

Catalog

collegeofsanmateo.edu

2015~2016



College of San Mateo

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College of San Mateo

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

Use of Photography

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

Important Dates

Summer Session 2015

Matriculation Activities: See *Schedule of Classes*

**Placement Testing
College Orientation
Counseling**

Registration See *Schedule of Classes*

June 15 Classes begin

July 2 Last day to apply for Summer AA/AS degree or certificate

July 3 Independence Day Holiday observed

July 25 Summer session six-week classes close

August 8 Summer session eight-week classes close

August 13 Summer 2015 final grades available on WebSMART

Fall Semester 2015

Matriculation Activities: See *Schedule of Classes*

**Placement Testing
College Orientation
Counseling**

August 13 & 14 Faculty Flex Days - No Classes

August 17 Day and evening classes begin

August 28 Last day to add semester-length classes

August 28 Last day to drop semester-length classes with eligibility for partial credit/refund

September 5 & 6 Declared recess

September 7 Labor Day Holiday

September 7 Last day to drop semester-length classes without appearing on student record

September 7 Last day to declare P/NP option for designated semester-long courses

October 30 Last day to apply for Fall AA/AS degree or certificate

November 7 & 8 Declared Recess

November 9 Veterans' Day Holiday observed

November 15 Last day to file application for admission to the International Student (F-1 visa) Program for Spring 2016

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

November 25 Faculty Flex Day - No classes

November 26–29 Thanksgiving recess

Registration for continuing students for Spring 2016 See *Schedule of Classes* for dates, times and places

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

December 24–January 1, 2016 Inter-Semester recess

January 6, 2016 Fall 2015 final grades available on WebSMART

Spring Semester 2016

Matriculation Activities: See *Schedule of Classes*

**Placement Testing
College Orientation
Counseling**

January 16 & 17 Declared recess

January 18 Martin Luther King Jr. Holiday

January 19 Faculty Flex Day - No Classes

January 20 Day and evening classes begin

February 2 Last day to add semester-length classes

February 2 Last day to drop semester-length classes with eligibility for credit/refund

February 7 Last day to drop semester-length classes without appearing on student record

February 7 Last day to declare P/NP option for designated courses

February 12 Lincoln Day Holiday

February 13 & 14 Declared recess

February 15 President's Day Holiday

March 3–4 Faculty Flex Day - No Classes

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

March 27–April 2 Spring recess

April 28 Last day to withdraw from a semester-length class with assurance of a "W" grade

May 21–27 Final examinations (day and evening classes)

Registration for continuing students for Summer 2016 and Fall 2016 See *Schedule of Classes* for dates, times and places

May 28 & 29 Declared recess

May 30 Memorial Day Holiday

Summer 2016 (Tentative)

Matriculation Activities: See *Schedule of Classes*

**Placement Testing
College Orientation
Counseling**

Registration See *Schedule of Classes*

June 13 Day & evening classes begin

July 1 Last day to file application for admission to the International Student (F-1 visa) Program for Fall 2016

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

July 4 Independence Day Holiday (Observed)

July 23 Summer six-week classes close

August 6 Summer eight-week classes close

Administration

President

Michael Claire

Vice President, Administrative Services

Jan Roecks

Vice President, Instruction

Sandra Stefani Comerford

Vice President, Student Services

Jennifer Hughes

Academic Divisions

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Dean, Business and Technology

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Dean, Creative Arts and Social Science

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Dean, Kinesiology, Athletics, and Dance

Andreas Wolf

Dean, Language Arts

James Carranza

Dean, Mathematics and Science

Charlene Frontiera

Director, Library and Learning Services

Lorrita Ford

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. Develop Responsive High-Quality Programs and Services
4. Support Professional Development
5. Implement the Integrated Planning Cycle and Ensure Fiscal Stability, and the Efficient Use of Resources
6. 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:
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 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/en/coda/policies-and-guidelines/file-a-complaint.

Nursing Program

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

Submit complaints electronically at 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

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

There are two different admission/enrollment paths. One path is for students who intend to complete a certificate, associate degree, or transfer to a university, or may be undecided but considering one of the afore mentioned goals. The students on this path are referred to as NON-EXEMPT and required to follow the SSSP enrollment steps as listed below. The second path is for students who are enrolling at College of San Mateo for personal enrichment only and do not plan to achieve a certificate, associate degree, or transfer, or students who are matriculated at another college or university and enrolling at College of San Mateo to meet the requirements of their home institution only. The students on this path are referred to as EXEMPT.

Step 1) To register for classes all students (NON-EXEMPT & EXEMPT) must first be admitted to the College of San Mateo. Complete the application for admissions. Apply online at collegeofsanmateo.edu/apply.

Step 2) Complete the College of San Mateo placement tests in English or ESL and mathematics. This step is required of all NON-EXEMPT students. EXEMPT students who wish to take an English or math course or a course that has an English or math prerequisite must also complete placement testing.**

Step 3) Complete the College of San Mateo Orientation Workshop. This step is required of all NON-EXEMPT students and any EXEMPT students who want to use Counseling Services.

Step 4) Meet with a College Counselor and complete a one or two semester Student Educational Plan in Degree-Works. This step is required for all NON-EXEMPT students. Any EXEMPT student who wants to use Counseling Services must first attend the College of San Mateo Orientation Workshop.

Step 5) All NON-EXEMPT & EXEMPT students register for classes and pay enrollment fees on WebSMART

Step 6) All NON-EXEMPT & EXEMPT students sign in and use the assigned my.smccd.edu email. This college email is the method of communication used by professors and the College. Plan to check your college email regularly.

NON-EXEMPT students must complete Steps 1 – 4 to be eligible to register for classes. EXEMPT students receive a registration date via email and complete Step 1 and 5. Non-exempt students who have completed the SSSP enrollment requirements have higher registration priority for enrollment in future semesters.

**Students who have successfully completed a math or English course at another college or university may not be required to complete College of San Mateo placement tests. Refer to website – collegeofsanmateo.edu/prerequisites for more information.

Students planning to enroll in the Cosmetology, Dental Assisting or Nursing program, in addition to the application for admission to the College, must also file a separate application to the program. For more information call 574-6361 for Cosmetology, 574-6212 for Dental Assisting, 574-6218 for Nursing.

Using Transfer Credit And The Transcript Evaluation Service (TES)

NON-EXEMPT Students who have completed coursework at colleges and universities outside of San Mateo County Community District (SMCCCD) should use the Transcript Evaluation Service (TES) within the first semester of enrollment at College of San Mateo. Through TES previous college level lower division coursework is reviewed, analyzed, and applied as appropriate to educational

goals at College of San Mateo: certificates, associate degrees, CSU GE Certification (California State University system GE), and IGTC Certification (CSU/UC Intersegmental General Education Transfer Curriculum). The TES evaluation is visible on the students Degree Works audit and serves as the official response from the District in regards to how prior completed coursework is applied in SMCCCD. More information about the Transcript Evaluation Service (TES) is available at smccd.edu/transeval. The Request a Transcript Evaluation form is on WebSMART under the STUDENT tab.

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.

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) 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.

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 mini-

mum 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 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 2015–2016 academic year is \$213 per unit of credit, \$46 per unit enrollment fee and \$8 per unit capital outlay fee;
4. And purchase the health insurance offered through SMCCCD.

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

Under certain circumstances of unforeseen financial hardship, continuing international students may petition to pay the tuition in three installments 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. 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.

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) 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 an 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. 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 elemen-

tary 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) within the San Mateo County Community College District, the system allows registration into the next level course. However, if the in progress prerequisite course is not successfully completed, the student will be administratively withdrawn from the course.

How Can Students Meet Prerequisite Requirements?

There are four ways students can meet prerequisite requirements:

1. complete the prerequisite course(s) within the San Mateo County Community College system, with a grade of "CR/P or C" or higher; or
2. complete placement tests 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 at 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.

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 2015, 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 \$52 each for the fall and spring semesters or \$94 for a two term (fall/spring) permit, and \$27 for the summer session. Parking permits for students with California Board of Governors (BOG) waivers are \$30 for the fall and spring, and \$25 for summer. 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 2015–2016, 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 \$213 per unit (\$213 per unit for foreign students) and Capital Outlay fee of \$8 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 Fees 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) 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.

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.

Final Examinations

Final examinations are required and will be given in accordance with the final examination schedule. The final examination schedule is printed in the class schedule so that students may plan their programs to avoid conflicts or an excessive load.

Grade Reports

A student is held responsible for his/her own academic progress. Final grades are not mailed to students. Dates of grade availability for specific semesters are published in the Schedule of Classes. Final grades are available to students via WebSMART on the dates as published.

Change of Grade

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

Responsibility for monitoring personal academic records rests with the student.

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.

Honors

Dean's List Recognition

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

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

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

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

Honors at Graduation

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

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

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

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

Honor Societies

Alpha Gamma Sigma

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

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

- A. A student may file a petition with the Office of Admissions and Records seeking grade alleviation of substandard work.

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

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

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

Attendance Regulations

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

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

In all cases it is the instructor's prerogative to determine when absences are excessive. An instructor has the right to drop a student from class when such absences jeopardize the student's opportunity to successfully complete the class work or to benefit from the instruction.

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

Extended Absence

Students who will be absent from any class or classes for one week or longer for any health reason should request notification to instructors by 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.

Open Enrollment

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

Enrollment Limitations:

Multiple and Overlapping Enrollments

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

Enrollment Limitations:

Limit of Withdrawals

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

Sequential Courses

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

Credit by Examination

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

The chart on pages 46–50 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.

Academic Review Committee

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

Course Repetition Regulations

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)

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

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

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

Students are limited to a maximum of four course attempts per family. A course attempt means enrollment that results in any evaluative or non-evaluative symbol (any letter grade, P/NP, CR/NC, or W). See course families listed below. If there is more than one course in a particular family, a student may only enroll in a maximum of four total courses within that family. After four courses within a family have been attempted, a student has the option to audit should they wish to continue enrolling in courses within that family. Accepting course audits us up to the faculty member teaching the course. Also, units and subject credit for courses that are audited do not count toward GPA or degree or certificate completion. For information about how to audit, students should refer to the audit policy in the catalog and find the Audit Form on the college website, collegeofsanmateo.edu/forms.

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

List Of Kinesiology Families Across The San Mateo County Community College District 2015–16

Aquatics:	Previous/Equivalent Courses(S)	Leveled/Current Courses
AQUA1 - Aquatic Conditioning Family:	AQUA 127	AQUA 127.1, 127.2, 127.3, 127.4
AQUA2 - Resistance Training Family:	AQUA 135	AQUA 135.1, 135.2, 135.3, 135.4
AQUA3 - Stroke Skill Development Family:	AQUA 133	AQUA 133.1, 133.2, 133.3, 133.4
AQUA4 - Water Polo Family:	AQUA 109	AQUA 109.1, 109.2, 109.3, 109.4
Combatives:	Previous/Equivalent Courses(S)	Leveled/Current Courses
COMB1 - Karate Family:	COMB 404, 405	COMB 404.1, 404.2, 404.3, 404.4
COMB2 - Self-defense Family:	COMB 401	COMB 401.1, 401.2, 401.3, 401.4
Fitness:	Previous/Equivalent Courses(S)	Leveled/Current Courses
FITN1 - Cardiovascular Training Family (High Impact):	FITN 127, 305, 314; DANC 350	FITN 151 FITN 305.1, 305.2, 305.3, 305.4 FITN 314.1, 314.2, 314.3, 314.4 DANC 350.1, 350.2, 350.3, 350.4
FITN2 - Cardiovascular Training Family (Low Impact):	FITN 123, 301, 303, 304, 308, 312, 320	FITN 134 FITN 199, 199.1, 199.2, 199.3, 199.4 FITN 301.1, 301.2, 301.3, 301.4 FITN 304.1, 304.2, 304.3, 304.4 FITN 308.1, 308.2, 308.3, 308.4

FITN3 - Cross Training Family:	FITN 110, 166, 400	FITN 112, 112.1, 112.2, 112.3, 112.4 FITN 117, 118, 119 FITN 166.1, 166.2, 166.3, 166.4 FITN 235, 235.1, 235.2, 235.3, 235.4 FITN 400.1, 400.2, 400.3, 400.4
FITN4 - Core Training Family:	FITN 116, 219	FITN 116.1, 116.2, 116.3, 116.4 FITN 128, 129 FITN 219.1, 219.2, 219.3, 219.4 FITN 237
FITN5 - Pilates Family:	FITN 124, 335	FITN 339 FITN 335.1, 335.2, 335.3, 335.4
FITN6 - Resistance Training Family:	FITN 205, 207	FITN 122 FITN 201, 201.1, 201.2, 201.3, 201.4 FITN 202 FITN 206
FITN7 - Yoga Family:	FITN 332, 334, 337, 338	FITN 332.1, 332.2, 332.3, 332.4 FITN 334.1, 334.2, 334.3, 334.4
Individual Sports:		
Individual Sports:	Previous/Equivalent Courses(S)	Leveled/Current Courses
INDV1 - Archery Family:	INDV 101, 105	INDV 101.1, 101.2, 101.3, 101.4
INDV2 - Badminton Family:	INDV 120, 121, 125	INDV 121.1, 121.2, 121.3, 121.4
INDV3 - Golf Family:	INDV 160, 161, 164, 165, 166, 169, 171	INDV 160.1, 160.2, 160.3, 160.4 INDV 165.1, 165.2, 165.3, 165.4 INDV 167, 168, 172
INDV4 - Tennis Family:	INDV 251, 252, 253, 254, 255, 256	INDV 251.1, 251.2, 251.3, 251.4
Team Sports:		
Team Sports:	Previous/Equivalent Courses(S)	Leveled/Current Courses
TEAM1 - Basketball Family:	TEAM 110, 111, 115	TEAM 111.1, 111.2, 111.3, 111.4 TEAM 117
TEAM2 - Football Family:	TEAM 132	TEAM 132.1, 132.2, 132.3, 132.4
TEAM3 - Soccer Family:	TEAM 141, 143, 145, 148	TEAM 141.1, 141.2, 141.3, 141.4 TEAM 148.1, 148.2, 148.3, 148.4,
TEAM4 - Volleyball Family:	TEAM 171, 173, 174, 175	TEAM 171.1, 171.2, 171.3, 171.4
List Of Dance Families:		
Dance:	Previous/Equivalent Courses(S)	Leveled/Current Courses
DANC1 - Ballroom Family:	DANC 116, 151, 153, 156	DANC 116.1, 116.2, 116.3, 116.4 DANC 151.1, 151.2, 151.3, 151.4 DANC 167.1, 167.2, 167.3, 167.4 DANC 167, 168, 169 DANC 172.1, 172.2, 172.3, 172.4 DANC 665SF
DANC2 - Choreography Family:	DANC 395	DANC 390 DANC 395.1, 395.2, 395.3, 395.4
DANC3 - Composition Family:	DANC 330	DANC 330.1, 330.2, 330.3, 330.4
DANC4 - Classical Family:	DANC 140, 141, 143	DANC 140.1, 140.2, 140.3, 140.4
DANC5 - Dance Accompaniment Family:	DANC 410	DANC 410.1, 410.2, 410.3, 410.4
DANC6 - Dance Production Family:	DANC 400, 450	DANC 400.1, 400.2, 400.3, 400.4

DANC7 - Hip Hop Family:	DANC 150	DANC 150.1, 150.2
DANC8 - Jazz Family:	DANC 117, 130, 131, 132, 205, 210, 215	DANC 117.1, 117.2, 117.3, 117.4 DANC 130.1, 130.2, 130.3, 130.4
DANC9 - Modern Family:	DANC 110, 121, 122	DANC 121.1, 121.2, 121.3, 121.4
DANC10 - Salsa Family:	DANC, 125, 126, 127, 665SB	DANC 125.1, 125.2, 125.3, 125.4 DANC 128.1, 128.2, 128.3, 128.4 DANC 152, 152.1, 152.2, 152.3, 152.4
DANC11 - Tango Family:		DANC 161.1, 161.2, 161.3, 161.4 DANC 161, 162, 163, 164, 165 DANC 166, 260
List Of Music Families:		
	Previous/Equivalent Courses(S)	Leveled/Current Courses
MUS.1 - Piano Family:		MUS. 301, 301.1, 301.2, 301.3, 301.4 MUS. 302, 303, 304
List Of Theatre Arts Families:		
	Previous/Equivalent Courses(S)	Leveled/Current Courses
DRAM1 - Acting Family:	DRAM 203	DRAM 201, 201.1, 201.2, 201.3, 201.4, 202
DRAM2 - Rehearsal and Performance Family:	DRAM 300	DRAM 300.1, 300.2, 300.3, 300.4

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). 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: 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). 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 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.

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 anti-droga. 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).

Student Success and Support Program (SSSP)

The Student Success and Support Program replaces the Seymour-Campbell Matriculation Act of 1986 and recognizes that student success is the responsibility of the institution and the student, and supported by well-coordinated student and instructional services to foster academic success. The purpose of SSSP is to increase California community college student access and success through the implementation of core matriculation services, including assessment and course placement, orientation, counseling/advis-

ing, and other educational planning services, with the goal of providing students with the support services necessary to assist them to achieve their educational goal and complete their identified course of study.

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

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

Student Success and Support Program Services:

- 1. Assessment and Course Placement Services** – Provided by the College Assessment Center, measures students' abilities in English, reading, mathematics, learning and study skills. Assessment results are used to determine course selection, honors eligibility and referral to specialized support services.
- 2. Orientation Services** – Available for new and returning students through the Counseling Support Services office. Services include programs that assist students with their student educational plan.
- 3. Counseling Services** – Provided by the Office of Counseling, Advising and Matriculation through Counseling Support Services, or for students affiliated with a special program such as the Extended Opportunity Program and Services (EOPS) or the Disabled Student Program and Services (DSPS). Counseling services are available to all students who participate in the SSSP and complete assessment and orientation.
- 4. Student Educational Plan (SEP)** - Students are provided assistance to develop a comprehensive SEP that includes required courses and resource referrals needed to meet an educational goal.
- 5. Follow-up Services and Programs** – Students receive continued support, and assistance to define course of study and development of comprehensive SEP by the end of the third term but no later than completion of 15 units of degree applicable coursework. Other services and programs include, but are not limited to, counseling

services, career services, transfer services, financial aid, EOPS, DSPS, Multicultural Center, veteran's support services, foster youth support services, student success and counseling workshops, Learning Center and tutorial services, SMCCCD Transcript Evaluation Service.

- 6. Intervention Activities and Support** - Students who fall out of good academic standing or are otherwise experiencing academic difficulty, or are determined to be at-risk students are provided support through the Orientation Services programs.

More information about the CSM Student Success and Program Report is available on the college website, visit collegeofsanmateo.edu/prie/planningdocs.asp.

Nondiscrimination Policy

College of San Mateo is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the College, enrollment in classes, student services, financial aid, and employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), Section 504, Rehabilitation Act of 1973 (P.L. 93-112), and the Americans With Disabilities Act of 1990.

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

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of Title VI of the 1964 Civil Rights Act and Sec. 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should contact the 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 Patakaran

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

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

Sinumang naghahangad ng impormasyon tungkol sa mga batas at patakaran 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 Faculty and Staff Diversity Advisory 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。正常途徑如果受阻，或有違法律規定者，校方將會採取適當的行動。除記錄所有關於第六及第九章法例的投訴之外，校方亦會將投訴內容報告權益委員會 Faculty & Staff Diversity Advisory Committee 並依循委員會的決定來處理。

Privacy Rights of Students Policy

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

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that 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
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 disciplin-



ary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

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

La Política de los Derechos de los Estudiantes

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

1. El derecho de inspeccionar y revisar el historial académico del estudiante dentro de 45 días después de que el College recibe la petición de acceso. El estudiante debe entregarle la petición escrita al registrador, el decano, el encabezado de departamento académico u otro oficial apropiado, identificando los documentos que desea revisar. El College hará lo necesario para facilitar la revisión y le confirmará al estudiante cuándo y dónde tendrá lugar. Si los documentos no están accesibles al oficial contactado por el estudiante, ese oficial le

indicará al estudiante la persona a quien se tiene que dirigir.

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

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

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

miembros de equipos atléticos.

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

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

Sexual Assault Policy

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

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

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

Information and literature is available in the office of the Vice President, Student Services, 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 empleados sobre la prevención del atentado sexual. El Distrito y cada College les proveerán a todos —profesorado, empleados, estudiantes matriculados— información sobre la definición oficial del atentado sexual, cómo prevenirlo, y cómo reportarlo en caso de asalto.

El «atentado sexual» incluye pero no se limita a la violación, la sodomía forzada, la cópula

oral forzada, la violación por objeto ajeno, la agresión sexual, o la amenaza de agresión sexual.

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

Para mayor información diríjase a la oficina de la Vicepresidenta, Student Services, el Health Center y 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 subject to disciplinary action up to and including termination. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

The District provides both informal and formal complaint resolution procedures; considers as serious matters all complaints of sexual harassment; is committed to full investigation and resolution; and takes steps

to ensure that persons complaining of sexual harassment will not be subjected to retaliation or reprisals of any kind.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice-Chancellor of Human Resources and Employee Relations, 358-6767.

Additional Redress

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

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 Vicecanciller 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. There is also evidence that vapor from e-cigarettes may be harmful. 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" means engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.
2. This policy shall apply to all owned or leased District facilities and all owned or leased District vehicles.
3. Smoking is prohibited in all indoor locations within the District.
4. 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.
5. 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.
6. 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.

7. It is the responsibility of College and District Office managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy should be brought to the attention of the person's supervisor, the Vice-President of Student Services at the College level, or the Vice-Chancellor of Human Resources and Employee Relations in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.
8. 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; también hay evidencia que el vapor de cigarrillos electrónicos puede ser dañino, 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. "Fumar" significa participar en un acto que genera humo o vapor, tal como posesión de una pipa encendida, una pipa de hookah encendida, cigarrillos electrónicos o cualquier tipo de dispositivos de imitación del cigarrillo, un cigarrillo encendido o un cigarrillo electrónico de cualquier tipo.
2. Esta política se aplicará a todas las instalaciones propias o alquiladas del Distrito y todos los vehículos de alquiler o de propiedad del Distrito.
3. Se prohíbe fumar dentro de todos los edificios del Distrito.
4. 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.
5. 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.

6. 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.
7. 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 vicecanciller 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.
8. 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 allegations which may constitute a violation of the Student Code of Conduct, the Disciplinary Officer shall conduct a fact-finding investigation to determine whether to pursue an Administrative Conference or a Student Disciplinary Hearing.

