5-343

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