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

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

Step 2. Administrative Conference or Student Disciplinary Hearing

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

Administrative Conference

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

Student Disciplinary Hearing

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

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

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

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

Formal Hearing Process:

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

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

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

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

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

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

ing 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 participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.
- **Restitution:** Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- **Removal from classes/program/activity:** (Note: This disciplinary action may occur at any time.) Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the appropriate Division Dean and/or Disciplinary Officer to discuss the cause for the removal. Any college instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting. For removal from class, the following process should be followed:
 1. Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.
 2. Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
 3. If the student is a minor, the parents or legal guardian shall, within 48 hours, be notified in writing by the Disciplinary Officer
- **Suspension:** Exclusion of the student from all colleges, programs, and activities in the District for a definite period

of time. An administrative hold shall be placed on the student's electronic record, but shall not be reflected on the academic transcript.

1. **Short term Suspension - Exclusion of the student by the Vice President, Student Services, for good cause from one or more classes for a period of up to ten consecutive days of instruction.**
 2. **Long-term Suspension - Exclusion of the student by the Vice President, Student Services, for good cause from one or more classes for the remainder of the school term, or from all classes and activities for one or more terms.**
- **Expulsion:** Permanent exclusion of a student from all colleges, programs and activities in the District for an indefinite time period, including all rights and privileges.

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

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

- a. The College President shall forward to the Chancellor a letter of recommendation for expulsion which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
- b. The Chancellor shall review the recommendation for expulsion with the Office of County Counsel.
- c. The Chancellor, as Secretary for the Board of Trustees, shall forward a letter to the student by certified mail advising him/her of the charges and the intention of the Board of Trustees to hold a closed session to consider his/her expulsion. Unless a student requests a public hearing in writing at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in closed session.
- d. The student is entitled to be present during presentation of the case and may be accompanied by a representative. If the student chooses to be represented by an attorney, the student must so notify the

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

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

- **Withdraw of Consent to Remain on Campus:** Withdraw of consent by the Vice President, Student Services, or Chief of Public Safety for any person (non-student) to remain on campus in accordance with California Penal Code Section 626.4 where the Vice President, Student Services or Chief of Public Safety has reasonable cause to believe that such person has willfully disrupted the orderly operation of the college. If consent is withdrawn by the Vice President, Student Services, or Chief of Public Safety, a written report must be promptly made to the College President.

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

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

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

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

Step 4. Written Decision

1. Within five (5) days* following receipt of the Disciplinary Board's recommendation, the Disciplinary Officer shall make a writ-

ten 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 Non-Academic Grievances (excluding grade grievances)

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

Step 1. Filing a Grievance

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

1. A statement describing the nature of the problem and the action which the student desires taken.
2. A statement of the steps initiated by the student to resolve the problem by informal means.

Informal Student Grievance Procedure		
Area	First Level of action	Second Level of action
Academic Matters: Grades ⁺ , Testing, Class Content, Assignments, Attendance, Prerequisite Challenge	Instructor	Division Dean
Admissions/Late Withdrawal	Dean, Enrollment Services*	Vice President, Student Services
Discrimination Matters	Vice Chancellor, Human Resources	Chancellor
Fee Payments or Refunds	Lead Cashier	Vice President, Administrative Services
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

⁺ 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

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

Step 2. Review of Grievance

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

- a. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:
- The statement contains facts which, if true, would constitute a grievance under these procedures;
 - The grievant is a student which includes applicants and former students;
 - The grievant is personally and directly affected by the alleged grievance;
 - The grievance was filed in a timely manner;
 - The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
 - For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President of Instruction will assist in determining if the student's grievance meets the criteria established by the Education Code. For the specific steps for filing grade grievances, see Section B, Grade Grievances.
- b. If at the end of ten (10) days* following the student's first formal meeting, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing. The hearing will be scheduled within fourteen (14) days* following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than four (4) days* notice of the date, time and place of the hearing.

Step 3. Grievance Hearing Process Grievance Committee

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

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

Hearing Process

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

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

Before initiating formal appeal procedures, the student shall attempt to resolve the academic or grade dispute informally with the instructor. If the dispute is not resolved, the student may initiate a grade grievance with the appropriate division dean. If the grievance is not resolved at the division dean level, the student may appeal to the Vice President of Instruction. The decision of the Vice President on grade-related grievances is final. There is

a deadline of one (1) year from the date that the grade is posted for a student to initiate a grade change.

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

Informal Resolution

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

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

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

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

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

Formal Process for Grade Grievances

Step 1. Filing a Grievance

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

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

the student wishes the grievance to become official.

Step 2. Review of Grievance

a. Within five 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, incompetency;
- 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 grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Vice President, Instruction.

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

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

1. The Statement of Grievance Form filed by the student
2. A written response to the grievance by the instructor who issued the grade. The instructor will provide this to the Vice President, Instruction, within 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. 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

I. 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, em-

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

Vice President, Instruction
Sandra Stefani Comerford

Academic Divisions

Dean, Academic Support and Learning Technologies
Jennifer Taylor-Mendoza

Dean, Business and Technology
Kathleen Ross

Dean, Creative Arts and Social Science
Kevin Henson

Dean, Kinesiology, Athletics, and Dance
Andreas Wolf

Dean, Language Arts
James Carranza

Dean, Mathematics and Science
Charlene Frontiera

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 574-6175 located in Building 10, Room 370, or visit 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.

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 and 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 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.

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.

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.

Career Services

Located in the Counseling Support Center, College Center, Building 10, Room 340, Career Services assists students to explore college majors and career options. For more information visit collegeofsanmateo.edu/career.

Self-Assessment and Career Services

Career Services offers students self-assessment tools to assess potential college majors, occupational interests, personality traits, values and skills. 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 Counseling (COUN) and Career and Life Planning (CRER) classes. There is a charge for some assessments.

Career Services provides current information about career descriptions, salary information, and employment outlook for specific jobs through EUREKA career information system, California Occupational Outlook, O*NET, and Career Café.

Career Services provides workshops and activities to assist students to gather information about college majors, jobs, career development, and more. Typically job and career fairs are offered in fall and spring semesters.

Student Employment

CSM JobLinks is the vehicle for students to look for a job or internship. JobLinks is a web-based job posting system that allows students to upload and build a resume, search and apply for jobs, and more. Additionally, employers often visit campus to recruit students as potential employees. For more information go to the Career Services website at collegeofsanmateo.edu/career.

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

**Fees subject to change. Please visit collegeofsanmateo.edu/childcenter/fees.asp for current info.*

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.

Counseling Services

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

Counseling services are provided in "stages." To have access to one-on-one counseling appointments students must first attend a College of San Mateo College Orientation Workshop. This first stage of counseling services provides foundation information about college processes and policies, educational goals, and introduces students to educational planning. Counseling workshops also are an important component of counseling services. Through workshops students can learn more about their targeted goals. Workshop topics vary but always include details about preparing to transfer, how to select a college major, and how to maximize the use of Degree Works to engage in academic and career planning. In one-on-one counseling appointments students meet with a counselor for an in-depth discussion of goals and interests and to create a student educational plan in Degree Works. The student educational plan is an essential tool and maps out, semester by semester, the courses necessary to complete specific educational goals. For more information about Counseling Services use the website – collegeofsanmateo.edu/counseling or go to the Counseling Support Center, Building 10, 3rd Floor, 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.

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.

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.

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.

Distance Education

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

Distance education courses consist of online and hybrid courses. Online courses are conducted through a class website, and 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/distanceducation. 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 18, Room 206 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/distanceducation or call 574-6271.

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.

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 39.

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. 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.

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.

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

Types of Financial Aid

Type of aid	Annual Awards	Eligibility	Application	Priority Deadline
Federal Pell Grant Program	\$287 to \$5775	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 \$1,648	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 Maximum: Up to \$10,000	Need based – U.S. citizen or eligible non-citizen	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2
Federal Stafford Loan (Government subsidized and unsubsidized loans made by commercial lenders.)	Undergraduates up to \$3500 per year. Maximum: \$4500 total	U.S. citizen or eligible 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

purchased by students who are not covered by their own or parents' policies. Application and claim forms are available in the Health Center.

Learning Communities

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

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

We offer Cultural Communities (MANA, Puente Project and Umoja), Interest Communities (Honors Project and Writing in the End Zone) and Transitional Communities (Pathway to College and Project Change). For more information, please visit the Learning Communities website collegeofsanmateo.edu/learningcommunities.

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) or Lorena Gonzalez (gonzalezl@smccd.edu). Visit collegeofsanmateo.edu/puente.

Umoja is a transfer support program that focuses on the African American experience through the study of culture, history, literature, and identity. The program pairs English and Ethnic Studies in a two-semester program. In the fall, students eligible for ENGL 838 or 848 register for ENGL 838 and ETHN 105. In spring, students continue with ENGL 105 and ETHN 288. Students are required

to enroll in the English and Ethnic Studies classes concurrently each semester as well as attend out of class field trips and activities as members of the Umoja community. For more information and registration access, contact Frederick Gaines (gainesf@smccd.edu) or Jeremy Wallace (wallacej@smccd.edu). Visit collegeofsanmateo.edu/umoja.

Writing in the End Zone I 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 II 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).

For more information contact Teeka James (james@smccd.edu) or Bret Pollack (pollack@smccd.edu). Visit collegeofsanmateo.edu/endzone.

Learning Support Centers

Business and Technology Centers

The **Business Computer Lab** provides both classrooms for the Microcomputer Applications classes and for open lab sessions for Business, Business Computer, and Accounting students to use in improving their computer skills in a variety of applications (e.g., MS Word, Excel, PowerPoint, Access, etc.). During open lab hours this resource is available to any student registered at CSM. Visit 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 Lab** is used for both instruction and open lab sessions. As a support resource, it offers CIS students an opportunity to meet with faculty one on one or to receive assistance from instructional aides or student assistants. The software taught in the CIS courses is available at this location to support the students working on problems/projects or working to improve their skills. When classes are not being held in this lab, it is open to all students registered at CSM. (Emerging Technologies Building). Visit 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 Lab** 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. (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. (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. (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. (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. (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. (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.

Academic Support and Learning Technologies Centers

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

Additionally, the Communication Studies Center and Modern Language Center is located in the Learning Center. (College Center Building 10, Room 220; 574-6570) For more information, visit 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.

Math and Science Centers

The **Anatomy and Physiology Lab** 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 room 36-217 and schedule additional hours for supplemental student instruction. Visit 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. (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. (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 Lab** 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 Materials) 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).

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.

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. collegeofsanmateo.edu/psychservices

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. The Middle College web site is 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. Offerings include semester-long study abroad in such locations as Barcelona, Florence, and Paris.

Students applying to participate must have completed at least 12 college units with a minimum GPA of 2.25. Costs, including flights and living accommodations, are reasonable and financial aid is available. Early planning is advisable. For further information, visit skylinecollege.edu/educationabroad.

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.

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.

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)

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.

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 current 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.

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.

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 normally 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 2015–16

Important Note to Students

If you plan to complete an associate degree or CSUGE or IGETC certification at College of San Mateo, submit official AP, IB, or CLEP exam results to the Admissions and Records Office.

College of San Mateo 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. External exam results are applied to GENERAL EDUCATION AREA REQUIREMENTS ONLY. External exam evaluation results appear on student Web SMART Degree Works audits. Use the reference links located at the end of this grid to view information about the application of external exams, unit values applied to general education areas, admission units generated by external exams, and other information and restrictions.

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 www.smccd.edu/transeval 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 www.smccd.edu/transeval)	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 w/lab - 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	Area 1A	Area A2	English/Reading Basic Competency & Written Composition
English - Literature	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 w/lab 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

AP Exam <i>(continued)</i>	Column 1 Application to IGETC Certification (Use the IGETC and UC information at smccd.edu/transeval 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 at smccd.edu/transeval)	Column 3 Application to SMCCCD Associate Degree General Education 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 before Fall 2009	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	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 between Fall 2009 and Fall 2015	Areas 5A & Area 5C	Area B1 & Area B3* 4 semester units	Natural Science/Scientific Inquiry Area 4 semester units
Physics 1		Area B1 & Area B3 4 semester units	Natural Science/Scientific Inquiry Area - 4 semester units
Physics 2		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.

IB HL EXAM	Column 1 Application to IGETC Certification 3 semester units toward IGETC Area	Column 2 Application to CSU GE Certification 3 semester units toward CSU GE	Column 3 Application to SMCCCD Associate Degree General Education 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 except English) Taken before Fall 2013	Area 3B and Area 6A	passing score of 4 Area C2	passing score of 4 Humanities Area
Language A2 HL (Any Language except English) Taken before Fall 2013	Area 3B and Area 6A	passing score of 4 Area C2	passing score of 4 Humanities Area
Language A1 HL (Any Language) Taken Fall 2013 or after	Area 3B	passing score of 4 Area C2	passing score of 4 Humanities Area
Language A2 HL (Any Language) Taken Fall 2013 or after	Area 3B	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.

CLEP Exam	Column 1 Application to CSU GE Certification 3 semester units toward CSU GE	Column 2 Application to SMCCCD Associate Degree General Education 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

CLEP Exam <i>(continued)</i>	Column 1 Application to CSU GE Certification 3 semester units toward CSU GE	Column 2 Application to SMCCCD Associate Degree General Education 3 semester units toward AA/AS GE
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
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 Marketing	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:

- Issues around credit for external exams are complex. Where there is common use for general education AREAS as noted above, 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.
- 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.
- 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.
- 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.
- 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. Talk to a counselor for assistance.

6. 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, requirements. 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.

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

- CSU External Exam Credit information www.calstate.edu/acadAff/codedmemos/AA-2014-07.pdf
- UC External Exam Credit information www.admission.universityofcalifornia.edu/counselors/exam-credit/index.html

- IGETC Standards Version 1.5 www.ccc-transfer.org/igetc
- CSU Credit - 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.

Revised May 2015



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:

If English or math course placement has been identified through the use of one of the alternate methods listed below, visit collegeofsanmateo.edu/forms/prerequisites.asp and complete the Alternate Placement Test Form to allow for registration in the approved math or English courses.

For Placement into English 100:

1. EAP English (Early Assessment Program) results allow for 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 the EAP results and placement to be valid.

2. IB Language A1/English HL (International Baccalaureate Exam) results with a score of 4 or higher.
3. SAT results with Critical Reading score of 580 or higher or Writing Subject score of 660 or higher.
4. ACT English (Usage/Mechanics, Rhetorical Skills) with score of 23 or higher.
5. CSU English Placement Test with a score of 147 or higher.

For Placement into English 110 or 165:

1. AP Exam, English Language and Composition, with a score of 3 or higher
2. AP Exam, English Literature and Composition, with a score of 3 or higher

For Placement into Math Courses:

1. EAP Math (Early Assessment Program) results allow for placement into MATH 125, 130, 145, 200 or 241. Results cannot be “conditional.”

2. AP Math CALC AB* results: with a score of 3 you are eligible for Math 251; with a score of 4 or 5 you are eligible for Math 252 and/or Math 268.
3. AP Math CALC BC* results: with a score of 3 you are eligible for Math 252 and/or Math 268; with a score of 4 or 5 you are eligible for Math 253 and/or Math 270.

*Although AP results allow eligibility to enroll, be advised that if your college major requires Math 251, 252, and 253, you AP results may not meet major requirements for the associate degree and/or transfer. Meet with a counselor for course selection assistance.

4. IB Math HL (International Baccalaureate Exam) results with a score of 4 or higher meet the associate degree math competency requirement and allow placement into Math 125, 130, 145, 200, or 241.

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.

If you have a Reading score of:	and a Sentence Skills score of:	Take the following English and Reading course(s):
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 105
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).

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):

ESL Grammar/Usage	REVISED SCORES	
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
ESL Listening		
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
ESL Reading		
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)	READ 812
11 to 15 (32 to 44)	READ 825
16 to 22 (45 to 70)	READ 830
23 to 28 (71 to 95)	Eligible for READ 400 level courses
29 to 35 (96 to 120)	Eligible for READ 400 level courses

*It is highly recommended that students enroll in Reading course(s).

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 200 or 241 (at this placement, must take Math 241 and 130 to be eligible for Math 242)
Trigonometry	Less than 46	Math 125 or 130 or 145 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.

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 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 (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 on this page, be advised that courses are being added to the CSM C-ID list on an ongoing basis.

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

Anthropology 350	ANTH 150
Art 101	ARTH 110
Art 201	ARTS 110
Art 202	ARTS 205
Art 207	ARTS 200
Art 301	ARTS 100
Art 401	ARTS 101
Biology 210 & Biology 220	BIOL 130S
Biology 230	BIOL 190
Biology 250	BIOL 110B
Biology 260	BIOL 120B
Business 100	BUS 110
Business 201	BUS 125
Business 295	BUS 140
Chemistry 210	CHEM 110
Chemistry 210 & Chemistry 220	CHEM 120S
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 110	IT IS 120
Computer Information Systems 255	COMP 122
Computer Information Systems 278	COMP 122
Computer Information Systems 256	COMM 132
Computer Information Systems 279	COMM 132
Digital Media 100	JOUR 100
Economics 100	ECON 202
Economics 102	ECON 201
English 100	ENGL 100
English 105	ENGL 100
English 110	ENGL 120
English 161	ENG 200
English 165	ENGL 105
Geography 100	GEOG 110
Geography 110	GEOG 120
Geography 150	GEOG 125
Geology 100	GEOL 100
Geology 101	GEOL 100L

History 100	HIST 170
History 101	HIST 180
Kinesiology 101	KIN 100
Kinesiology 119	KIN 101
Literature 201	ENGL 130
Literature 202	ENGL 135
Literature 231	ENGL 160
Literature 232	ENGL 165
Math 251	MATH 210
Math 252	MATH 220
Math 253	MATH 230
Music 100	MUS 110
Music 101	MUS 125
Music 102	MUS 135
Music 103	MUS 145
Music 104	MUS 155
Music 131	MUS 120
Music 132	MUS 130
Music 133	MUS 140
Music 134	MUS 150
Music 202	MUS 100
Paleontology 110	GEOL 110
Paleontology 111	GEOL 110L
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
Physics 250 & 260 & 270	PHYS 200S
Political Science 100	POLS 150
Political Science 130	POLS 140
Political Science 210	POLS 110
Psychology 100	PSY 110
Psychology 121	SOCI 125
Psychology 200	PSY 180
Psychology 300	PSY 170
Sociology 100	SOCI 110
Sociology 105	SOCI 115
Sociology 121	SOCI 120
Sociology 141	SOCI 150

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 to see if there are additional courses suggested or required for a particular major at a specific campus.

On page 72 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

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, 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 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 WebsSMART) 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
CSU applications
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 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.

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.

California Independent Colleges and Universities

There are more than 300 privately supported (or independent) degree-granting colleges and universities in California. Independent institutions enroll about one-quarter of all students attending four-year colleges and universities in California. The most distinctive feature of California's accredited independent colleges and universities is their diversity of character, academic emphasis, and programs. They include both religious and secular institutions, non-profit and profit-making institutions, and professional schools that offer only a single occupational specialty as well as universities offering a full array of bachelor's, master's, and doctoral degree programs.

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



CSM Courses Transferable to the California State University System (CSU)

The following is a list of courses designated by College of San Mateo Committee on Instruction as appropriate for baccalaureate credit and are accepted by all California State Universities as applicable toward a baccalaureate degree.

Use www.assist.org as the most reliable and up-to-date resource to determine how course credit earned at College of San Mateo can be applied when transferred to the CSU system and individual colleges within the system. On the ASSIST website the following information is essential for transfer planning.

- Lists by catalog year of CSM courses transferable to CSU
- Lists by catalog year of CSM courses that can be applied to CSU General Education Certification
- Lists by catalog year of CSM courses that can be applied to lower division major requirements for CSU campuses and majors
- Lists by catalog year of CSM to CSU course equivalencies
- Lists by catalog year of CSM courses that can be applied to the CSU US History, Constitution, and American Ideals requirements
- C-ID course designations at College of San Mateo

Accounting: ACTG 100, 103, 121, 131, 144, 145, 175, 176, 181, 182, 183, 665, 680-690

Administration of Justice: ADMJ 100, 102, 104, 106, 108, 120, 125, 185, 680-690

Anthropology: ANTH 110, 125, 127, 180, 350, 680-690

American Sign Language: ASL 100, 110

Architecture: ARCH 100, 120, 140, 210, 220, 666, 680-690

Art: ART 101, 102, 103, 104, 105, 200, 201, 202, 206, 207, 208, 209, 214, 223, 224, 225, 226, 231, 232, 233, 236, 240, 243, 301, 315, 316, 350, 351, 352, 353, 381, 383, 384, 385, 388, 391, 392, 393, 394, 396, 397, 400.1, 400.2, 400.3, 400.4, 401, 405, 406, 411, 412, 420, 665, 680-690

Astronomy: ASTR 100, 101, 103, 115, 125, 200, 203, 204, 680-690

Biology: BIOL 100, 102, 110, 123, 126, 127, 128, 130, 132, 145, 184, 195, 210, 220, 230, 240, 250, 260, 310, 680-690

Business: BUS. 100, 115, 125, 150, 180, 201, 295, 315, 316, 317, 401, 680-690

Business Applications-Windows: BUSW 105, 114, 115, 214, 215, 383, 384, 415, 416, 450, 451, 464, 530, 680-690

Career and Life Planning & Counseling: CRER 126, 127, 128, 129, COUN 111, 112, 114, 120, 121, 122, 240

Chemistry: CHEM 100, 192, 210, 220, 231, 232, 250, 410, 420, 680-690

Chinese: CHIN 111, 112, 121, 122, 131, 132, 134, 140, 211, 212, 221, 681-690

Communication Studies: COMM 110, 130, 140, 150, 170, 171, 680-690

Computer and Information Science: CIS 110, 111, 113, 114, 117, 121, 125, 127, 128, 132, 135, 151, 200, 254, 255, 256, 278, 279, 363, 364, 379, 380, 420, 479, 489, 490, 491, 492, 680-690

Dental Assisting: DENT 753

Digital Media: DGME 100, 101, 102, 103, 104, 112, 113, 118, 120, 128, 130, 143, 152, 155, 165, 166, 167, 168, 169, 211, 212, 213, 215, 220, 230, 235, 240, 250, 251, 252, 255, 256, 680-690

Drafting Technology: DRAFT 110, 111, 113, 121, 122, 130, 680-690

Economics: ECON 100, 102, 680-690

Electronics Technology: ELEC 111, 112, 144, 231, 232, 405, 421, 422, 424, 441, 442, 444, 445, 680-690

Engineering: ENGR 100, 210, 215, 230, 260, 270, 680-690

English: ENGL 100, 105, 110, 161, 162, 163, 165, 680-690

English as a Second Language: ESL 400

Ethnic Studies: ETHN 101, 103, 104, 105, 265, 288, 300, 585, 680-690

Film: FILM 100, 120, 121, 122, 130, 135, 140, 145, 153, 200, 215, 277, 680-690

Fire Technology: FIRE 680-690, 714, 715, 720, 725, 730, 740, 745, 748, 796

Geography: GEOG 100, 110, 150, 680-690

Geology: GEOL 100, 101, 680-690

Health Science: HSCI 100, 680-690

History: HIST 100, 101, 102, 201, 202, 260, 310, 680-690

Interdisciplinary Studies: IDST 101, 102, 103, 104

Kinesiology: KINE 101, 102, 119, 120, 125, 126, 127, 130, 131, 135, 136, 190, 191, 200, 201, 202, 300, 301

Kinesiology: P.E. 101, 102, 103, 104, 106, 135, 680-690

Kinesiology-Adaptive: ADAP 100, 110, 140, 155

Kinesiology-Aquatics: AQUA 109.1-109.4, 127.1-127.4, 133.1-133.4, 135.1-135.4

Kinesiology-Dance: DANC 100, 116.1-

116.4, 117.1-117.4, 121.1-121.4, 128.1-128.4, 130.1-130.4, 140.1-140.4, 151.1-151.4, 152, 152.1-152.4, 161.1-161.4, 167.1-167.4, 330.1-330.4, 390, 391, 400.1-400.4, 680-689

Kinesiology-Fitness: FITN 112.1-112.4, 116.1-116.4, 134, 201.1-201.4, 206, 220, 225, 226, 227, 235.1-235.4, 237,

301.1-301.4, 332.1-332.4, 334.1-334.4, 335.1-335.4, 336, 339

Kinesiology-Individual Sports: INDV 121.1-121.4, 251.1-251.4

Kinesiology-Team Sports: TEAM 105, 111.1-111.4, 116, 118, 119, 135, 148.1-148.4, 150, 158, 165

Kinesiology-Intercollegiate Sports: VARS 100, 105, 130, 133, 134, 160, 172, 185, 300, 320, 400

Learning Center: LCTR 100, 105, 240, 680-690

Library Studies: LIBR 100, 680-690

Literature: LIT. 101, 105, 113, 115, 151, 201, 202, 220, 231, 232, 251, 277, 430, 680-690

Management: MGMT 100, 215, 220, 235, 265, 680-690

Mathematics: MATH 125, 130, 145, 200, 222, 241, 242, 251, 252, 253, 268, 270, 275, 680-690

Music: MUS. 100, 101, 102, 103, 104, 111, 112, 113, 114, 131, 132, 133, 134, 202, 231, 232, 233, 234, 250, 275, 290, 291, 292, 293, 301, 302, 303, 304, 314, 315, 316, 317, 371, 372, 373, 374, 401, 402, 403, 404, 409.1-409.4, 424, 425, 429, 430, 452, 454, 455, 470, 501, 502, 503, 504, 665, 680-690

Nursing: NURS 211, 212, 221, 222, 231, 232, 241, 242, 264, 265, 610, 615, 620, 630, 666, 680-690

Oceanography: OCEN 100, 680-690

Paleontology: PALN 110, 110, 680-690

Philosophy: PHIL 100, 103, 244, 300, 680-690

Physics: PHYS 100, 126, 127, 128, 210, 211, 220, 221, 250, 260, 270, 680-690

Political Science: PLSC 100, 110, 130, 150, 200, 210, 215, 310, 680-690

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

Reading: READ: 400, 412, 413, 680-690

Real Estate: R.E. 100, 105, 110, 121, 131, 141, 200, 215, 220, 680-690

Social Science: SOSC 301, 302, 304, 307, 308, 310, 313, 314, 315, 316, 317, 319, 325, 680-690

Sociology: SOCI 100, 105, 110, 121, 141, 680-690

Spanish: 110, 111, 112, 120, 121, 122, 131, 132, 140, 680-690



COLLEGE OF SAN MATEO CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION 2015-16 EDITION

Name: _____ CSM ID#: G _____
Last name First name

<ul style="list-style-type: none"> To apply AP, IB, or CLEP Exam Results to CSU GE use the charts in the CSM Catalog. C = Completed; IP = In Progress Use www.assist.org for the accurate list of approved CSU GE courses and 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 (available in Web-SMART) to determine if any of the coursework can be applied to CSU GE certification. There are instances when a CSM course is approved for CSU GE but the same course at Skyline or Cañada is NOT approved for CSU GE (or visa versa). Use ASSIST. View the CSU GE list for <u>the college</u> in which you are enrolled to confirm CSU GE applicability. 		C	IP
<p>AREA A: COMMUNICATION SKILLS & CRITICAL THINKING 9 units</p> <p>One course required from each area - A1, A2, and A3. Grades of "C" or better required in all Area A coursework</p> <p>A1 Oral Communication COMM 110, 130, 140, 150 Course from other college _____ A1</p> <p>A2 Written Communication ENGL 100, 105, 110 AP Score of 3, 4 or 5 in ENGL/LANG or ENGL/LIT AP _____ A2</p> <p>Course from other college _____</p> <p>A3 Critical Thinking ENGL 110, 165 PHIL 103 Course from other college _____ A3</p>			
<p>AREA B: NATURAL SCIENCE & MATHEMATICS 10 units</p> <p>One course each from B1-Physical Science, B2-Life Science, and B4-Math Concepts. At one of the science courses must include a lab (B3) as part of the course or as a separate lab section as identified by *</p> <p>B1 Physical Science ASTR 100, 101*, 103*, 115, 125, 200 CHEM 100, 210*, 220*, 231*, 232*, 250*, 410*, 420* GEOG 100 GEOL 100, 101* OCEN 100 PALN 110, 111* PHYS 100, 210*, 220*, 250*, 260*, 270* AP Score of 3, 4 or 5 in CHEM or ENV SCI or PHYSICS - meets B1 and B3 AP/IB/CLEP _____ B1</p> <p>Course from other college _____</p> <p>B2 Life Science ANTH 125, 127* BIOL 100, 102, 110*, 130, 145, 184, 195*, 210*, 220*, 230*, 240*, 250*, 260* OCEN 100 PALN 110, 111* PSYC 105, 220 AP Score of 3, 4 or 5 in BIOLOGY - meets B2 and B3 AP/IB/CLEP _____ B2</p> <p>Course from other college _____</p> <p>B3 Lab Courses identified by * Course from other college _____ AP Score of 3, 4 or 5 in BIO or CHEM or ENV SCI or PHYSICS _____ B3</p> <p>B4 Math Concepts CIS 278 MATH 125, 130, 145, 200, 222, 241, 242, 251, 252, 253, 268, 270, 275 PSYC 121 (Grade of "C" or better in B4) AP Score of 3, 4 or 5 in CALC AB or CALC BC or STATISTICS AP/IB/CLEP _____ B4</p> <p>Course from other college _____</p>			
<p>AREA C: ARTS, LITERATURE, PHILOSOPHY & LANGUAGES 9 units</p> <p>One course from C1, one course from C2, one course from C1orC2; courses must be from at least two disciplines</p> <p>C1 Arts ARCH 100 ART 101, 102, 103, 104, 105, 207, 351 DANC 100, DGME 215 ETHN 288, 585 FILM 100, 120, 121 FILM 122, 130, 135, 140, 200, 215 MUS. 100, 131, 202, 250, 275 AP Score of 3, 4 or 5 in ARTHIST or MUST AP/IB _____ C2</p> <p>Course from other college _____</p> <p>C2 Humanities ASL 100, 110 ANTH 180 CHIN 111, 112, 121, 122, 131, 132 COMM 170, 171 ENGL 110, 161, 162, 163 ETHN 104, 105, 265, FILM 153, 277 HIST 100, 101, 102, 201, 202, 260, 310 LIT. 101, 105, 113, 115, 151, 201, 202, 220, 231, 232, 251, 277, LIT. 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. AP/IB/CLEP _____ C1 OR C2</p> <p>Course from other college _____</p>			
<p>AREA D: SOCIAL, POLITICAL & ECONOMIC INSTITUTIONS 9 units</p> <p>3 courses selected from at least two disciplines</p> <p>ADMJ 100 ANTH 110, 180, 350 BUS. 125 COMM 130 DGME 100, 102 ECON 100, 102 ETHN 101, 103, 104, 105, 300 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, PSYC 300, 410 SOCI 100, 105, 110, 121, 141 AP Score of 3, 4 or 5 in ECON or GOV or HIST or GEOG or PSYC AP/IB/CLEP _____ D</p> <p>Course from other college _____</p> <p>SEE U.S. HISTORY, U.S. CONSTITUTION, CALIFORNIA STATE AND LOCAL GOVERNMENT INFORMATION BELOW</p>			
<p>AREA E: LIFELONG UNDERSTANDING & SELF DEVELOPMENT 3 units</p> <p>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.</p> <p>E1 COUN 111 (former CRER 105), 120 (former CRER 120), 121 (former CRER 121), CRER 126, 128, 129 HSCI 100 KINE 101, 119, 200 PSYC 100, 110, 201, 300 SOCI 110 Course from other college _____ E1</p> <p>E2 ADAP 100, 110, 140, 155 AQUA 109.1-109.4, 127.1-127.4, 133.1-133.4, 135.1-135.4 DANC 116.1-116.4, 117.1-117.4, 121.1-121.4, DANC 128.1-128.4, 130.1-130.4, 140.1-140.4, 151.1-151.4, 152, 161.1-161.4, 167.1-167.4, 330.1-330.4, 390 FITN 112.1-112.4, 116.1-116.4, FITN 134, 201.1-201.4, 206, 225, 226, 227, 235.1-235.4, 237, 301.1-301.4, 334.1-334.4, 335.1-335.4, 336, 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</p>			

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 & Local Government for their bachelor degrees. Courses below meet CSU graduation requirements and may be applied to meet CSU GE Area D or Area C2 at all CSU campuses if the CSU GE is certified.

Area 1: US HISTORY	HIST 102, 201#, 202, 260 ETHN 105	# 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 HIST 310 PLSC 200**, 210**, 310	

updated June 16, 2015



CSU Advising Form

California State University General Education (CSU GE)

Transfer students should review 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 67 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 or C2.
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 and 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.

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) without regard to current enrollment status or number of units accrued at a CCC. The last CCC attended for a regular (fall or spring) semester/quarter provides the certification upon request.

Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to a different UC or CSU campus may use IGETC. Students who initially enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmits" and cannot use IGETC. Questions should be directed to the specific UC or CSU campus.

Foreign courses may be applied to IGETC if the foreign institution has United States regional accreditation and if the certifying community college carefully evaluates coursework equivalency. All other foreign coursework cannot be applied to IGETC. However, IGETC allows eligible foreign coursework completed at a non-US institution to be applied to Area 6. College Board Advanced Placement Exams (AP) and International Baccalaureate Exams (IB) may be applied to IGETC as noted by the charts on pages 46–48.

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 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: 5000/510
 - 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 and the university web site.

CSM Courses Transferable to the University of California System (UC)

At the time of the catalog printing the UC Transfer Course Agreement (UC TCA) for 2015-16 was not available. The following is the 2014-15 UC Transfer Course Agreement and lists the College of San Mateo courses that have been approved as transferable to the University of California campuses. After August 2015 use www.assist.org to view the 2015-2016 UC TCA. ASSIST.org remains the most reliable and up-to-date resource to determine how course credit earned at College of San Mateo can be applied when transferred to the UC system and individual universities within the system. On the ASSIST website the following information is essential for transfer planning.

- Lists by catalog year of CSM courses transferable to UC
- Lists by catalog year of CSM courses that can be applied to UC Intersegmental General Education Transfer Curriculum (IGETC) Certification
- Lists by catalog year of CSM courses that can be applied to lower division major requirements for UC campuses and majors
- Lists by catalog year of CSM to UC course equivalencies

Accounting: ACTG 121, 131

Administration of Justice: ADMJ 100, 102, 104, 108

American Sign Language: ASL 100, 110

Anthropology: ANTH 110, 125, 127, 180, 350

Architecture: ARCH 100, 120, 140, 210, 220, 666

Art: ART 101, 102, 103, 104, 105, 201, 202, 206, 207, 208, 209, 214, 223, 224, 225, 226, 231, 232, 301, 315, 350, 351, 352, 353, 381, 396, 401, 405, 406, 411, 412

Astronomy: ASTR 100, 101, 103, 115, 125, 200

Biology: BIOL 100, 102, 110, 130, 145, 184, 195, 210, 220, 230, 240, 250, 260, 310

Business: BUS. 100, 201

Career and Life Planning/Counseling: COUN 111 (formerly CRER 105), COUN 120 (formerly CRER 120)

Chemistry: CHEM 192, 210, 220, 231, 232, 250

Chinese: CHIN 111, 112, 121, 122, 131, 132, 140

Communication Studies: COMM 110, 130, 140, 150, 170, 171

Computer and Information Science: CIS 110, 111, 117, 121, 125, 132, 255, 256, 278, 279

Digital Media: DGME 100, 102, 103, 215

Drafting Technology: DRAFT 121

Economics: ECON 100, 102

Engineering: ENGR 100, 210, 215, 230, 260, 270

English: ENGL 100, 105, 110, 161, 162, 163, 165

English as a Second Language: ESL 400

Ethnic Studies: ETHN 101, 103, 104, 105, 265, 288, 300, 585

Film: FILM 100, 120, 121, 122, 130, 135, 140, 200, 215, 277

Geography: GEOG 100, 110, 150

Geology: GEOL 100, 101

Health Science: HSCI 100

History: HIST 100, 101, 102, 201, 202, 260, 310

Kinesiology: KINE 101, 119, 300

Kinesiology: P.E. 101, 102, 103, 104, 106, 135

Kinesiology-Adaptive: ADAP 100, 110, 140

Kinesiology-Aquatics: AQUA 109.1-109.4, 127.1-127.4, 133.1-133.4, 135.1-135.4

Kinesiology-Dance: DANC 100, 116.1-116.4, 117.1-117.4, 121.1-121.4, 128.1-128.4, 130.1-130.4, 140.1-140.4, 151.1-151.4, 152, 161.1-161.4, 167.1-167.4, 330.1-330.4, 390, 400.1-400.4

Kinesiology-Fitness: FITN 112.1-112.4, 116.1-116.4, 134, 201.1-201.4, 206, 220, 225, 226, 227, 235.1-235.4, 237, 301.1-301.4, 334.1-334.4, 335.1-335.4, 336, 339

Kinesiology-Individual Sports: INDV 121.1-121.4, 251.1-251.4

Kinesiology-Team Sports: TEAM 105, 111.1-111.4, 118, 119, 135, 148.1-148.4, 150, 158, 165

Kinesiology-Intercollegiate Sports: VARS 100, 105, 130, 134, 160, 172, 185, 300, 320, 400

Library Studies: LIBR 100

Literature: LIT. 101, 105, 113, 115, 151, 201, 202, 220, 231, 232, 251, 277, 430

Mathematics: MATH 125, 145, 200, 222, 241, 242, 251, 252, 253, 268, 270, 275

Music: MUS. 100, 101, 102, 103, 104, 131, 132, 133, 134, 202, 231, 232, 233, 234, 250, 275, 301, 302, 303, 304, 314, 315, 316, 317, 371, 372, 373, 374, 401, 402, 403, 404, 424, 425, 429, 430, 452, 454, 455, 470, 501, 502, 503, 504

Oceanography: OCEN 100

Paleontology: PALN 110, 110

Philosophy: PHIL 100, 103, 244, 300

Physics: PHYS 100, 210, 211, 220, 221, 250, 260, 270

Political Science: PLSC 100, 110, 130, 150, 200, 210, 215, 310

Psychology: PSYC 100, 105, 110, 120, 121, 200, 201, 220, 225, 300, 410

Sociology: SOCI 100, 105, 110, 121, 141

Spanish: 110, 111, 112, 120, 121, 122, 131, 132, 140

May 2015

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. UC transfer information is available online at: admission.universityofcalifornia.edu/transfer.

*Note: Apply for admission at:
www.universityofcalifornia.edu/apply.



College of San Mateo **UC/CSU INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2015-16 Edition**

Name: _____ CSM ID#: G _____
Last name First name

Major: _____ Transfer destination: _____

<p>1. USE www.ASSIST.org for the most ACCURATE list of approved IGETC courses and LOWER DIVISION MAJOR requirements for transfer.</p> <p>2. There are instances when a CSM course is approved for IGETC but the same course at SKYLINE or CAÑADA IS NOT approved for IGETC. Use ASSIST to confirm!</p> <p>3. If you have completed course work outside of CSM, CAÑADA, and/or SKYLINE, submit a TRANSCRIPT EVALUATION REQUEST FORM on WebSMART. With an official evaluation, in your Degree Works you will see if/how prior coursework completed outside of SMCCCD will be applied to IGETC CERTIFICATION.</p> <p style="text-align: right;">C=COMPLETED IP=IN PROGRESS C IP</p>		
<p>AREA 1: ENGLISH COMMUNICATION 6 - 9 units</p> <p>CSU – 3 courses required, one from each group below UC – 2 courses required, one from Group A & B</p> <p>A: English Composition ENGL 100, 105 AP Score of 3, 4 or 5 in ENGL/LANG or ENGL/LIT Course from other college _____ AP _____</p> <p>B: Critical Thinking-English Composition ENGL 110, 165 AP DOES NOT meet this requirement Course from other college _____</p> <p>C: Oral Communication (CSU requirement only) COMM 110, 130,140,150 AP DOES NOT meet this requirement Course from other college _____</p>	1A	
	1B	
	1C	
<p>AREA 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING 3 units</p> <p>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 _____</p>		
<p>AREA 3: ARTS & HUMANITIES 9 units</p> <p>3 courses. One from 3-A Arts, one from 3-B Humanities, one from 3-A or 3-B.</p> <p>A: Arts ARCH 100 ART 101, 102, 103, 104, 105 DANC 100 DGME 215 ETHN 288, 585 FILM 100, 120, 121, 122, 130, 135, FILM 140, 200, 215 MUS. 100, 131, 202, 250, 275 AP Score of 3, 4 or 5 in ART HIST Course from other college _____ AP/IB _____</p> <p>B: Humanities ASL110 CHIN 131, 132 ENGL110 ETHN 104, 105, 265 FILM 277 HIST 100, 101, 102, 201, 202, 260, 310 LIT. 101, 105, 113,115, 151, 201, 202, 220, 231, 232, 251, 277, 430 PHIL 100, 244, 300 SPAN 131, 132, 140 AP Score of 3, 4 or 5 in ART HIST or ENGL/LIT or HIST or FOR LANG Course from other college _____ AP/IB _____</p>	3A	
	3B	
	3AorB	
<p>AREA 4: SOCIAL & BEHAVIORAL SCIENCES 9 units</p> <p>3 courses selected from at least two disciplines</p> <p>ADMJ 100 ANTH 110, 180, 350 DGME 100, 102 ECON 100, 102 ETHN 101,103,104,105,300 GEOG 110,150 HIST 100, 101, 102, HIST 201, 202, 260 310 PLSC 100, 110, 130, 150, 200, 210, 215, 310 PSYC 100, 105, 110, 120, 200, 201, 220, 225, 300, 410 SOCI 100, 105, 110, 121, 141 AP Score of 3, 4, or 5 in ECON or GOV, or HIST or GEOG or PSYC Course from other college _____ AP/IB _____</p>	4	
	4	
	4	
<p>AREA 5: PHYSICAL & BIOLOGICAL SCIENCES 7 units</p> <p>2 courses, one from Group A, one from Group B. One of the two courses must incorporate a laboratory, Group C.</p> <p>A: Physical Science ASTR 100, 101*, 103*, 115, 125, 200 CHEM 210#, 220#, 231#, 232#, 250# GEOG 100 GEOL 100, 101* OCEN 100 PALN 110, 111* PHYS 100, 210#, 220#, 250#, 260#, 270# 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 _____</p> <p>B: Biological Science ANTH 125, 127* 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 Course from other college _____ AP/IB _____</p> <p>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. Course from other college _____ AP/IB _____</p>	5A	
	5B	
	5C	
<p>AREA 6: LANGUAGE OTHER THAN ENGLISH (LOTE) (UC requirement only)</p> <p>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. The LOTE requirement may be satisfied by successful completion of two years of high school study in the same language. High school transcripts required.</p> <p>Completed at high school _____ OR _____ At CSM— ASL 100, 110 CHIN 122, 131, 132, 140 SPAN 120, 122, 131, 132, 140 AP results of 3, 4 or 5 in any FOR LANG Course from other college _____ AP/IB _____</p>	6A	

NOT PART OF IGETC - CSU GRADUATION REQUIREMENTS

05/21/15 update

Although not required for transfer, the CSU system requires for graduation courses in U.S. History, US Constitution, and California State & Local Government. 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, ETHN 105 # meets Areas 1 & 2
- Area 2: US CONSTITUTION HIST 201# PLSC 200**, 210**, 215 # meets Areas 1 & 2
- Area 3: CA STATE/LOCAL GOV. ETHN 101 HIST 310 PLSC 200**, 210**, 310 ** meets Areas 2 & 3

IGETC Advising Form

Intersegmental General Education Transfer Curriculum (IGETC)

Transfer students should review 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. College of Natural/Agricultural Science does not accept IGETC.
- UC San Diego - Eleanor Roosevelt and Revelle Colleges accept IGETC but additional general education coursework will be required after transfer.
- UC Santa Cruz - Transfer students pursuing any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC as it will not provide them with lower division preparation for their majors.



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.

Berkeley

University of California
Berkeley, CA 94720-1500
(510) 642-6000
www.berkeley.edu

Davis

University of California
One Shields Avenue
Davis, CA 95616-8558
(530) 752-1011
www.ucdavis.edu

Irvine

University of California
Irvine, CA 92697
(949) 824-5011
www.uci.edu

Los Angeles

University of California
Los Angeles, CA 90095-1405
(310) 825-4321
www.ucla.edu

Merced

University of California
5200 N. Lake Rd.
Merced, CA 95344
(209) 724-4400
www.ucmerced.edu

Riverside

University of California
Riverside, CA 92521
(951) 827-1012
www.ucr.edu

San Diego

University of California
La Jolla, CA 92093-0005
(858) 534-3135
www.ucsd.edu

San Francisco

University of California
San Francisco, CA 94143-0402
(415) 476-9000
www.ucsf.edu

Santa Barbara

University of California
Santa Barbara, CA 93106
(805) 893-8000
www.ucsb.edu

Santa Cruz

University of California
1156 High Street
Santa Cruz, CA 95064
(831) 459-0111
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 and www.calstate.edu.

California State University, Bakersfield

9001 Stockdale Highway
Bakersfield, CA 93311-1099
(661) 654-2782
www.csub.edu

California State University, Channel Islands

One University Drive
Camarillo, CA 93012
(805) 437-8520
www.csuci.edu

California State University, Chico

400 W. First Street
Chico, CA 95929-0722
(530) 898-4636
www.csuchico.edu

California State University, Dominguez Hills

1000 East Victoria Street
Carson, CA 90747
(310) 243-3696
www.csudh.edu

California State University, East Bay

25800 Carlos Bee Blvd.
Hayward, CA 94542-3035
(510) 885-3000
www.csueastbay.edu

California State University, Fresno

5150 North Maple Avenue
Fresno, CA 93740-0057
(559) 278-4240
www.csufresno.edu

California State University, Fullerton

800 North State College Boulevard
Fullerton, CA 92834-6900
(714) 278-2011
www.fullerton.edu

Humboldt State University

1 Harpst Street
Arcata, CA 95521-4957
(707) 826-4402
www.humboldt.edu

California State University, Long Beach

1250 Bellflower Blvd.
Long Beach, CA 90840-0106
(562) 985-4111
www.csulb.edu

California State University, Los Angeles

5151 State University Drive
Los Angeles, CA 90032-8530
(323) 343-3000
www.calstatela.edu

California Maritime Academy

200 Maritime Academy Drive
PO Box 1392
Vallejo, CA 94590
(707) 654-1000
www.csum.edu

California State University, Monterey Bay

100 Campus Center Drive
Seaside, CA 93955-8001
(831) 582-5100
www.csumb.edu

California State University, Northridge

18111 Nordhoff Street Northridge, CA
91330-8207
(818) 677-1200
www.csun.edu

California State Polytechnic University, Pomona

3801 West Temple Ave.
Pomona, CA 91768-4003
(909) 869-7659
www.csupomona.edu

California State University, Sacramento

6000 J Street
Sacramento, CA 95819-6048
(916) 278-6011
www.csus.edu

California State University, San Bernardino

5500 University Parkway
San Bernardino, CA 92407-2397
(909) 537-5000
www.csusb.edu

San Diego State University

5500 Campanile Drive
San Diego, CA 92182-7455
(619) 594-5200
www.sdsu.edu

San Francisco State University
1600 Holloway Ave.
San Francisco, CA 94132-4002
(415) 338-1111
www.sfsu.edu

San Jose State University
One Washington Square
San Jose, CA 95192-0009
(408) 924-1000
www.sjsu.edu

**California Polytechnic State University,
San Luis Obispo**
San Luis Obispo, CA 93407
(805) 756-1111
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

Sonoma State University
1801 East Cotati Ave.
Rohnert Park, CA 94928-3609
(707) 664-2880
www.sonoma.edu

California State University, Stanislaus
801 West Monte Vista Ave.
Turlock, CA 95382
(209) 667-3122
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 69 and 70. 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 74 through 150. 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.

Bachelor's-to-Associate's Degree

A Pathway to the Associate's Degree for Students Who Have Already Achieved a Bachelor's Degree

Students who wish to pursue an associate's degree at College of San Mateo and have already been awarded a bachelor's degree from a regionally accredited college or university in the United States may be exempt from College of San Mateo local associate degree general education requirements. This pathway does not apply to Associate Degrees for Transfer (AA/AS-Ts). Students must still complete a minimum of 12 units in residence at College of San Mateo. For the major, at least 50% or 12 units (whichever is less) of courses applied to the major must be completed in residence at College of San Mateo. All other local requirements may be waived if the completed bachelor's degree includes coursework that fulfills the Title 5 minimum requirements for the associate degree as noted below.

Title 5 Associate Degree Requirements

1. Minimum of 60 units of lower division degree applicable coursework
2. Completion of Freshman Composition (English 100 equivalent at CSM)
3. Completion of Intermediate Algebra or higher level math course (Math 120 or higher equivalent at CSM)
4. Completion of at least 12 units in residence at College of San Mateo
5. Completion of at least 12 units or 50% of the major, whichever is less, completed in residence at CSM.
6. Completion of 18 units of general education: 3 semester unit course in Natural Science; 3 semester unit course in Social and Behavioral Science, 3 semester unit course in Humanities; 6 semester units in Language and Rationality; one additional 3 unit course in the aforementioned areas.

Course Substitutions for Associate Degree and Certificate Requirements

Courses required to meet certificate programs and associate degrees are listed in the College Catalog. Course substitutions are not approved if the required courses or course options are available and offered on a regular or rotating basis. A course substitution would be appropriate if the student has catalog rights for an earlier catalog and the required course listed in the earlier catalog is no longer offered. For more information go to the website and view the Course Substitution Petition – collegeofsanmateo.edu/forms.

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 72.

For more information about SB 1440 – Associate Degrees for Transfer go to the following website - www.sb1440.org.

Career and Technical Education

Career and Technical Education programs are offered in many fields (see listing on page 72) 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 on each Title IV-eligible educational program's webpage. For a full listing of programs, visit collegeofsanmateo.edu/degrees.

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.

College of San Mateo **ASSOCIATE IN ARTS/SCIENCE DEGREE REQUIREMENTS 2015-16 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 view how your course work applies to associate degrees and other educational goals.

Students who have completed coursework at colleges/universities outside the San Mateo County Community College District should request an Official Transcript Evaluation within the first semester of attendance to determine how prior coursework can be applied to A.A./A.S. Degree, CSUGE, and IGETC requirements. Request an official transcript evaluation from the SMCCD Transcript Evaluation Service in WEBSMART. For more information about the Transcript Evaluation Service you may go to : www.smccd.edu/transeval.

A—RESIDENCE **COMPLETED: YES** _____ **NO** _____
 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**.

B—SCHOLARSHIP **COMPLETED: YES** _____ **NO** _____
 A minimum grade point average of 2.0 is required in all degree applicable coursework. A grade of C or higher is required in all courses applied to the major. Some subgroups of coursework may require a grade of C or higher or a 2.0 minimum cumulative GPA.

C—COMPETENCY REQUIREMENTS

C1: Math/Quantitative Reasoning – Math 120 Intermediate Algebra Basic Competency
 This competency requirement may be satisfied with any of the following:
 A. Completion of SMCCCD math placement test with results that indicate eligibility for a math course **higher than** Math 120
 B. Grade of C or higher in Math 120, or in both Math 122 and Math 123, or Math 190
 C. Score of 3, 4 or 5 on College Board Advanced Placement Tests (AP): Calculus AB, or Calculus BC, or Statistics
 D. Score of 4 or higher on International Baccalaureate Exam (IB): Mathematics HL
 E. Grade of C or higher in a course equivalent to Math 120 taken outside the SMCCCD*
 F. Grade of C or higher in a course with a prerequisite of intermediate algebra or higher*

COMPLETED: YES _____ **NO** _____

C2: English – English 100/105 Basic Competency
 This competency requirement may be satisfied with any of the following:
 A. Grade of C or higher in English 100 or 105
 B. 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
 C. Grade of C or higher in a course equivalent to English 100 taken outside the SMCCCD*

COMPLETED: YES _____ **NO** _____

C3: Information Competency
 This competency may be satisfied with any of the following:
 A. ENGL 100 or 105 if completed FALL 2015 or later.
 B. Grade of C/P in one of the following CSM courses: NURS242 LIBR 100, BUSW 530, CIS 110, DGME 100,102 MATH 145, CRER 129
 C. Grade of C/P in LSCI 100/Skyline or LIBR 100/Cañada
 D. Score of 70 percent or higher on the CSM Information Competency Proficiency Exam. For more information on the exam go to collegeofsanmateo.edu/library
 E. 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.

COMPLETED: YES _____ **NO** _____

**Courses taken outside of SMCCCD must be completed at a college or university within the United States with CSM approved accreditation. For C1/Math and C2/English, the student must seek course approval and provide verification of course equivalency using the CSM Prerequisite Equivalency Petition or the Official Transcript Evaluation Service at www.smccd.edu/transeval*

D—MAJOR
 Major requirements are a minimum of 18 units. Use the College Catalog for the list of courses required for each major. 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. Courses applied to the major may also be applied to meet general education requirements.

Mark X in the appropriate column for each category: **C** = Completed; **IP** = In Progress
Bold courses in italic are part of CSU GE or IGETC. Use www.assist.org to confirm CSUGE and/or IGETC inclusion.

	C	IP
<p>E—GENERAL EDUCATION</p> <p>AREA E1: AMERICAN HISTORY & INSTITUTIONS, CA STATE & LOCAL GOVERNMENT</p> <p>This requirement may be satisfied by completing one of the three options below:</p> <p>Option 1: <i>PLSC 200</i> OR <i>PLSC 210</i> OR <i>HIST 201</i> E1.1</p> <p>Option 2: one of the options in Group 1 and one course in Group 2 as noted below:</p> <p style="padding-left: 20px;">Group 1: American History and Institutions (U.S. History, U.S. Constitution) <i>PLSC 215, or HIST 100 & 102, or HIST 101 & 102, or HIST 201 & 202, or HIST 201 & 260, or HIST 202 & 260</i> Course from other college _____</p> <p style="padding-left: 20px;">Group 2: CA State and Local Government (California Institutions) <i>ETHN 101 or HIST 310 or PLSC 310</i> Course from other college _____</p> <p>Option 3: complete the U.S. History & 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> E1.3</p>		



Mark X in the appropriate column for each category: C = Completed; IP = In Progress <i>Bold courses in italic are part of CSU GE or IGETC. Use www.assist.org to confirm CSUGE and/or IGETC inclusion.</i>		C	IP
AREA E2: LANGUAGE AND RATIONALITY 6 to 9 units			
a) English Composition - at least 3 units (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 _____	E2a		
b) English, Literature, Speech Communication - at least 3 units (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 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 _____	E2b		
c) Communication and Analytical Thinking - at least 3 units (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) ART 200 BUS. 115, 295, 401 CIS 110, 125, 135, 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, 190, 200, 222, 241, 251 PHIL 103 PSYC 120 Course from other college _____ AP/IB _____ <i>Courses that are used to meet Area 2a, 2b, and/or 2c cannot be used to satisfy other general education requirements.</i>	E2c		
AREA E3: HEALTH SCIENCE— EFFECTIVE FALL 2010, HEALTH SCIENCE IS NO LONGER AN ASSOCIATE DEGREE REQUIREMENT.			
AREA E4: PHYSICAL EDUCATION ACTIVITY CLASSES 1 to 2 units (two activity classes)			
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 _____	PE Class 1		
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 _____	PE Class 2		
AREA E5: ADDITIONAL GENERAL EDUCATION REQUIREMENTS 12 units			
<i>12 units in the following 4 general education areas are required, with at least 3 units in each area. A course may not be used in more than one area.</i>			
a) Natural Science - ANTH 125, 127* ASTR 100, 101*, 103*, 115, 125, 200 BIOL 100, 102, 110, 130, 145, 184, 195*, 210, 220, 230, 240, 250, 260, 310 CHEM 100, 192, 210, 220, 231, 232, 410, 420 ELEC 111 GEOG 100 GEOL 100, 101* OCEN 100 PALN 110, 111* PHYS 100, 210, 220, 250, 260, 270 PSYC 220 *these are one unit lab courses and alone or combined with other one-unit lab courses do not meet the 3 unit requirement in Natural Science. Course from other college _____	E5a		
b) Social Science - ADMJ 100 ANTH 110, 180, 350 BUS. 100, 125 DGME 100 ECON 100, 102 ETHN 101, 103, 104, 105, 265, 300 GEOG 110, 150 HIST 100, 101, 102, 201, 202, 260, 310 PLSC 100, 110, 130, 150, 200, 210, 215, 310 PSYC 100, 105, 110, PSYC 200, 201, 220, 225, 300, 410 SOSC 310 SOCI 100, 105, 110, 121, 141 Course from other college _____	E5b		
c) Humanities - ARCH 100 ART 101, 102, 103, 104, 105, 350, 351, 401 ASL 100, 110 CHIN 111, 112, 121, 122, 131, 132, 134, 140, 211, CHIN 212, 221 COMM 170, 171 DANC 100 DGME 215 ENGL 110 ETHN 103, 104, 105, 288, 585 FILM 100, 120, 121, FILM 122, 130, 135, 140, 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 _____	E5c		
d) Career Exploration and Self-Development - ADMJ 100 ARCH 666 ART 200 BIOL 126, 127, 128 BLDG 700 BUS. 201, 315, 316, 317 BUSW series CIS 110 HSCI 100 COUN 111 (CRER 105), 112 (CRER107), 114 (CRER 104) 120 (CRER 120), 121 (CRER 121), 122 (CRER 122), CRER 126, 127, 128 COMM 110, 130, 140, 150 DGME 101, 103, 104, 211, 212, 230, 260, 265 DRAF 110, 120 ENGR 100 ELEC 445 FIRE 715 KIN 101, 102, 130, 135, 136, 201, 202, 301 LIBR 100 MGMT 100 NURS 666, 242 PHYS 126, 127, 128 R.E. 100 SOSC 301 SPFI 711 Course from other college _____	E5d		





ASSOCIATE DEGREE FOR TRANSFER (AA/AS-T) WORKSHEET

Name _____ CSM ID#: G _____

Associate Degree for Transfer MAJOR: _____ Date: _____

Associate degree for transfer reference websites/resources:

- www.sb1440.org
- www.adegreewithaguarantee.com
- www.c-id.net
- www.assist.org
- www.collegeofsanmateo.edu/catalog
- www.collegeofsanmateo.edu/transfer

College of San Mateo Associate Degree for Transfer requirements are listed below. The Associate Degree for Transfer is different from other college associate degrees in that only the major, CSU GE or IGETC/CSU, and a minimum of 60 CSU transferable units are needed to complete the degree. No additional requirements can be imposed by the local college or district.

<p>A – Units and Residence At least 60 CSU transferable units including CSU GE or IGETC for CSU. At least 12 units in residence at College of San Mateo</p>	
<p>B – Scholarship A minimum grade of “C” is required for all courses applied to the major. An overall grade point average of 2.0 or higher is required.</p>	
<p>C – Major Course Requirements Use the College Catalog to find the list of courses required for the AA/AS – T in the major of your interest. Courses applied to the major may also be applied to meet general education requirements.</p>	
<p>D – General Education Requirements Select one of the patterns below, the CSU GE pattern or the IGETC/CSU pattern.</p>	
<p>California State University General Education Pattern CSU-GE (39 units)</p> <p><i>Courses applied to the major may also be applied to CSU GE. Use ASSIST.org for the most accurate list of approved courses for CSU GE</i></p>	<p>Intersegmental General Education Transfer Curriculum for CSU IGETC-CSU (37 units)</p> <p><i>Courses applied to the major may also be applied to IGETC/CSU. Use ASSIST.org for the most accurate list of approved courses for IGETC/CSU Version</i></p>
Area A1 Oral Communication.....3 units	Area 1A Written Communication.....3 units
Area A2 Written Communication.....3 units	Area 1B Composition and Critical Thinking.....3 units
Area A3 Critical Thinking.....3 units	Area 1C Oral Communication.....3 units
Area B1 Physical Science.....3 units	Area 2 Math Concepts.....3 units
Area B2 Life Science.....3 units	Area 3A Arts.....3 units
Area B3 Science Lab.....1 unit	Area 3B Humanities.....3 unit
Area B4 Math Concepts.....3 units	Area 3A or Area 3B.....3 units
Area C1 Arts.....3 units	Area 4 Social and Behavioral Science.....9 units
Area C2 Humanities.....3 units	Area 5A Physical Science.....3 units
Area C1 or Area C2.....3 units	Area 5B Biological Science.....3 units
Area D Social, Political, Economic Institutions.....9 units	Area 5C Science Lab.....1 unit
Area E Lifelong Understanding.....3 units	

A.A./A.S. Degree and Certificate Programs at CSM

ACCOUNTING	AA/CERT
Accounting Assistant	CERT
CPA Exam Preparation: Business Environment & Regulation.	CERT
CPA Exam Preparation: Financial Accounting & Auditing	CERT
Enrolled Agent Exam Preparation.	CERT
Tax Preparer I	CERT
Tax Preparer II.	CERT
ADDICTION STUDIES	AA/CERT
Co-Occurring Disorders	CERT
ADMINISTRATION OF JUSTICE	AS/AS-T/CERT
ARCHITECTURE	AS
ART	
Art History.	AA/AA-T/CERT
Fine Arts: General Studio Art	AA
Photography	AA
Studio Art	AA-T
ASTRONOMY	
Astroimaging and Observatory Operation.	CERT
BIOLOGY	AS
Biotechnology.	AS/CERT
General	AS
Medical	AS
Pre-Nursing.	AS
BUILDING INSPECTION TECHNOLOGY	AS/CERT
BUSINESS	
Business Administration, Option 1 (non-transfer)	AA
Business Administration, Option 2 (transfer)	AA
Business Administration	AS-T
Microcomputer/Database & Spreadsheet	AA/CERT
Microcomputer/Office Assistant	AA/CERT
Office Assistant I.	CERT
Office Assistant II	CERT
CHEMISTRY	AS
COMMUNICATION STUDIES	AA/AA-T/CERT
COMPUTER AND INFORMATION SCIENCE	AS
C++ Programming	CERT
Computer Science Applications & Development	AS/CERT
Database Programming.	CERT
Internet Programming	CERT
Java Programming	CERT
Web/Mobile Application Development	AS/CERT
COSMETOLOGY	AA/CERT
DENTAL ASSISTING	AS/CERT
DIGITAL MEDIA	
Broadcast & Electronic Media.	AA
Digital Video	CERT
Digital Video Production	AA
Graphic Design	AA
Web Design.	AA/CERT
DRAFTING/CAD	AS/CERT
Computer Aided Design	CERT
ECONOMICS	AA-T
ELECTRICAL TECHNOLOGY	
Inside Wireman.	AS/CERT
ELECTRONICS TECHNOLOGY	
Advanced Electrical Power Systems & Instrumentation	CERT
Electrical Power Systems & Instrumentation	CERT
Fundamentals of Smart Building Systems.	CERT
Telecommunications Fundamentals.	CERT
ENGINEERING	AS
Engineering Technology - General	AS
ENGLISH	AA/AA-T
ETHNIC STUDIES	AA
FILM	AA
FIRE TECHNOLOGY	AS/CERT
GEOLOGICAL SCIENCES	AS
Geology	AS-T
HISTORY	AA-T
INTERDISCIPLINARY STUDIES	
Contemporary Issues	AA
Intercultural Studies.	AA
Science & Society	AA
KINESIOLOGY	AA-T
Comprehensive Pilates Instructor	CERT
Group Fitness Instructor	CERT
Pilates Mat Instructor	CERT
Pilates Mat & Reformer Instructor	CERT
Specialized Pilates Instructor	CERT
Yoga Instructor	CERT
MANAGEMENT	
Business Management.	AA/CERT
Human Resources Management.	CERT
Marketing Management	AA/CERT
Project Management	CERT
Retail Management	AA/CERT
MATHEMATICS	AS/AS-T
MUSIC	AA
Electronic Music.	AA/CERT
NURSING	AS
PHYSICAL SCIENCE	AS
PHYSICS	AS/AS-T
PSYCHOLOGY	AA-T
REAL ESTATE	AA/CERT
SOCIAL SCIENCE	AA
SOCIOLOGY	AA-T
SPANISH	CERT
UNIVERSITY TRANSFER	CERT

6/11/15

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 68.



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 or www.cpec.ca.gov/CollegeGuide/CollegeGuide.asp or 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 91.

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:

Business Environment and Regulation 16 units

CPA Exam Preparation:

Financial Accounting and Auditing 14 units

Enrolled Agent Exam Preparation 17 units

Tax Preparer I 9.5 units

Tax Preparer II 17.5 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) to identify lower division major preparation for Business and Accounting for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AA Accounting

The associate degree in Accounting prepares students for a variety of positions in the accounting field. Many students find part-time employment after completing the initial accounting courses in the program and continue to work while fulfilling program requirements. Lower division accounting courses are required for all business administration degree programs. These accounting courses provide an important foundation for students who plan to transfer to a four-year bachelor's degree program.

Upon completion of degree requirements, students will be able to:

1. Accounting/Financial Accounting - Understand and apply accounting principles to prepare financial statements.
2. Accounting Software - use QuickBooks to track and service business transactions in a small business.

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.

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 Using Excel for Windows	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 181 Taxation of Individuals Using Tax Software	4 units
ACTG 182 Taxation of Business Entities Using Tax Software	4 units
ACTG 183 Taxation of Trusts, Gifts, and Estates Using Tax Software	2 units
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

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/actg-ca-accounting.htm

Minimum 22 semester units

Upon completion of certificate requirements, students will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

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.

CS Accounting Assistant

Upon completion of certificate requirements, students will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

8.5 semester units

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 Using Excel for Windows	1.5 units
CRER 127 Career Choices II: Job Search	0.5 unit

CS CPA Exam Preparation: Business Environment and Regulation

The Certificate of Specialization in CPA Exam Preparation: Business Environment and Regulation provides students with the knowledge that is essential for passing this section of the Certified Public Accountant (CPA) exam.

Upon completion of certificate requirements, students will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

16 semester units

A grade of "C" or higher is required for each course applied to the certificate.

ACTG 165 Cost Accounting	3 units
ACTG 181 Taxation of Individuals Using Tax Software	4 units
ACTG 182 Taxation of Business Entities Using Tax Software	4 units
ACTG 183 Taxation of Trusts, Gifts, and Estates Using Tax Software	2 units
BUS 201 Business Law I	3 units

CS CPA Exam Preparation: Financial Accounting and Auditing

Upon completion of certificate requirements, students will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

14 semester units

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 Enrolled Agent Exam Preparation

The Certificate of Specialization in Enrolled Agent Exam Preparation provides students with the knowledge that is essential for passing the Special Enrollment Examination (SEE).

Upon completion of certificate requirements, students will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

17 semester units

A grade of "C" or higher is required for each course applied to the certificate.

ACTG 121 Financial Accounting	4 units
ACTG 176 Enrolled Agent Exam Preparation	3 units
ACTG 181 Taxation of Individuals Using Tax Software	4 units
ACTG 182 Taxation of Business Entities Using Tax Software	4 units
ACTG 183 Taxation of Trusts, Gifts, and Estates Using Tax Software	2 units

CS Tax Preparer I

The Certificate of Specialization in Tax Preparer I provides students with the basic knowledge that is essential for beginning a new career as a tax preparer.

Upon completion of certificate requirements, students will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

9.5 semester units

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 181 Taxation of Individuals Using Tax Software	4 units
BUSW 415 Spreadsheet I Using Excel for Windows	1.5 units
CRER 127 Career Choices II: Job Search	0.5 unit

CS Tax Preparer II

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/actg-cs-tax-prep-2.htm

The Certificate of Specialization in Tax Preparer II provides students with the basic knowledge of bookkeeping for a small business and beginning a career as a tax preparer.

Upon completion of certificate requirements, students will be able to:

1. Understand the relevant concepts and applications of accounting needed to succeed in future accounting classes and in the workplace.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

17.5 semester units

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 181 Taxation of Individuals Using Tax Software	4 units
ACTG 182 Taxation of Business Entities Using Tax Software	4 units
ACTG 183 Taxation of Trusts, Gifts, and Estates Using Tax Software	2 units
BUSW 415 Spreadsheet I Using Excel for Windows	1.5 units

ADDICTION STUDIES

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

**University Transfer Program
60–70 transferable units**

California State University
University of California
Independent Colleges and Universities

AA Associate in Arts Degree

Addiction Studies 60 units

CA Certificate of Achievement

Addiction Studies 39 units

CS Certificate of Specialization

Co-Occurring Disorders 15 units

University Transfer Program

Use Assist (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 Addiction Studies program prepares students to work with the alcohol and other drug dependent population, and the family and employer of the chemically dependent person. The program addresses community needs for trained alcohol and other drug prevention specialists to work and volunteer in both public and private agencies in the Bay Area.

Career opportunities in this field include Primary Addiction Counselor/Supervisor, Case Manager, Program Director, Prevention Educator, Mental Health Dual Diagnosis Counselor, Crisis Intervention Specialist, Incarceration Counselor, and Assessment/Placement Specialist. Other opportunities include working with adolescents, seniors, multicultural populations, and those who have been affected by HIV/AIDS.

Persons who are awarded the certificate may be employed by in-patient and out-patient treatment clinics, transitional housing centers, mental health clinics, job training/placement programs, shelters for various homeless populations, detoxification units, crisis intervention centers, incarceration facilitates, and education/prevention programs in the schools and community.

The certificate program conforms to the Proposed Guidelines for Alcohol and Other Drug Studies Programs within Higher Education prepared for the California State Department of Alcohol and Drug Programs and meets the accreditation standards set forth by the California Association for Alcohol/Drug Educators (CAADE).

AA Addiction Studies

Upon completion of degree requirements, students will be able to:

1. Explain a variety of models and theories of addiction; the social political, economic, and cultural context; risk and resiliency factors; the behavioral, psychological, physical health, and social effects of psychoactive substances.
2. Describe the philosophies, practices, policies, and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and the interdisciplinary approach to addiction treatment.
3. Demonstrate the use of specific diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care and apply treatment services appropriate to the personal and cultural identity and language of the client.
4. Demonstrate their professional readiness of the counselor as to apply their understanding of diverse cultures into clinical practice, the importance of self-awareness in one's own personal, professional, and cultural life, adherence to addiction professional's ethical and behavioral standards of conduct, importance of ongoing supervision and understand procedures for handling crisis or dangerous situations.

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 Family Systems in Addiction	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 317 Case Management	3 units
SOSC 325 Co-occurring Disorders II - Management and Treatment.	3 units

CA Addiction Studies

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/aods-ca-aods.htm

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).

Upon completion of certificate requirements, students will be able to:

1. Explain a variety of models and theories of addiction; the social political, economic, and cultural context; risk and resiliency factors; the behavioral, psychological, physical health, and social effects of psychoactive substances.
2. Describe the philosophies, practices, policies, and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and the interdisciplinary approach to addiction treatment.
3. Demonstrate the use of specific diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care and apply treatment services appropriate to the personal and cultural identity and language of the client.
4. Demonstrate their professional readiness to apply their understanding of diverse cultures into clinical practice, the importance of self-awareness in one's own personal, professional, and cultural life, adherence to addiction professional's ethical and behavioral standards of conduct, importance of ongoing supervision and understand procedures for handling crisis or dangerous situations.

39 semester units

Complete major requirements listed under Associate in Arts: Major in Addiction Studies. A grade of "C" or higher is required for each course applied to the certificate.

Major in Addiction Studies continued next page

CS Co-Occurring Disorders

Upon completion of certificate requirements, students will be able to:

1. Understand Addiction: a variety of models and theories of addiction; the social political, economic, and cultural context; risk and resiliency factors; the behavioral, psychological, physical health, and social effects of psychoactive substances.
2. Describe the philosophies, practices, policies, and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and the interdisciplinary approach to addiction treatment.
3. Understand how to apply the education and training to practice by understanding the diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care and apply treatment services appropriate to the personal and cultural identity and language of the client.
4. Assess the professional readiness of the counselor as to apply their understanding of diverse cultures into clinical practice, the importance of self-awareness in one's own personal, professional, and cultural life, adherence to addiction professional's ethical and behavioral standards of conduct, importance of ongoing supervision and understand procedures for handling crisis or dangerous situations.

15 semester units

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

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

University Transfer Program

Use Assist (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 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 and the Justice System	3 units
ADMJ 125 Juvenile Procedures	3 units
ADMJ 185 Introduction to Forensic Science	3 units

AS-T Administration of Justice

The AS-T major in Administration of Justice prepares students for transfer into bachelor's degree programs in Administration of Justice and similar areas. Completion of this AS-T meets minimum eligibility for transfer to the California State University system. For more information go to page 67.

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.

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 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
SOCI 100 Introduction to Sociology	3 units
PSYC 100 General Psychology	3 units
PSYC 121 Basic Statistical Concepts	3 units
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 Lab1 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

Major in Administration of Justice continued on next page

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

For gainful employment information, see the program’s website: collegeofsanmateo.edu/gedi/docs/admj-ca-aj.htm

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

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.

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

ANTHROPOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

University Transfer Program 60–70 transferable units

California State University
University of California
Independent Colleges and Universities

University Transfer Program

Use Assist (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

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

Architecture 60 units

Recommended high school preparation:

Coursework in Art, Mathematics (four years), Mechanical Drawing, English

University Transfer Program

Use Assist (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.

AS Architecture

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.

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
Art History 60 CSU transferable units

CA Certificate of Achievement

Art: Art History. 18 units

University Transfer Program

Use Assist (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 Fine Arts: General Studio Art

Upon completion of degree requirements, students will be able to:

1. Exhibit visual literacy and critical thinking through communication, analysis, and reflection on artworks and the concepts and influences from which artworks originate.
2. Possess physical/technical skills within an art/design based medium to be used as tools for creative expression.

Complete General Education and other requirements listed for the Associate degree and

Major requirements: 29.5–30 semester units

A grade of "C" or higher is required for each course applied to the major.

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 201 Drawing and Composition I	.3 units
ART 214 Color	.3 units
ART 301 Two-Dimensional Design	.3 units

And select one of the following:

ART 200 Fine Art Portfolio Preparation	.3 units
ART 385 Master Portfolio - Digital Photography	2.5 units
ART 388 Master Photography Portfolio	2.5 units

Select 12 units from any of the following courses:

Drawing:

ART 202 Drawing and Composition II	.3 units
ART 206 Figure Drawing and Portraiture	.3 units
ART 207 Life Drawing	.3 units
ART 208 Portrait Drawing I	.3 units
ART 209 Portrait Drawing II	.3 units

Painting:

ART 223 Oil Painting I	.3 units
ART 224 Oil Painting II	.3 units
ART 225 Acrylic Painting I	.3 units
ART 226 Acrylic Painting II	.3 units
ART 231 Watercolor I	.3 units
ART 232 Watercolor II	.3 units
ART 236 Chinese Brush Painting	.3 units

Ceramics and Sculpture:

ART 401 Three-Dimensional Design	.3 units
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ART 405 Sculpture I	.3 units
ART 406 Sculpture II	.3 units
ART 411 Ceramics I	.3 units
ART 412 Ceramics II	.3 units

Digital Art:

ART 315 Mixed Media Art	.3 units
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Photography (Darkroom):

ART 351 Beginning Black and White Photography	.3 units
ART 352 Intermediate Black and White Photography	.3 units
ART 353 Advanced Black and White Photography	.3 units
ART 391 Experimental Photography 1	.3 units
ART 392 Experimental Photography 2	.3 units
ART 393 Experimental Photography 3	.3 units
ART 394 Experimental Photography 4	.3 units

Digital Photography:

ART 350 Visual Perception	.3 units
ART 381 Beginning Digital Photography	.3 units
ART 383 Intermediate Digital Photography	.3 units
ART 384 Advanced Digital Photography	.3 units
ART 396 Documentary Photography 1	.3 units
ART 397 Documentary Photography 2	.3 units

AA Art: Art History

The Art Major with an Emphasis in Art History is designed for students who wish to pursue the study of the visual arts in a social, political, philosophical and cultural context as a foundation for understanding human history and creativity. The study of art history develops a greater sensitivity to art-related issues, the ability to think critically about art and history, and to appreciate the artistic expression of varied cultures and civilizations. Completion of the AA degree in Art with an Emphasis in Art history exposes students to the major stylistic periods of Western European and American Art and Architecture and provides a firm basis for continued study in the field of art history.

Career opportunities, which require additional studies at a four-year institution, include the following: college professor, teacher, arts administrator, museum/gallery curator, corporate art advisor, museum docent, slide librarian, consultant on historical style for film and TV production, museum conservator, historical conservationist, art critic, tour guide, travel consultant, research assistant, and art dealer.

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.

Major in Art continued on next page

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 Times3 units
- ART 102 Art of Renaissance and Baroque Europe3 units
- ART 103 Art of Europe and America from the Rococo to the Present.3 units
- ART 104 Art of the 20th Century3 units
- ART 201 Drawing and Composition I3 units

Select 3 units from the following:

- ART 206 Figure Drawing and Portraiture3 units
- ART 207 Life Drawing3 units
- ART 214 Color.3 units
- ART 223 Oil Painting I3 units
- ART 301 Two-Dimensional Design3 units
- ART 350 Visual Perception3 units
- ART 105 Art of Asia and the Near East3 units
- FILM 100 Introduction to Film3 units
- ANTH 110 Cultural Anthropology3 units
- HIST 100 History of Western Civilization I3 units
- HIST 101 History of Western Civilization II3 units

AA-T Art History

The Art major with an Art History emphasis is designed for students who wish to pursue the study of the visual arts in a social, political, philosophical and cultural context as a foundation for understanding human history and creativity. The study of art history develops a greater sensitivity to art-related issues, the ability to think critically about art and history, and to appreciate the artistic expression of varied cultures and civilizations. Completion of the AA degree in Art with an emphasis in Art History exposes students to the major stylistic periods of Western European, American and Asian Art & Architecture and provides a firm basis for continued study in the fields of art history.

Career opportunities include the following: college professor, K-12 teacher, arts administrator, museum or gallery curator, corporate art advisor, museum docent, slide librarian, consultant on historical period styles for film and TV production, museum conservator, historical conservationist, art critic or writer, tour guide, travel consultant, research assistant, and art dealer.

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.

Major requirements: 21 semester units

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 Courses (12 units)

- ART 101 Art and Architecture from the Ancient World to Medieval Times (c. 1400) . . . 3 units
- ART 102 Art of Renaissance and Baroque (c. 1300-1700)3 units
- ART 103 Art of Europe and America: Neoclassical (c. 1750-Present)3 units
- ART 201 Drawing and Composition I3 units

List A: Select 3 units

- ART 105 Art of Asia and the Near East3 units

List B: Select 3 units

- ART 206 Figure Drawing and Portraiture3 units
- ART 207 Life Drawing3 units
- ART 223 Oil Painting I3 units
- ART 301 Two-Dimensional Design3 units
- ART 315 Mixed Media Art3 units
- ART 350 Visual Perception3 units
- ART 401 Three-Dimensional Design3 units
- ART 405 Sculpture I3 units
- ART 411 Ceramics I3 units

List C: Select 3 units

- Any List B course not already used
- ARCH 100 Survey of Modern Architecture3 units
- ART 104 Art of the 20th Century3 units
- HIST 100 History of Western Civilization I3 units
- HIST 101 History of Western Civilization II3 units
- PHIL 300 Introduction to World Religions3 units

General Education requirements:

Select courses to complete CSU General Education (CSU GE) or IGETC/CSU. This degree does not require the CSM AA/AS General Education pattern on pages 69 & 70.

CSU GE:

- Area A1 Oral Communication3 units
- Area A2 Written Communication3 units
- Area A3 Critical Thinking3 units
- Area B1 Physical Science3 units
- Area B2 Life Science3 units
- Area B3 Science Lab1 unit
- Area B4 Math Concepts3 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 lab component	1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.

CA Art: Art History

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/art-ca-arthistory.htm

The certificate in Art History is designed for students who wish to pursue the study of the visual arts in a social, political, philosophical and cultural context as a foundation for understanding human history and creativity. The study of art history develops a greater sensitivity to art-related issues, the ability to think critically about art and history, and to appreciate the artistic expression of varied cultures and civilizations. Completion of the certificate in Art history exposes students to the major stylistic periods of Western European and American Art and Architecture and provides a firm basis for continued study in the field of art history.

Career opportunities, which require additional studies at a four-year institution, include the following: college professor, teacher, arts administrator, museum/gallery curator, corporate art advisor, museum docent, slide librarian, consultant on historical style for film and TV production, museum conservator, historical conservationist, art critic, tour guide, travel consultant, research assistant, and art dealer.

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

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.

AA Art: Photography

The Major in Art: Photography program offers a foundation in both film based photography and digital photography. Students will learn the basics of photography including composition, traditional film processing, digital imaging, and lighting. Through photography students develop a visual literacy that is useful in any field of study -- developing the ability to observe, discover, and interpret the world. The program provides a solid foundation for students transferring to university baccalaureate photography programs and fine art schools.

Career opportunities include community artist, photography curator, portrait, wedding photography and visual communication specialist. The photography program also accommodates students whose photographic goals are not career-oriented.

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 381 Beginning Digital Photography	3 units
ART 391 Experimental Photography I	3 units
ART 383 Intermediate Digital Photography	3 units AND
ART 396 Documentary Photography 1	OR
ART 353 Advanced Black and White Photography	OR
ART 384 Advanced Digital Photography	3 units

AA-T Studio Art

The Associate in Arts in Studio Arts for Transfer will prepare students for transfer into bachelor's degree programs in Studio Arts and similar majors. Students gain historical and contemporary perspectives on the creation of art, the ability to analyze and understand compositional structure, and hands-on skills working in a variety of media. Art majors find employment in a variety of fields, which include advertising, manufacturing, industrial design, public relations, and communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, or

Major in Art continued on next page

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.

Upon completion of degree requirements, student will be able to:

1. Exhibit visual literacy and critical thinking through communication, analysis, and reflection on artworks and the concepts and influences from which artworks originate.
2. Possess physical/technical skills within an art/design based medium to be used as tools for creative expression.

Major requirements: 27 semester units

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 (15 units)

ART 102 Art of the Renaissance and Baroque Europe	3 units
ART 103 Art of Europe and America from the Rococo to the Present	3 units
ART 201 Drawing and Composition I	3 units
ART 301 Two-Dimensional Design	3 units
ART 401 Three-Dimensional Design	3 units

List A: Art History Restricted Electives. Select one course (3 units)

ART 101 Art and Architecture from the Ancient World to Medieval Times	3 units
ART 104 Art of the 20th Century	3 units
ART 105 Art of Asia and the Near East	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 231 Watercolor I	3 units

Area 3: Ceramics

ART 411 Ceramics I	3 units
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Area 4: Sculpture

ART 405 Sculpture I	3 units
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Area 5: Digital Art

ART 315 Mixed Media Art	3 units
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Area 6: Color

ART 214 Color	3 units
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Area 7: Photography

ART 351 Beginning Black and White Photography	3 units
ART 381 Beginning Digital Photography	3 units

Area 8: Other Media

ART 236 Chinese Brush Painting	3 units
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Area 9: Advanced Courses

ART 224 Oil Painting II	3 units
ART 226 Acrylic Painting II	3 units
ART 232 Watercolor II	3 units
ART 208 Portrait Drawing I	3 units
ART 209 Portrait Drawing II	3 units
ART 200 Fine Art Portfolio Preparation	3 units
ART 412 Ceramics II	3 units
ART 406 Sculpture II	3 units
ART 352 Intermediate Black & White Photography	3 units
ART 383 Intermediate Digital Photography	3 units
ART 384 Advanced Digital Photography	3 units
ART 391 Experimental Photography 1	3 units
ART 392 Experimental Photography 2	3 units
ART 393 Experimental Photography 3	3 units
ART 394 Experimental Photography 4	3 units
ART 396 Documentary Photography 1	3 units
ART 397 Documentary Photography 2	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 69 & 70.

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.

ASTRONOMY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

University Transfer Program 60–70 transferable units

California State University
University of California
Independent Colleges and Universities

CA Certificate of Achievement

Astroimaging and Observatory Operation (AOOC) . . .27–31 units

University Transfer Program

Use Assist (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.

CA Astroimaging and Observatory Operation (AOOC)

At the heart of astronomy research are observatory operations and astroimaging techniques. Observatories all around the world are in need of technicians who can fulfill those tasks. Yet there are not many institutions that can provide the necessary training for such technicians. The College of San Mateo Astronomy Department, with its roll-off-roof observatory, containing a wide selection of refracting and reflecting telescopes, as well as various imaging instrumentation, provides the training for students, who would like to pursue such a career. The students' training is enriched by access to a well-equipped forty-foot domed, state-of-the-art planetarium, along with a dedicated faculty and staff, active in astronomical research. This program is designed to introduce the students to the operation of various telescopes and to the implementation of important astroimaging techniques such as spectroscopy and photometry, along with sophisticated software to process images. While the learning of the techniques is hands-on, the underlying principles are emphasized. Furthermore, this certificate program is designed such that students can, with a slight modification, apply the course load of this program toward higher degrees in astronomy or astrophysics.

Most of the courses in this program are aligned with the requirements for transfer. In addition, upon completion of this program, the student is qualified to operate any observatory and to be employed to gather and analyze astronomical data for different institutions, or apply for a higher degree in astronomy.

Upon completion of certificate requirements, students will be able to:

1. Operate and control various types of telescopes, such as refractors, reflectors, and Schmidt-Cassegrains.
2. Understand the basic physics and operation of various types of observatory equipment, including CCD cameras and spectrographs.
3. Use and understand the various image acquisition, analysis, and reduction programs.
4. Image, do photometry, and take the spectra of various celestial objects including planets, stars, nebulae, and galaxies.

27-31 semester units

A grade of "C" or higher is required for each course applied to the certificate.

Astronomy requirements:

ASTR 100 Introduction to Astronomy	3 units
ASTR 101 Astronomy Laboratory	1 unit
ASTR 103 Observational Astronomy Lab	1 unit
ASTR 125 Stars and Galaxies	3 units
ASTR 200 Introduction to Astrophysics	3 units
ASTR 203 Astroimaging Techniques	4 units
ASTR 204 Application of Astroimaging Techniques	4 units

Physics requirements:

PHYS 210 General Physics I	OR
PHYS 250 Physics with Calculus I	4 units
PHYS 220 General Physics II	OR
PHYS 270 Physics with Calculus III	4 units

*Students planning to pursue an undergraduate degree in Physics, Astronomy or Astrophysics should take PHYS 250 and 270

Mathematics requirements:

MATH 130 Analytic Trigonometry	4 units
Or placement in Math 222 or Math 251	

(MATH 130 is sufficient for students who plan to take PHYS 210 and 220. Students who plan to take PHYS 250 and 270 will also need MATH 222, 251, 252, and 253.)

BIOLOGY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

University Transfer Program 60-70 transferable units

California State University
University of California
Independent Colleges and Universities

AS Associate in Science Degree

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) 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.

Medical professions include audiologist, chiropractor, coroner, dentist, exercise physiologist, health care administrator, medical laboratory technologist/technician, medical librarian, nurse, nutritionist, optometrist, pharmacist, physician, podiatrist, public/ environmental health specialist, sanitarian, speech pathologist, and veterinarian. Additional medical careers include specialists in sports medicine, and manual arts, music, occupational, physical, and recreational therapists.

AS **Biology**

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 **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: 20–25 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 **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.

Major in Biology continued on next page

CS **Biotechnology**

Upon completion of certificate requirements, students will be able to:

1. Demonstrate proficiency in basic lab skills and analysis commonly used in molecular biology and biotechnology.
2. Explain the basis for and applications of techniques in biotechnology.

10–11 semester units

A grade of "C" or higher is required for each course applied to the certificate.

BIOL 123 Biotechnology Workshop	1 unit
CHEM 210 General Chemistry IOR
CHEM 220 General Chemistry II5 units

Plus select one course from the following:

BIOL 110 General Principles of Biology	4 units
BIOL 210 General Zoology5 units
BIOL 220 General Botany5 units
BIOL 230 Introduction to Cell Biology	4 units
BIOL 240 General Microbiology	4 units

AS **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 Zoology5 units
BIOL 230 Introductory Cell Biology	4 units
CHEM 210 General Chemistry I5 units
CHEM 220 General Chemistry II5 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 Human Physiology5 units

AS **Biology: Pre-Nursing**

The Biology degree in Pre-Nursing prepares students to transfer to a four-year program at a baccalaureate institution. Upon completion of a Bachelor of Science in Nursing, graduates choose from first level professional nursing staff positions in specializations which include community health, geriatrics, maternity, mental health, pediatrics, psychiatry, and surgery.

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 Human Physiology5 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 Technology 60 units

CA Certificate of Achievement

Building Inspection Technology 34–35 units

AS 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: 36–38 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	Advanced Building Inspection	6 units
BLDG 720	Electrical Inspection I	3 units
BLDG 725	Electrical Inspection II.	3 units
BLDG 730	Plumbing Inspection.	3 units
BLDG 735	ADA Building Requirements.	3 units
BLDG 740	Mechanical Code	3 units
BLDG 750	Structural Provisions.	3 units
BLDG 760	Energy Regulations.	3 units
BLDG 775	Introduction to Residential Dwelling Inspection Technology	3 units

Plus,

ENGL 838/848 or higher 3–5 units

Suggested electives:

BLDG 790; MGMT 235, 265; PHYS 100

CA Building Inspection

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/bldg-ca-buildinginspection.htm

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

Complete major requirements listed under Associate in Science: Major in Building Inspection Technology. 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 60 units

Business Administration, Option 2 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 Business Administration, Option 1

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.

Upon completion of degree requirements, students will be able to:

1. Apply critical thinking and analytical skills in decision-making and problem solving.
2. Understand and apply accounting principles to prepare financial statements.
3. Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
4. Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
5. Create effective oral and written business communications utilizing modern communication technologies.

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
- MGMT 220 Organizational Behavior 3 units
- BUS 115 Business Mathematics 3 units
- BUS 201 Business Law 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 Business Administration, Option 2

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.

Upon completion of degree requirements, students will be able to:

1. Apply critical thinking and analytical skills in decision-making and problem solving.
2. Understand and apply accounting principles to prepare financial statements.
3. Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.

4. Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
5. Create effective oral and written business communications utilizing modern communication technologies.

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 Elementary Probability and 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 I	5 units
MATH 251 Calculus with Analytic Geometry I	5 units

AS-T 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.

Upon completion of degree requirements, students will be able to:

1. Prepare and analyze financial statements.
2. Prepare and manage an operating budget.
3. Evaluate the impact of current economic conditions on a business.
4. Assess the legal implications of business decisions.

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 Elementary 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	4 units
BUS 100 Contemporary American Business	3 units .OR
BUS 401 Business Communications	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 69 & 70.

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 Lab1 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 component1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.

Major in Business continued on next page

AA Business Information Processing Option 1: Microcomputer/Office Assistant

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.

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.

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.

Upon completion of degree requirements, students will be able to:

1. Organize and manage a variety of work tasks and information through the use of office technology.
2. Develop proficiency in the use of Word, Excel, and Powerpoint.
3. Utilize manual and computer filing methods from creation through maintenance of data records.
4. Develop business mathematical skills.
5. Create effective oral and written business communications utilizing modern communication technologies.
6. Demonstrate an understanding of human resources policies and programs in a work environment.

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.

MGMT 220 Organizational Behavior.....	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 I.....	1.5 units
BUSW 415 Spreadsheet I Using Excel for Windows.....	1.5 units
BUSW 530 Introduction to Internet Competency.....	1.5 units
CRER 127 Career Choices II: Job Search.....	0.5 unit

CA Business Information Processing Option 1: Microcomputer/Office Assistant

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/bus-ca-mc-officeassistant.htm

Upon completion of certificate requirements, students will be able to:

1. Organize and manage a variety of work tasks and information through the use of office technology.
2. Develop proficiency in the use of Word, Excel, and Powerpoint.
3. Utilize manual and computer filing methods from creation through maintenance of data records.
4. Develop business mathematics skills.
5. Create effective oral and written business communications utilizing modern communication technologies.
6. Demonstrate an understanding of human resources policies and programs in a work environment.

23–24.5 semester units

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 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.

Upon completion of degree requirements, students will be able to:

1. Organize and manage a variety of work tasks and information through the use of office technology.
2. Explain and demonstrate the ethical behavior required in the accounting profession.
3. Acquire skills to perform bookkeeping tasks for a small business.
4. Develop proficiency in the use of Word and Excel.
5. Develop proficiency in the use of QuickBooks to set-up and service business transactions.
6. Identify the uses, structures, operation of a database.
7. Determine and organize information for a database, conducting queries and editing data.

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
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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 Internet Competency	1.5 units

CA Business Information Processing Option 2: Microcomputer/Data Base and Spreadsheet Functions

For gainful employment information, see the program's website:
collegeofsanmateo.edu/gedi/docs/bus-ca-mc-db-ss-functions.htm

Upon completion of certificate requirements, students will be able to:

1. Organize and manage a variety of work tasks and information through the use of office technology.
2. Explain and demonstrate the ethical behavior required in the accounting profession.
3. Acquire skills to perform bookkeeping tasks for a small business.
4. Develop proficiency in the use of Word and Excel
5. Develop proficiency in the use of QuickBooks to set-up and service business transactions.
6. Identify the uses, structures, operation of a database.
7. Determine and organize information for a database, conducting queries and editing data.

24 semester units

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

Upon completion of certificate requirements, students will be able to:

1. Meet entry-level industry standings for keyboard speed and accuracy.
2. Prepare multi-page documents, utilizing a variety of functions in Word and Excel.
3. Utilize principles of file management in Windows.
4. Competently utilize Internet tools to conduct research for educational and business purposes.
5. Develop analytic skills to determine an appropriate career or job

choice and conducts a successful job search and application.

8–9.5 semester units

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 Internet Competency	1.5 units
CRER 127	Career Choices II: Job Search	0.5 unit

CS Office Assistant II

Upon completion of certificate requirements, students will be able to:

1. Meet entry-level industry standards for keyboard speed and accuracy.
2. Prepare multi-page documents, utilizing a variety of functions in Word and Excel.
3. Utilize principles of file management in Windows.
4. Identify the advanced formatting and styles options that can enhance the organization and professional presentation of a document.
5. Create PowerPoint presentations for business, utilizing a variety of application features.
6. Competently utilize Internet tools to conduct research for educational and business purposes.

11 semester units

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 Competency	1.5 units
CRER 127	Career Choices II: 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) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AS Chemistry

The Chemistry major prepares students to transfer to four-year institutions for continued study in the field of chemistry. 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.

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 I5 units
CHEM 220	General Chemistry II5 units
CHEM 231	Organic Chemistry I5 units
CHEM 232	Organic Chemistry II5 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) 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 Communication Studies

Upon completion of degree requirements, students will be able to:

1. Write a speech outline that demonstrates proper organizational components.
2. Apply learned skills and communication theories in teamwork.
3. Demonstrate ability to effectively deliver presentations.
4. Apply critical thinking skills to analyze conflict and controversial situations.

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 Communication Studies

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 learned skills and communication theories in teamwork.
3. Demonstrate ability to effectively deliver presentations.
4. Apply critical thinking skills to analyze conflict and controversial situations.

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.

Major requirements: 18 semester units

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

Major in Communication Studies continued on next page

Group B: Any two courses from the following (6 units):

- COMM 150 Intercultural Communication3 units
- COMM 170 Oral Interpretation I.3 units
- DGME 100 Media in Society3 units

Group C: Any one course from the following or any Group B course not used above (3 units):

- ANTH 110 Cultural Anthropology3 units
- PSYC 100 General Psychology3 units
- SOCI 100 Introduction to Sociology.3 units
- ENGL 110 Composition, Literature, and Critical Thinking3 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 69 & 70.

CSU GE:

- Area A1: Oral Communication3 units
- Area A2 Written Communication3 units
- Area A3 Critical Thinking3 units
- Area B1 Physical Science.3 units
- Area B2 Life Science3 units
- Area B3 Science Lab1 unit
- Area B4 Math Concepts3 units
- Area C1 Arts3 units
- Area C2 Humanities.3 units
- Area C1 or C23 units
- Area D Social, Political, and Economic Institutions 9 units
- Area E Lifelong Understanding3 units

OR

IGETC/CSU:

- Area 1A English Composition3 units
- Area 1B Critical Thinking/Composition3 units
- Area 1C Oral Communication3 units
- Area 2 Math Concepts.3 units
- Area 3A Arts3 units
- Area 3B Humanities.3 units
- Area 3A or 3B3 units
- Area 4 Social and Behavioral Science 9 units
- Area 5A Physical Science3 units
- Area 5B Biological Science3 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

Upon completion of certificate requirements, students will be able to:

1. Write a speech outline that demonstrates proper organizational components.
2. Apply learned skills and communication theories in teamwork.

12 semester units

A grade of “C” or higher is required for each course applied to the certificate

- COMM 110 Public Speaking3 units
- COMM 130 Interpersonal Communication.3 units

Plus, select 6 units from the following courses

- COMM 140 Small Group Communication3 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.

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 Science Applications
and Development 60 units
Web and Mobile Application Development 60 units

CA Certificate of Achievement

Computer Science Applications
and Development 30–34 units
Web and Mobile Application Development 31–35 units

CS Certificates of Specialization

C++ Programming 8 units
Database Programming 14–15 units
Internet Programming 14–17 units
Java Programming 8 units
Web/Mobile App Development 15 units

Recommended high school preparation:

Coursework in Mathematics, Computer Programming, English, Business, Electronics.

University Transfer Program

Use Assist (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 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 (CS1) 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 100/105 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 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: 30–34 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	(CS1) 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	(CS1) 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	Ruby Programming.	4 units
CIS 114	JavaScript/AJAX Programming.	4 units
CIS 117	Python Programming	4 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 135	Android Programming	4 units
CIS 379	Introduction to XML.	3 units
CIS 380	PHP Programming	3 units

CA Computer Science Applications and Development

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/cis-ca-csad.htm

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.

30–34 semester units

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.

AS Web and Mobile Application Development

The A.S. degree in Web and Mobile Application Development provides students with the specialized knowledge that is essential in the development of Web and mobile computer applications. Students will study and gain experience with the languages and frameworks that are most commonly used in developing these applications. They will also learn fundamental principles of Web and mobile development so that they will be prepared to work with current and emerging technologies.

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include front-end developer, back-end developer, database administrator, mobile application developer, programmer, Web developer, and software tester.

Upon completion of degree 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.
3. Utilize a server-side scripting language and a database to create a dynamic website.
4. Develop Web applications for a variety of platforms and mobile devices.
5. Demonstrate an ability to work effectively and ethically on teams.
6. Demonstrate professional and effective communication skills.

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.

CIS 111 Introduction to Internet Programming	3 units OR
CIS 254 Introduction to Object-Oriented Program Design . . .	4 units
CIS 114 JavaScript/Ajax Programming	4 units
CIS 121 UNIX/Linux	3 units
CIS 127 HTML5 and CSS	3 units
CIS 128 Mobile Web App Development	4 units
CIS 200 Capstone Project - CIS	2 units
CIS 380 PHP Programming	3 units

Plus, select 3-4 units from the following courses:

CIS 132 Introduction to Databases	3 units
CIS 363 Enterprise Database Management with MySQL	4 units
CIS 364 Enterprise Data Warehousing.	4 units

Plus, select 6-8 units from the following courses:

CIS 113 Ruby Programming	4 units
CIS 117 Python Programming	4 units
CIS 135 Android Programming	4 units
CIS 379 Introduction to XML	3 units
CIS 420 Project Management Professional Certificate Preparation	3 units
DGME 168 Web Design II.	3 units
DGME 169 Web Design III: HTML 5, CSS & Javascript	3 units
DGME 212 Media Design II: Photoshop	3 units

CA Web and Mobile Applications Development

For gainful employment information, see the program's website collegeofsanmateo.edu/gedi/docs/cis-ca-wmad.htm.

The Certificate of Achievement in Web and Mobile Application Development provides students with the specialized knowledge that is essential in the development of Web and mobile computer applications. Students will study and gain experience with the languages and frameworks that are most commonly used in developing these applications. They will also learn fundamental principles of Web and

mobile development so that they will be prepared to work with current and emerging technologies.

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include front-end developer, mobile application developer, programmer, Web developer, and software tester.

Upon complete 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.
3. Utilize a server-side scripting language and a database to create a dynamic website.
4. Develop Web applications for a variety of platforms and mobile devices.
5. Demonstrate an ability to work effectively and ethically on teams.
6. Demonstrate professional and effective communication skills.

31-35 semester units

Complete major requirements listed under Associate in Science – Web and Mobile Applications. A grade of "C" or higher is required for each course applied to the certificate.

CS Web/Mobile App Development

The Certificate of Specialization in Web/Mobile App Development provides students with the specialized knowledge that is essential in the development of Web and mobile applications. Students will study and gain experience with the fundamental principles, languages, and frameworks used in the development of Web and mobile applications. The certificate will prepare students to work with current and emerging technologies.

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include front-end developer, mobile application developer, programmer, and Web developer.

Upon completion of certificate requirements, students will be able to:

1. Identify, describe and apply best practices of Web and mobile application development.
2. Create mobile Web apps using HTML5, CSS, JavaScript and frameworks such as jQuery.
3. Create mobile apps for Android or iOS devices with the Java or Objective-C programming language.

15 semester units

A grade of "C" or higher is required for each course applied to the certificate.

CIS 114 Programming: JavaScript/ Ajax	4 units
CIS 127 Programming: HTML5 and CSS	3 units
CIS 128 Mobile Web App Development	4 units
CIS 135 Android Programming	4 units

Major in Computer and Information Science continued on next page

CS C++ Programming

Upon completion of certificate requirements, students will be able to:

1. Design and implement reliable, robust, object oriented C++ solutions to medium sized problems which may involve the storage, retrieval and update of large quantities of data;
2. Communicate and contribute code in a team software development project.

8 semester units

A grade of “C” or higher is required for each course applied to the certificate.

CIS 278 (CSI) Programming Methods: C++	4 units
CIS 279 (CS2) Data Structures: C++	4 units

CS Database Programming

The Certificate of Specialization is designed to introduce students to database fundamentals. Students will learn to design, develop and administer SQL and NoSQL databases. They will also learn to develop database applications using various programming languages. Students will learn to extract data from several databases and transform it for integration into a data warehouse, which can then be used for business intelligence.

This certificate prepares students for entry-level positions such as database developer, database manager, back-end developer, and programmer.

Upon completion of certificate requirements, students will be able to:

1. Use SQL for database creation, manipulation and control.
2. Administer a database, with ability to backup, recover, and protect data.
3. Develop SQL and NoSQL desktop and cloud database solutions using Java, PHP, Python, or Ruby.
4. Design and develop a data warehouse using Oracle or MySQL.
5. Describe different forms of business intelligence that can be extracted from a data warehouse and how that intelligence can be applied toward business decision-making.

14-15 semester units

A grade of “C” or higher is required for each course applied to the certificate.

Core:

CIS 132 Introduction to Databases	3 units
CIS 363 Enterprise Database Management with MySQL	4 units
CIS 364 Enterprise Data Warehousing	4 units

Select 3-4 units from the following courses:

CIS 113 Ruby Programming	4 units
CIS 117 Python Programming	4 units
CIS 380 PHP Programming	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.
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

A grade of “C” or higher is required for each course applied to the certificate.

CIS 114 JavaScript/Ajax Programming	4 units
CIS 380 PHP Programming	3 units

Select 3-4 units from the following database courses:

CIS 132 Introduction to Databases	3 units
CIS 363 Enterprise Database Management with MySQL	4 units
CIS 364 Enterprise Data Warehousing	4 units

Plus, select 4-6 units from the following courses:

CIS 113 Ruby Programming	4 units
CIS 117 Python Programming	4 units
CIS 127 HTML5 and CSS	3 units
CIS 128 Mobile Web App Development	4 units
CIS 379 Introduction to XML	3 units

CS Java Programming

Upon completion of certificate requirements, students will be able to:

1. Design and implement reliable, robust, object oriented Java solutions to medium sized problems which may involve the storage, retrieval and update of large quantities of data;
2. Communicate and contribute code in a team software development project.

8 semester units

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 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.

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	10 units
COSM 742	Advanced Cosmetology II	10 units
COSM 746	Advanced Cosmetology III	5 units
COSM 749	Advanced Cosmetology IV	5 units
COSM 757	Salon Management and Techniques	7 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

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/cosm-ca-cosmetology.htm

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.

57 semester units required

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.

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.

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 37–39 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.

AS Dental Assisting

CSM's Dental Assisting program is two semester program, accredited by the Commission on Dental Accreditation. The program provides a comprehensive education in clinical dental assisting as preparation to sit for both the State (Registered Dental Assistant) and National (Certified Dental Assisting) examinations. Clinical experience is arranged at the Schools of Dentistry of the University of the Pacific, and in various dental offices in local area.

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: 37 semester units

A grade of "C" or higher is required for each course applied to the major.

DENT 701 Dental Science I3 units
DENT 702 Dental Science II3 units
DENT 703 Allied Health Communication.1 unit
DENT 721 Dental Materials I3 units
DENT 722 Dental Materials II.2 units
DENT 740 Chairside Assisting I.3 units
DENT 742 Chairside Assisting II3 units
DENT 743 Coronal Polish0.5 unit
DENT 744 Dental Sealants0.5 unit
DENT 749 Preclinical Dental Science Laboratory.1 unit
DENT 751 Dental Clinic1.5 units
DENT 753 Dental Assisting Clinical Practice5 units
DENT 763 Dental Radiology2 units
DENT 770 Dental Office Procedures.	2.5 units
COMM 110 Public Speaking.	OR
COMM 130 Interpersonal Communication3 units

Select 3 units from the following courses:

PSYC 100 General Psychology3 units
SOCI 100 Introduction to Sociology3 units

CA Dental Assisting

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/dent-ca-dentalassisting.htm

CSM's Dental Assisting program is two semester program, accredited by the Commission on Dental Accreditation. The program provides a comprehensive education in clinical dental assisting as preparation to sit for both the State (Registered Dental Assistant) and National (Certified Dental Assisting) examinations. Clinical experience is arranged at the Schools of Dentistry of the University of the Pacific, and in various dental offices in local area.

37–39 semester units

Upon completion of certificate 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).

A grade of "C" or higher is required for each course applied to the certificate.

DENT 701 Dental Science I3 units
DENT 702 Dental Science II3 units
DENT 703 Allied Health Communication.1 unit
DENT 721 Dental Materials I (Fall)3 units

DENT 722 Dental Materials II (Spring)	2 units
DENT 740 Chairside Assisting I (Fall)	3 units
DENT 742 Chairside Assisting II (Spring)	3 units
DENT 743 Coronal Polish (Spring)	0.5 unit
DENT 744 Dental Sealants (Spring)	0.5 unit
DENT 749 Preclinical Dental Science Laboratory	1 unit
DENT 751 Dental Clinic (Fall)	1.5 units
DENT 753 Dental Assisting Clinical Practice	5 units
DENT 763 Dental Radiology	2 units
DENT 770 Dental Office Procedures	2.5 units
COMM 110 Public Speaking	OR
PSYC 100 General Psychology	OR
COMM 130 Interpersonal Communication	3 units

Select 3–5 units from the following courses:

ENGL 838 Intensive Introduction to Composition and Reading	5 units
OR	
ENGL 848 Introduction to Composition and Reading	4 units
ENGL 100 Composition and Reading	3 units
OR	
ENGL 105 Intensive Composition and Reading	5 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: Broadcast and Electronic Media	60 units
Digital Media: Digital Video Production	60 units
Digital Media: Graphic Design	60 units
Digital Media: Web Design/Multimedia	60 units

CA Certificate of Achievement

Digital Media: Graphic Production	27 units
Digital Media: Web Design/Multimedia	21 units

CS Certificate of Specialization

Digital Media: Digital Video	9 units
Digital Media: Web Design/Multimedia	12 units

University Transfer Program

Use Assist (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.

AA **Digital Media: Broadcast and Electronic Media (formerly Digital Media: Television Producing)**

The Broadcast and Electronic Media 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.

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

Major in Digital Media continued on next page

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.

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: 18 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 112 TV Studio Production	3 units
DGME 113 Digital Video Production	3 units
DGME 128 On-Air Talent	3 units
DGME 118 Digital Audio Production	3 units

AA 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: 24 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	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 TV Production II	3 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

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 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	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

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.

12 semester units

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 TV Production II	3 units

AA *Digital Media: Web Design/Multimedia*

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: 21 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 167 Web Design I	3 units
DGME 168 Web Design II	3 units
DGME 169 Web Design III: HTML5, CSS & Javascript	3 units
DGME 165 Digital Animation	3 units
DGME 220 Typography	3 units
DGME 250 Digital Media Practicum	3 units

CA *Digital Media: Web Design*

For gainful employment information, see the program’s website: collegeofsanmateo.edu/gedi/docs/dgme-ca-webdesign.htm

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.

21 semester units

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	3 units
DGME 166 Web Authoring: ActionScript	3 units
DGME 167 Web Design I	3 units
DGME 168 Web Design II	3 units
DGME 169 Web Design III: HTML5, CSS & Javascript	3 units
DGME 220 Typography	3 units

CS *Digital Media: Web Design/Multimedia*

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.

Major in Digital Media continued on next page

5. Demonstrate proficiency with developer processes and software tools.

12 semester units

A grade of “C” or higher is required for each course applied to the certificate.

DGME 165 Digital Animation	3 units
DGME 166 Web Authoring: ActionScript	3 units
DGME 167 Web Design I	3 units
DGME 168 Web Design II.	3 units

CA Digital Media: Graphic Production

For gainful employment information, see the program’s website: collegeofsanmateo.edu/gedi/docs/dgme-ca-graphicproduction.htm

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.

27 semester units

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 Illustrator and Photoshop.	3 units
DGME 220 Typography	3 units
DGME 230 Publication Design and Production with InDesign.	3 units
DGME 168 Web Design II.	3 units
DGME 240 Digital Publishing.	4 units
DGME 250 Digital Media Practicum.	3 units
DGME 255 Portfolio	2 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) to identify lower division major preparation for the California State University and the University of California systems. Consider university majors that may be listed as Industrial Technology, Construction Management, Construction Engineering Technology. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AS CAD/Drafting Technology

Drafting is common to all manufacturing and construction activities. The drafter interprets the engineer’s ideas, presenting them in the language of manufacturing and construction. Recognized as one of the finest Drafting programs in the state, CSM’s instructors have recent industry experience and classrooms are equipped with the latest equipment, including computeraided drafting (CAD) stations. 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.

Upon completion of degree requirements, students will be able to:

1. Apply and integrate computer technology in the form of 2D and 3D CAD software applications to create drafting drawings, presentation graphics and 3D design image models for project solutions which are skills necessary for entry-level employment in the drafting industry.
2. Use engineering organization standards, technical vocabulary and industry conventions of working drawings for mechanical, structural, architectural and industrial project types.

3. Communicate effectively in a professional environment and continue growth in professional knowledge and skills.

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)

ELEC (Electronics)

DGME 103 Thinking Visually: Fundamentals of
Two-Dimensional Design 3 units

DGME 165 Digital Animation 3 units

DGME 167 Web Design I 3 units

DGME 211 Media Design I: Illustrator 3 units

DGME 212 Media Design II: Photoshop 3 units

CA CAD/Drafting Technology

For gainful employment information, see the program's website:
collegeofsanmateo.edu/gedi/docs/draf-ca-cad-drafting.htm

Upon completion of certificate requirements, students will be able to:

1. Apply and integrate computer technology in the form of 2D and 3D CAD software applications to create drafting drawings, presentation graphics and 3D design image models for project solutions which are skills necessary for entry-level employment in the drafting industry.
2. Use engineering organization standards, technical vocabulary and industry conventions of working drawings for mechanical, structural, architectural and industrial project types.
3. Communicate effectively in a professional environment and continue growth in professional knowledge and skills.

21 semester units

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

For gainful employment information, see the program's website:
collegeofsanmateo.edu/gedi/docs/draf-cs-cad.htm

Upon completion of certificate requirements, students will be able to:

1. Apply and integrate computer technology in the form of 2D and 3D CAD software applications to create drafting drawings, pre-

sentation graphics and 3D design image models for project solutions which are skills necessary for entry-level employment in the drafting industry.

2. Use engineering organization standards, technical vocabulary and industry conventions of working drawings for mechanical, structural, architectural and industrial project types.
3. Communicate effectively in a professional environment and continue growth in professional knowledge and skills.

16.5 semester units

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

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

Economics. 60 CSU transferable units

University Transfer Program

Use Assist (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 Economics

The Associate in Arts in Economics for Transfer will prepare students for transfer into bachelor's degree programs in economics and similar majors. Most careers in teaching, government, and large corporations deriving from the study of Economics require a graduate degree in the field, while a Bachelor's degree in Economics generally qualifies the student for the same types of employment available to those who hold general business or liberal arts degrees. Upon completion, students will have an understanding of the fundamental theories of microeconomics and macroeconomics, how to apply them to real-world scenarios and evaluate diverse viewpoints.

In addition to a career as an economist, those who possess advanced degrees choose from careers such as accountants, attorneys, auditors, computer systems engineers, credit analysts, financial planners, statisticians, and treasurers. Other fields in which economists are employed include arbitration, budget analysis, business/ market analysis, business/economic forecasting, commodities, industrial relations, investment analysis, labor relations, manpower, transportation, international business, marketing, natural resources, and operations research.

Upon Completion of Degree requirements, students will be able to:

1. Understand concepts and theories related to Macroeconomics and Microeconomics
2. Apply theory and models to real world scenarios.
3. Evaluate diverse viewpoints as related to economic topics.

Major Requirements: 21-25 semester units

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 Courses 15 units:

ECON 100 Principles of Macroeconomics	3 units
ECON 102 Principles of Microeconomics	3 units
MATH 200 Elementary Probability and Statistics	4 units
MATH 241 Applied Calculus I	5 units OR
MATH 251 Calculus with Analytic Geometry I	5 units

List A: Select one course (3-5 units)

MATH 125 Elementary Finite Mathematics	3 units
MATH 252 Calculus with Analytic Geometry II	5 units
ACTG 121 Financial Accounting	4 units
ACTG 131 Managerial Accounting	4 units
BUS. 295 Computer Systems in Business	4 units

List B: Select one course (3-5 units):

Any List A course not already used	
MATH 253 Calculus with Analytic Geometry III	5 units
MATH 270 Linear Algebra	3 units

General Education requirements: Select courses to complete CSU General Education (CSU GE) or IGETC/CSU. This degree does not require the CSM AA/AS General Education pattern on pages 69 and 70.

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 be a lab course	1 unit

ELECTRICAL TECHNOLOGY

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

Apprenticeship: Electrical Technology:
Inside Wireman 60 units

CA Certificate of Specialization

Apprenticeship: Electrical Technology:
Inside Wireman 35 units

AS Apprenticeship: Electrical Technology: Inside Wireman

Apprentices are trained through the union and work throughout the five-year training program, assigned to job sites just as journeyman electricians are through the union hall.

Upon completion of degree requirements, students will be able to:

1. Recognize and apply electrical safety and awareness of electrical hazards.
2. Recognize, discuss and apply NEC articles to practical wiring applications.
3. Recognize, discuss and apply the concepts used by an Inside Wireman.
4. Recognize, discuss and apply the tools, materials and parts used by an Inside Wireman.

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.

ELEL 741 Electrical Apprenticeship I	3.5 units
ELEL 742 Electrical Apprenticeship II	3.5 units
ELEL 743 Electrical Apprenticeship III	3.5 units
ELEL 744 Electrical Apprenticeship IV	3.5 units
ELEL 745 Electrical Apprenticeship V	3.5 units
ELEL 746 Electrical Apprenticeship VI	3.5 units
ELEL 747 Electrical Apprenticeship VII	3.5 units
ELEL 748 Electrical Apprenticeship VIII	3.5 units
ELEL 749 Electrical Apprenticeship IX	3.5 units
ELEL 750 Electrical Apprenticeship X	3.5 units

CA **Apprenticeship: Electrical Technology: Inside Wireman**

Apprentices are trained through the union and work throughout the five-year training program, assigned to job sites just as journeyman electricians are through the union hall.

Upon completion of degree requirements, students will be able to:

1. Recognize and apply electrical safety and awareness of electrical hazards.
2. Recognize, discuss and apply NEC articles to practical wiring applications.
3. Recognize, discuss and apply the concepts used by an Inside Wireman.
4. Recognize, discuss and apply the tools, materials and parts used by an Inside Wireman.

35 semester units

Complete major requirements listed under Associate in Science: Major in Apprenticeship: Electrical Technology: Inside Wireman. A grade of “C” or higher is required for each course applied to the certificate.

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.

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
Advanced 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.

Major in Electronics Technology continued on next page

CA *Electrical Technology: Electrical Power Systems and Instrumentation*

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/elec-ca-epsi.htm

Upon completion of certificate requirements, students will be able to:

1. Demonstrate basic and advanced electronic fundamentals.
2. Demonstrate the use and operation of test equipment (DVM's, Frequency Generators, Oscilloscopes) when analyzing both AC and DC circuits.
3. Understand power systems and power factor as it relates to AC power transmission and generation.
4. Demonstrate an understanding of environmental measurement and sensory read back data to control and operate.

19 semester units

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*

Upon completions of certificate requirements, students will be able to:

1. Demonstrate basic and advanced electronic fundamentals.
2. Demonstrate the use and operation of test equipment (DVM's, Frequency Generators, Oscilloscopes) when analyzing both AC and DC circuits.
3. Understand power systems and power factor as it relates to AC power transmission and generation.
4. Demonstrate an understanding of environmental measurement and sensory read back data to control and operate.

16 semester units

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 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 *Advanced Electrical Power Systems and Instrumentation*

This advanced certificate adds to the skills accrued through the Certificate of Achievement in Electrical Power Systems and Instrumentation. It prepares students to advance their careers to a level with greater responsibility and demands a higher level of technical knowledge.

Our students in the current 19 unit certificate readily find employment in a variety of industries (e.g., utilities, transportation, aerospace, bio-tech, etc.) as electronics technicians. The demand for employees with this background has been consistent over the last 15 years and according to data from Economic Modeling Systems, Inc. the projected need for these skills remains strong through the next ten years. The program overall provides entry into positions as electronics technicians, maintenance technicians and other positions where calibration and instrumentation of devices for motor-controlled equipment comprise the critical skills/knowledge for employment. Activities in the work environment would include operation and maintenance of robots in manufacturing, precise control management in pharmaceutical manufacturing and control/delivery of electrical power across the utility owned grid and into homes and business. The skills in this certificate are at an advanced level and prepare students for a move to either a supervisory/lead position or one requiring they pass a high-level technical certification (employer administered) for their next assignment.

Upon completion of certificate requirements, students will be able to:

1. Demonstrate the ability to design and maintain industrial communication systems.
2. Demonstrate the ability to calibrate transmitters, sensors, indicators, controllers and final control elements.
3. Demonstrate an understanding of the theory, construction, installation and operation of hydraulic, pneumatic and vacuum power systems in an automated controls environment.
4. Demonstrate an understanding of component parts of a Programmable Logic Controller, their function and the interrelationship of the two.

16 semester units

A grade of "C" or higher is required for each course applied to the certificate.

ELEC 422 Introduction to Programmable Logic Controllers . .	4 units
ELEC 424 Hydraulic, Pneumatic and Vacuum Power Systems	4 units
ELEC 442 Electronic and Pneumatic Process Control Systems	4 units
ELEC 445 Industrial Data Communications Systems	4 units

CS Fundamentals of Smart Building Systems

Upon completions of certificate requirements, students will be able to:

1. Develop the skills and knowledge required for entry-level positions within the field of Smart Building Systems and related fields.
2. Describe the basics of electricity and electrical generation systems as applies to home and business applications.
3. Identify and describe the function of all components necessary to design both off-grid and grid-intertie photovoltaic and thermal solar energy systems.
4. Prepare a solar photovoltaic or thermal system plan for an intended site that will satisfy the energy needs of the site, including the incorporation of component inefficiencies and derating factors.
5. Describe the California rebate process and provisions as they apply to solar grid-interactive systems, either as a thermal or photovoltaic system.
6. Qualify to sit for the NABCEP entry level solar certification exam.

15 semester units

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 unit
BLDG 700 Introduction to the Building Code.3 units
BLDG 790 Blueprint Reading for Construction.3 units

CS Telecommunications Fundamentals

Upon completion of certificate requirements, students will be able to:

1. Develop the skills and knowledge required for entry-level positions within the telecommunications field and related fields.
2. Expand skills and knowledge for possible advancement within this field for those currently employed in the industry.
3. Prepare for industry-recognized certifications.

11 semester units

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) to identify lower division major preparation for Engineering for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AS Engineering

Engineering is one of the largest professions in the United States, with over one million jobs in fields ranging from airplane design to pollution control. The three largest branches of engineering are electrical, mechanical and civil. All branches of engineering place a heavy emphasis on problem solving and mathematics. Engineering education focuses on teaching scientific and engineering concepts and their application to the creative and effective solution of problems.

Career opportunities 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.

Major in Engineering continued on next page

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 (7–8 units):

ENGR 210 Engineering Graphics	4 units
ENGR 230 Engineering Statics.	3 units
ENGR 260 Circuits and Devices.	4 units
ENGR 270 Materials Science	4 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 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.

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.

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

AA-T Associate in Arts Degree for Transfer/SB1440

English 60 CSU transferable units

Recommended high school preparation:

Coursework in English, Literature, Journalism

University Transfer Program

Use Assist (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 English

The English major provides students with a broad-based foundation for transfer to baccalaureate institutions. English course work prepares individuals to succeed in many diverse fields such as advertising, business, communications, editing, film/video production, insurance, journalism, law, politics, medicine, public relations, teaching, and writing. Career opportunities 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.

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 Thinking3 units
ENGL 165 Composition, Argument, and Critical Thinking3 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 I3 units
ENGL 162 Creative Writing II3 units
ENGL 163 Creative Writing III3 units

AA-T English

The AA-T major in English prepares students for transfer into bachelor's degree programs in English and similar areas. With a bachelor's degree or advanced degree, careers include positions as advertising copy writer or manager, columnist/journalist, editor, educator, freelance writer, information specialist, lexicographer, librarian, media planner, novelist, poet, public relations officer, publisher, radio/television announcer, reporter, researcher, technical writer, and writing consultant. Additional career opportunities include business administrator, civil servant, clergy member, foreign service officer, fund raiser, insurance examiner, legislative assistant, and program developer.

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.

Major requirements: 18 semester units.

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 (6 units):

ENGL 110 Composition, Literature & Critical Thinking3 units
ENGL 165 Composition, Argument, and Critical Thinking3 units

Major in English continued on next page

List A: Any two courses from the following (6 units)

- LIT 201 American Literature I3 units
- LIT 202 American Literature II3 units
- LIT 231 Survey of English Literature I3 units
- LIT 232 Survey of English Literature II3 units

List B: Any one course from the following, or any List A course not used above, or any English course articulated for preparation for the English major at any CSU (3 units)

- Any List A course not used above3 units
- LIT 101 Twentieth-Century Literature3 units
- LIT 105 The Bible as Literature3 units
- LIT 113 The Novel3 units
- LIT 151 Shakespeare3 units
- LIT 430 Greek Mythology and Classical Literature3 units
- ENGL 161 Creative Writing I3 units

List C: Any one course from the following or any course from List A or B not used above or any CSU transferable English course (3 units):

- ENGL 100 Composition and Reading3 units
- ENGL 162 Creative Writing II3 units
- ENGL 163 Creative Writing III3 units
- LIT 115 The Short Poem in English: A Survey3 units
- LIT 220 Introduction to World Literature3 units
- LIT 277 Film and Literature3 units
- SPAN 110 Elementary Spanish5 units
- SPAN 111 Elementary Spanish I3 units
- SPAN 112 Elementary Spanish II3 units
- SPAN 120 Advanced Elementary Spanish5 units
- SPAN 121 Advanced Elementary Spanish I3 units
- SPAN 122 Advanced Elementary Spanish II3 units
- SPAN 131 Intermediate Spanish I3 units
- SPAN 132 Intermediate Spanish II3 units
- SPAN 140 Advanced Intermediate Spanish3 units
- CHIN 111 Elementary Chinese I3 units
- CHIN 112 Elementary Chinese II3 units
- CHIN 121 Advanced Elementary Chinese I3 units
- CHIN 122 Advanced Elementary Chinese II3 units
- CHIN 131 Intermediate Chinese I3 units
- CHIN 132 Intermediate Chinese II3 units
- BUS 401 Business Communications3 units
- COMM 170 Oral Interpretation I3 units
- COMM 171 Oral Interpretation II3 units

General Education:

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 69 and 70.

CSU-GE:

- Area A1 Oral Communication3 units
- Area A2 Written Communication3 units
- Area A3 Critical Thinking3 units
- Area B1 Physical Science3 units
- Area B2 Life Science3 units
- Area B3 Science Lab1 unit
- Area B4 Math Concepts3 units
- Area C1 Arts3 units
- Area C2 Humanities3 units
- Area C1 or C23 units
- Area D Social, Political, and Economic Institutions9 units
- Area E Lifelong Understanding3 units

OR

IGETC/CSU:

- Area 1A English Composition3 units
- Area 1B Critical Thinking/Composition3 units
- Area 1C Oral Communication3 units
- Area 2 Math Concepts3 units
- Area 3A Arts3 units
- Area 3B Humanities3 units
- Area 3A or 3B3 units
- Area 4 Social and Behavioral Science9 units
- Area 5A Physical Science3 units
- Area 5B Biological Science3 units
- Area 5C Science Lab - Either 5A or 5B must be a lab course1 unit

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) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AA Ethnic Studies

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.

Upon completion of degree requirements, students will be able to:

1. Describe the historical development and contributions of various ethnic groups to the United States and to California in particular.
2. Analyze the role in the political process played by various ethnic groups in the United States and in California particularly.
3. Discuss public policies involving various ethnic groups in the United States and in California particularly.

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 6 units from the following courses:

ETHN 101 Latin American and Indigenous Peoples History and Culture	3 units
ETHN 103 Asian Pacific American History and Culture Experience	3 units
ETHN 104 Asian Pacific islanders in United States History and Culture	3 units
ETHN 105 African American History and Culture	3 units

Plus, select 12 units from the following courses or any course not used above:

ETHN 288 African-American Cinema	3 units
ETHN 300 Introduction to La Raza Studies	3 units
ETHN 585 Ethnicity in Cinema	3 units
ETHN 265 The Evolution of the Hip Hop Cultural Movement	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) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AA Film

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.

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 33–36 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) 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 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 Principles of Emergency Services	3 units
FIRE 720 Fire Prevention.	3 units
FIRE 730 Fire Behavior and Combustion.	3 units
FIRE 740 Building Construction for Fire Protection	3 units
FIRE 745 Fire Protection Systems and Equipment.	3 units
FIRE 748 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 770 Fire Service Career Prep	3 units
FIRE 793 Firefighter I Academy.	12 units
FIRE 796 Emergency Medical Technician - Basic	10 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

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/fire-ca-firetechnology.htm

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

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) 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) 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.

Major in Geological Sciences continued on next page

AS 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 Geology

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

Major requirements: 28 semester units

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:

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 69 & 70.

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.

HISTORY

Meet with a CSM counselor to discuss how to achieve academic goals and to develop a comprehensive student educational plan (SEP).

University Transfer Program 60–70 transferable units

California State University
University of California
Independent Colleges and Universities

AA-T Associate in Arts Degree for Transfer/SB1440

History 60 CSU
transferable units

University Transfer Program

Use Assist (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 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.

Upon completion of degree requirements, students will be able to:

1. Evaluate the evidence, ideas, and models needed to perceive how people(s) have related to each other in specific historical contexts and over discrete periods of time.
2. Read, write, and speak critically, mastering how to make informed historical judgments based on existing evidence.
3. Comprehend the historical and social context of major political, intellectual, religious, economic, and cultural developments in the area/time relevant to the course.

Major requirements: 18 semester units.

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 (12 units):

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 Latin American and Indigenous Peoples History and Culture	3 units
ETHN 103 Asian Pacific American History and Cultural Experience	3 units
ETHN 104 Asian Pacific Islanders in United States History and Culture	3 units
ETHN 105 African American History and Culture	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
ADMJ 100 Introduction to the Criminal Justice System	3 units
ANTH 110 Cultural Anthropology	3 units
ANTH 180 Magic, Science and Religion	3 units
BUS. 125 International Business	3 units
COMM 130 Interpersonal Communication	3 units
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 Psychology3 units
PSYC 110 Courtship, Marriage, and Family3 units
PSYC 200 Developmental Psychology3 units
PSYC 201 Child Development3 units
PSYC 220 Introduction to Psychobiology3 units
PSYC 225 Theories of Personality3 units
PSYC 300 Social Psychology3 units
PSYC 410 Abnormal Psychology3 units
SOCI 100 Introduction to Sociology3 units
SOCI 105 Social Problems3 units
SOCI 110 Courtship, Marriage and Family3 units
SOCI 141 Race and Ethnic Relations3 units
DGME 100 Media in Society3 units
DGME 102 Media Law and Ethics3 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 69 & 70.

CSU GE:

Area A1 Oral Communication3 units
Area A2 Written Communication3 units
Area A3 Critical Thinking3 units
Area B1 Physical Science3 units
Area B2 Life Science3 units
Area B3 Science Lab1 unit
Area B4 Math Concepts3 units
Area C1 Arts3 units
Area C2 Humanities3 units
Area C1 or C23 units
Area D Social, Political, and Economic Institutions9 units
Area E Lifelong Understanding3 units

OR

IGETC/CSU:

Area 1A English Composition3 units
Area 1B Critical Thinking/Composition3 units
Area 1C Oral Communication3 units
Area 2 Math Concepts3 units
Area 3A Arts3 units
Area 3B Humanities3 units
Area 3A or 3B3 units
Area 4 Social and Behavioral Science9 units
Area 5A Physical Science3 units
Area 5B Biological Science3 units
Area 5C Science Lab - Either 5A or 5B must have a lab component1 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) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AA Interdisciplinary Studies, Option 1: Intercultural Studies

This degree option introduces students to multiple cultural perspectives to enable them to be informed, engaged citizens in a multicultural society. Depending on the student's focus, this degree offers transfer opportunities into areas such as World Arts and Cultures, Global Studies, Multicultural Studies, and Ethnic Studies. Students should work with a counselor to identify any additional supporting classes for transfer to a particular program and university. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

Upon degree requirements, students will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.
4. Understand and appreciate the diversity of the human experience
5. Recognize ethical principles and behave responsibly.

Major in Interdisciplinary Studies continued on next page

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
LIT 232 Survey of English Literature II	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:

ETHN 101 Latin American and Indigenous Peoples History and Culture.	3 units
ETHN 300 Introduction to La Raza Studies.	3 units
HIST 100 History of Western Civilization I	3 units
HIST 101 History of Western Civilization II	3 units
HIST 102 History of American Civilization	3 units
HIST 260 Women in American History	3 units

**AA Interdisciplinary Studies,
Option 2: Contemporary Issues**

This degree option provides students with both an introduction to the wide range of issues facing contemporary society and the tools to analyze these issues critically. Depending on the student’s focus, this degree offers transfer possibilities into such majors as Communications, Environmental Studies, Ethnic Studies, Sociology, and Social Services. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

Upon degree requirements, students will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.
4. Understand and appreciate the diversity of the human experience
5. Recognize ethical principles and behave responsibly.

Complete 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 Composition, Argument, and Critical Thinking	3 units
MATH 200 Elementary Probability and Statistics	4 units
PHIL 103 Critical Thinking.	3 units
PSYC 121 Basic Statistical Concepts	3 units

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
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

**AA Interdisciplinary Studies,
Option 3: Science and Society**

This degree provides students with the foundation from which to understand the impact of scientific issues on contemporary society. Depending on the student’s focus, this major offers transfer possibilities in the social sciences, including Economics, Sociology, and Social/Behavioral Sciences, and in more specialized interdisciplinary majors such as Environmental Economics and Policy, Environmental Analysis and Design, Social Ecology, Community and Regional Development, and Development Studies. Students should work with a counselor to identify the appropriate mathematics classes and any additional supporting classes for transfer to a particular program and

university. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

Upon degree requirements, students will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.
4. Understand and appreciate the diversity of the human experience
5. Recognize ethical principles and behave responsibly.

Complete 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
 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

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 Arts Degree for Transfer/SB1440

Kinesiology 60 CSU
 transferable units

CA Certificate of Achievement

Specialized Pilates Instructor 18-21 units

CS Certificates of Specialization

Comprehensive Pilates Instructor 13 units
 Group Fitness Instructor 6 units
 Pilates Mat Instructor 7 units
 Pilates Mat and Reformer Instructor 10 units
 Yoga Instructor 8 units

University Transfer Program

Use Assist (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 Kinesiology

Kinesiology is an academic area of study concerned with the art and science of human movement. The Kinesiology Program offers students an opportunity to enrich their education with emphasis on improved individual physical well-being and prepares students for transfer to bachelor's degree programs in Kinesiology, Exercise Science, Physical Education, Physical Therapy, Athletic Training, Coaching and Fitness Management. Students may obtain an AA-T in Kinesiology and optimize preparation for advanced degrees in Kinesiology at four-year institutions.

Typical employment opportunities in the field are in the areas of coaching, personal or group training, fitness instruction, fitness specialists, physical therapy assistants, recreation, as well as managerial positions in athletics and recreation centers.

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 in Kinesiology continued on next page

Major requirements: 22–24 semester units

The AA-T major in Kinesiology prepares students for transfer into bachelor's degree programs in kinesiology and similar areas.

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.

Group A: Complete the following courses (15 units):

KINE 101 Introduction to Kinesiology	3 units
BIOL 250 Human Anatomy	4 units
BIOL 260 Human Physiology	5 units

And select 3 units from the following with a maximum of one unit from any one area:

Aquatics:

AQUA 109.1, 109.2, 109.3, 109.4 Water Polo I, II, III or IV	0.5 or 1 unit
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 116.1, 116.2, 116.3, 116.4 Waltz I, II, III or IV	0.5 or 1 unit
DANC 117.1, 117.2, 117.3, 117.4 Tap Dance I, II, III or IV	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 128.1, 128.2, 128.3, 128.4 Latin 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
DANC 151.1, 151.2, 151.3, 151.4 Social Dance I, II, III or IV	0.5 or 1 unit
DANC 152 Cuban Roots of Salsa	0.5 or 1 unit
DANC 161.1, 161.2, 161.3, 161.4 Tango Argentino I, II, III or IV	0.5 or 1 unit
DANC 167.1, 167.2, 167.3, 167.4 Swing Dance I, II, III or ICL	0.5 or 1 unit
DANC 330.1, 330.2, 330.3, 330.4 Creative Dance I, II, III or IV	0.5 or 1 unit
DANC 400.1, 400.2, 400.3, 400.4 Dance Performance and Production I, II, III or IV	0.5 or 1 unit

Fitness:

FITN 112.1, 112.2, 112.3 or 112.4 Cross Training I, II, III or IV	0.5 or 1 unit
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 201.1, 201.2, 201.3, 201.4 Weight Training I, II, III or IV	0.5 or 1 unit
FITN 206 Circuit Weight Training	0.5 or 1 unit
FITN 220 Weight Training for Varsity Football	0.5-2 units
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 237 Total Core Training	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 336 Restorative Yoga	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
TEAM 150 Softball	0.5 or 1 unit
TEAM 158 Advanced Softball: Women	0.5-2 units
TEAM 165 Advanced Track and Field	0.5-2 units

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
AND	
BIOL 195 Biology Field Laboratory	1 unit
CHEM 210 General Chemistry I	5 units
PHYS 210 General Physics I	4 units
PSYC 121 Basic Statistical Concepts	3 units
KINE 119 First Aid/Adult and Pediatric CPR	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 69 & 70.

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 Composition3 units
Area 1B Critical Thinking/Composition3 units
Area 1C Oral Communication3 units
Area 2 Math Concepts3 units
Area 3A Arts3 units
Area 3B Humanities3 units
Area 3A or 3B3 units
Area 4 Social and Behavioral Science	9 units
Area 5A Physical Science3 units
Area 5B Biological Science3 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

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.

The goal of the Certificate of Achievement in Pilates is to provide training to prepare students for a career in fitness and/or Pilates. The program is also focused on providing continuing education for professionals already working in the fields of fitness, health, kinesiology, physical therapy, sports medicine/athletic training, and massage. Pilates develops students physically as well as academically. The Pilates Certificate program includes instruction in the technique, pedagogy, history and theory behind Pilates. Students procure personal sessions, observation hours, and student teaching hours in each of the program's core courses. Upon completion of the certificate program, students will be prepared to teach at a health club, fitness center, privately owned studio, or as an independent contractor.

Upon completion of certificate requirements, students will be able to:

1. Demonstrate a holistic understanding of particular area(s) of specialization and how it/they can be applied to one's teaching.
2. Plan and teach a safe and effective Pilates mixed-apparatus class.

18-21 semester units

A grade of "C" or higher is required for each course applied to the certificate:

Required Core Courses

KINE 125 Pilates Mat Instructor Training3 units
KINE 126 Pilates Reformer Instructor Training3 units
KINE 127 Pilates Apparatus Instructor Training3 units
FITN 335.1, 335.2, 335.3 or 335.4 Pilates I, II, III or IV.1 unit
KINE 300 Anatomy in Motion3 units

Elective Courses (5-8 units):

AQUA 135.1, 135.2, 135.3 or 135.4 Aqua Exercise I, II, III or IV1 unit
ACTG 100 Accounting Procedures.3 units
BIOL 310 Nutrition3 units
BUS 100 Contemporary American Business3 units
BUS 150 Small Business Management3 units
FITN 334.1, 334.2, 334.3 or 334.4 Yoga I, II, III or IV	0.5 or 1 unit
FITN 201.1, 201.2, 201.3, 201.4 Weight Training I, II, III or IV	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 The Science and Application of Personal Training3 units
KINE 119 First Aid/Adult and Pediatric CPR.3 units
PSYC 100 General Psychology3 units
PSYC 200 Developmental Psychology3 units
PSYC 220 Introduction to Psychobiology3 units
COMM 130 Interpersonal Communication.3 units
COMM 150 Intercultural Communication3 units
BIOL 130 Human Biology3 units
BIOL 250 Human Anatomy.	4 units

CS Comprehensive Pilates Instructor

Prepares students to teach the complete Pilates repertoire on the Mat, Reformer, Trapeze Table, Chair, Barrels and Small Apparatus

Upon completion of certificate requirements, students will be able to:

1. Perform proper equipment set up
2. Plan and teach a safe and effective Pilates class

13 semester units

A grade of "C" or higher is required for each course applied to the certificate.

KINE 125 Pilates Mat Instructor Training3 units
KINE 126 Pilates Reformer Instructor Training3 units
KINE 127 Pilates Apparatus Instructor Training3 units
KINE 300 Anatomy in Motion3 units

Plus complete one unit from the following courses:

FITN 335.1, 335.2, 335.3 or 335.4 Pilates I, II, III or IV.1 unit
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Major in Kinesiology continued on next page

CS Group Fitness Instructor**6 semester units**

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 237 Total Core Training 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

CS Pilates Mat Instructor

Prepares students to teach group mat classes and mat personal training sessions. Pilates is a fast growing industry with approximately 8.6 million participants. It is also one of the fastest growing physical activities in the US currently. Jobs are available in fitness clubs, privately owned studios, wellness centers, spas, schools, community centers, medical facilities, physical therapy clinics, corporate settings, and more.

Upon completion of certificate requirements, students will be able to:

1. Design original Pilates mat programs for students of various levels and abilities.
2. Plan and teach a safe and effective Pilates Mat class.

7 semester units

A grade of "C" or higher is required for each course applied to the certificate.

KINE 125 Pilates Mat Instructor Training 3 units
KINE 300 Anatomy in Motion 3 units

Plus complete a minimum of one unit from the following courses:

FITN 335.1, 335.2, 335.3 or 335.4 Pilates I, II, III or IV 0.5–1 unit

CS Pilates Mat and Reformer Instructor

Prepares students to teach group mat and reformer classes as well as private training sessions.

Upon completion of certificate requirements, students will be able to:

1. Design original Pilates mat and reformer programs for students of various levels and abilities.
2. Plan and teach a safe and effective Pilates mat and reformer class.

10 semester units

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
KINE 300 Anatomy in Motion 3 units

Plus complete a minimum of one unit from the following courses:

FITN 335.1, 335.2, 335.3 or 335.4 Pilates I, II, III or IV 0.5–1 unit

CS Yoga Instructor

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.

Upon completion of certificate requirements, students will be able to:

1. Teach a safe and effective yoga class
2. Demonstrate a basic understanding of yoga history and culture
3. Demonstrate basic understanding of anatomy as it pertains to yoga

8 semester units

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 IV1 unit

Additional recommended course:

KINE 119 First Aid/Adult and Pediatric CPR.3 units
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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) 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 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 Computer and Information Science	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

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/mgmt-ca-businessmanagement.htm

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

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 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/merchandise; 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 Computer and Information Science	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

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/mgmt-ca-marketingmanagement.htm

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

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: 28–29 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 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 ManagementOR	
MGMT 235 Techniques of Supervision	3 units	
MGMT 215 Management of Human Resources	3 units	
COMM 130 Interpersonal Communication	3 units	

CA **Retail Management**

For gainful employment information, see the program’s website: collegeofsanmateo.edu/gedi/docs/mgmt-ca-retailmanagement.htm

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

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**

Upon completion of certificate requirements, students will be able to:

1. Demonstrate understanding of the core functions of the Human Resource profession as practiced in a contemporary business setting.
2. Demonstrate understanding of critical Federal, State, or local laws implemented by the Human Resource team.
3. Apply practical Human Resource tools and methods in one’s own work environment.
4. Demonstrate professional business communication skills appropriate for Human Resources personnel.

9 semester units

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**

Upon completion of certificate requirements, students will be able to:

1. Identify and define project needs.
2. Identify, analyze, and resolve project problems.
3. Plan project schedules and budgets.
4. Manage effectively in a variety of project organizational structures.
5. Communicate effectively among various project personnel and stakeholders.

12 semester units

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) 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 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 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 67.

Major requirements: 21-22 semester units

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:

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 69 & 70.

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.

Major in Mathematics continued on next page

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 23 units

University Transfer Program

Use Assist (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: 35–39 semester units

A grade of "C" or higher is required for each course applied to the major.

Keyboard Proficiency Requirement for the major. See information below.

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 courses 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 1.5 units

MUS. 470 Concert Choir1 unit

History Requirements, 3 units, select one from the following:

MUS 202 Music Listening and Enjoyment3 units

MUS 250 World Music.....3 units

MUS 275 History of Jazz3 units

Applied Lessons Requirement, Four Semesters, 1 unit each:

MUS. 501 Studio Lessons I (Applied Music I)1 unit

MUS. 502 Studio Lessons II (Applied Music II)1 unit

MUS. 503 Studio Lessons III (Applied Music III).....1 unit

MUS. 504 Studio Lessons IV (Applied Music IV)1 unit

Keyboard Proficiency Requirement: Two semesters of class piano, Piano 1 and Piano 2, are required for the major. Students with piano experience may wish to use CSM's "Credit By Exam (CBE)" to meet the Units requirement for MUS 301 and MUS 302. (Find more information about Credit By Exam in the CSM Catalog.)

MUS 301 Piano I.....2 units

MUS 302 Piano II.....2 units

Recommended additional courses:

Music Technology:

MUS 290 Electronic Music I3 units

Piano (dependent on level), select from the following:

MUS. 301 Piano I2 units

MUS. 302 Piano II2 units

MUS. 303 Piano III2 units

MUS. 304 Piano IV.....2 units

MUS. 314 Piano Literature and Performance -
The Baroque Era2 units

MUS. 315 Piano Literature and Performance -
The Classical Era2 units

MUS. 316 Piano Literature and Performance -
The Romantic Era2 units

MUS. 317 Piano Literature and Performance -
The 20th Century and Beyond.....2 units

History, select from the following:

MUS. 202 Music Listening and Enjoyment3 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: 23 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 Synthesis3 units

MUS 293 Audio for Visual Media3 units

Plus, select 6 units from the following courses:

*MUS 101 Musicianship I.....3 units
AND

*MUS 131 Harmony I3 units
OR

MUS 102 Musicianship II3 units
AND

MUS 132 Harmony II.....OR
MUS 103 Musicianship III3 units
AND

MUS 133 Harmony IIIOR
MUS 104 Musicianship IV3 units
AND

MUS 134 Harmony IV3 units

*Recommended preparation for students who do not read music:

MUS 100: Fundamentals of Music

Plus, select 2 units from the following courses:

MUS 301 Piano I.....2 units

MUS 302 Piano II.....2 units

MUS 303 Piano III2 units

MUS 304 Piano IV2 units

Plus, select 3 units from the following courses:

MUS 202 Music Listening and Enjoyment.....3 units

MUS 250 World Music3 units

MUS 275 History of Jazz.....3 units

Major in Music continued on next page

CA Electronic Music

For gainful employment information, see the program's website: collegeofsanmateo.edu/gedi/docs/mus-ca-electronicmusic.htm

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.

23 semester units

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) 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). 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 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: 78.5–79.5 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 816	Open Lab for Nursing 211/212	0.5 unit
NURS 817	Open Lab for Nursing 221/222	0.5 unit
NURS 818	Open lab for Nursing 231/232	0.5 unit
NURS 819	Open Lab for Nursing 241/242	0.5 unit
MATH 120	Intermediate Algebra	5 units OR
MATH 122	Intermediate Algebra I	3 units AND
MATH 123	Intermediate Algebra II	.3 units
CHEM 410	Health Science Chemistry	4 units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human 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 140	Small Group 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	Human 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 Communication	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 41.5 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 Nursing5 units
NURS 232 Medical/Surgical Nursing5 units
NURS 235 Nursing Skills Lab III	0.5 unit
NURS 241 Advanced Medical/Surgical Nursing5 units
NURS 242 Leadership/Management in Nursing5 units
NURS 245 Nursing Skills Lab IV	0.5 units
NURS 816 Open Lab for Nursing 211/212	0.5 unit
NURS 817 Open Lab for Nursing 221/222	0.5 unit
NURS 818 Open Lab for Nursing 231/232	0.5 unit
NURS 819 Open Lab for Nursing 241/242	0.5 unit

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 SB 139, students accepted into the nursing program who have completed a bachelor's degree at a college or university in the United States that is accredited by an agency approved by the SMCCCD do not need to complete CSM prescribed general education courses. 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.

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.

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) 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) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AS Physical Science

The A.S. degree in Physical Science provides students with a breadth of understanding of the physical sciences, in addition to a depth of knowledge in the specialized fields of astronomy, chemistry, geology, and physics. The program is designed to prepare students for transfer to baccalaureate institutions as majors in Physical Science or related science disciplines. Career opportunities 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.

Upon completion of degree requirements, students will be able to:

1. Analyze relationships between force, mass, and motion of objects.
2. Explain the significant role of energy in understanding the structure of matter and the universe. Differentiate between various forms of energy and the roles they play in motion and transformations of matter (physical, chemical and nuclear).
3. Proficiently use scientific terms in describing phenomena.
4. Perform quantitative analysis relating graphical and numerical data obtained from laboratory experiments to test hypotheses and verify physical concepts, principles and laws.

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

GEOL 101 Geology Laboratory.....1 unit

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 220 General Physics II.....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) 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 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 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 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

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 69 & 70.

CSU GE:

Area A1 Oral Communication3 units
Area A2 Written Communication3 units
Area A3 Critical Thinking3 units
Area B1 Physical Science3 units
Area B2 Life Science3 units
Area B3 Science Lab1 unit
Area B4 Math Concepts3 units
Area C1 Arts3 units
Area C2 Humanities3 units
Area C1 or C23 units
Area D Social, Political, and Economic Institutions	9 units
Area E Lifelong Understanding3 units

OR

IGETC/CSU:

Area 1A English Composition3 units
Area 1B Critical Thinking/Composition3 units
Area 1C Oral Communication3 units
Area 2 Math Concepts3 units
Area 3A Arts3 units
Area 3B Humanities3 units
Area 3A or 3B3 units
Area 4 Social and Behavioral Science	9 units
Area 5A Physical Science3 units
Area 5B Biological Science3 units
Area 5C Science Lab - Either 5A or 5B must have a lab component1 unit

Electives:

Additional CSU transferable courses based on student interest to reach 60 units total.

POLITICAL 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.

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) 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) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AA-T Psychology

The Associate in Arts in Psychology for Transfer degree prepares students for transfer into bachelor's degree programs in Psychology and similar programs at a CSU campus and guarantees admission to the CSU system. Psychology is a broad discipline which employs both pure science and practical application to everyday living.

Career opportunities include administrator, community college instructor or academic counselor, drug abuse counselor, employment counselor, human factors specialist, mental health professional, outreach specialist, personnel analyst, personnel management specialist, probation officer, psychiatric aide, psychiatrist, psychologist, psychometrist, research director, social services director, survey designer, student affairs officer, therapist, training officer, and Marriage, Family, Child Counselor.

Upon completion of degree requirements, students will be able to:

1. Define main problems and the main focus of study in Psychology, including theoretical approaches to biological, cognitive, behavioral and developmental psychology.
2. Demonstrate understanding of strength and weakness of scientific and research methods in biological, physiological and psychological sciences and how they relate to models of learning, perception, cognition and their application to contemporary medical and social problems.
3. Understanding of testing and measurement problems in psychological fields of study.
4. Display understanding of how these items relate to science and the goals of science: characterize, predict and change phenomena by being able to identify and formulate a testable hypotheses, examine the design and examine ethical issues in the field.
5. Identify and distinguish primary models describing topics examined in psychology.

6. Apply theory and models in psychology to real world concerns.

Major requirements: 18–20 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
MATH 200 Elementary Probability and Statistics 4 units OR
PSYC 121 Basic Statistical Concepts 3 units
PSYC 120 Introduction to Research Methods OR
SOC 121 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 69 & 70.

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

CS Certificate of Specialization

Real Estate Salesperson 9 units

Recommended high school preparation:

Coursework in Mathematics, Business, Accounting, English

Pre-requisite Requirements:

For licensed Real Estate Agents, R.E. 100 and 105 may be waived as prerequisites for all real estate courses.

AA Real Estate

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.

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

Major in Real Estate continued on next page

CS Real Estate Salesperson

The purpose of this certificate is to prepare a student to take the Real Estate Salesperson licensing examination. The license is required of individuals who conduct licensed real estate activities as described by Real Estate Law in California. Licensed Real Estate Salespersons work under the supervision of a licensed broker.

Salespersons in real estate are generally employed in real estate offices serving the general public. However, some agents secure employment with commercial enterprises operating in the real estate industry (e.g., developers, government agencies, escrow companies, loan officer, mortgage banker, property manager, etc.)

Upon completion of certificate requirements, students will be able to:

1. Meet the requirements set by the State of California to qualify to take the Real Estate Sales licensing exam.
2. Prepare the student to successfully pass the State of California Real Estate Sales licensing exam.
3. Define the role, responsibility and ethical conduct of a licensed sales agent in California.
4. Properly analyze how to acquire and hold real estate in California.

9 semester units

A grade of "C" or higher is required for all courses applied to the certificate.

Core requirements:

R.E. 100 Real Estate Principles	3 units
R.E. 110 Real Estate Practice	3 units

One course from the following list:

ACTG 100 Accounting Procedures	3 units
BUS. 201 Business Law	3 units
R.E. 121 Legal Aspects of Real Estate I	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
R.E. 220 Real Estate Property Management	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) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

AA Social Science

Social Science fields are many and varied, and include such areas as Cultural Anthropology, Economics, Ethnic Studies, Geography, History, International Relations, Philosophy, Political Science, Psychology, and Sociology. An A.A. degree prepares students for transfer to a baccalaureate institution for further study in Social Science or one of its encompassed fields. Career opportunities 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.

Upon completion of degree requirements, students will be able to:

1. Analyze relevant contemporary social issues using concepts and evidence from the social sciences.
2. Evaluate social/behavioral research with regard to research methods, evidence and scientific reasoning.
3. Describe how the social context can affect individual behavior and perspectives.

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, 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) 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 Sociology

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.

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.

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.

SOCI 100 Introduction to Sociology. 3 units

Major in Sociology continued on next page

Group A: Two courses from the following (6–7 units):

SOCI 105 Social Problems	3 units
SOCI 121 Introduction to Research Methods	OR
PSYC 120 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
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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 69 & 70.

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

CS Certificate of Specialization

Spanish 12 units

University Transfer Program

Use Assist (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.

CS Spanish

Upon completion of certificate requirements, students will be able to:

1. Understand native speech at average speed on a variety of common topics.
2. Utilize appropriate vocabulary, grammar, and pronunciation to express verbal communication covering a broad spectrum of common interpersonal interactions.
3. Decode written Spanish in a variety of formats.
4. Use appropriate levels of Standard Spanish vocabulary and grammatical structures to write on a variety of common topics so as to be understood by a native speaker unfamiliar with English.
5. Identify aspects of Hispanic culture throughout the world, and compare and contrast them with aspects of non-Hispanic cultures.

12 semester units

“Pass” or grade of “C” or higher is required for each course applied to the certificate.

Select at least 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

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

Please contact the Sprinkler Fitters and Apprentices to learn more about training locations in the area. You may reach the Sprinkler Fitters and Apprentices Local UA 483 at 2531 Barrington Ct., Hayward, CA 94545 (510) 782-9483

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 and search under College of San Mateo.

CA University Transfer Option 1: California State University General Education Certification (CSUGE)

Upon certificate requirements, students will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.
4. Understand and appreciate the diversity of the human experience
5. Recognize ethical principles and behave responsibly.

Complete 39 units of coursework to meet the California State University General Education Certification requirements as listed below.

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

Complete 3 units in Area E:

Lifelong Understanding and Self Development.

- Area E 3 units

CA University Transfer Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC /CSU)

Upon certificate requirements, students will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.
4. Understand and appreciate the diversity of the human experience
5. Recognize ethical principles and behave responsibly.

Complete 37 units of coursework to meet the IGETC/CSU Certification requirements as listed below.

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 23 units

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: Arts3 units

Area 3B: Humanities3 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 49 units

Complete 7 units in Area 5:

Physical and Biological Sciences. At least one course must include a laboratory component.

Area 5A: Physical Science3-4 units

Area 5B: Biological Science3-4 units

Area 5C: Science Laboratory1 unit

CA University Transfer Options 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)

Upon certificate requirements, students will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.
4. Understand and appreciate the diversity of the human experience
5. Recognize ethical principles and behave responsibly.

Complete 34 - 39 units of coursework to meet the IGETC/UC Certification requirements as listed below.

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 Thinking3 units

Complete 3 units in Area 2: Mathematical Concepts and Quantitative Reasoning.

Area 23 units

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: Arts3 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 49 units

Complete 7 units in Area 5:

Physical and Biological Sciences. At least one course must include a laboratory component.

Area 5A: Physical Science3-4 units

Area 5B: Biological Science3-4 units

Area 5C: Science Laboratory1 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 63 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). 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.

- 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.

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 151. In addition, use PROJECT ASSIST (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

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ACTG 100 ACCOUNTING PROCEDURES (3)

Letter grade. Hours/semester: 48-54 lecture. 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. Open entry/open exit. Hours/semester: 24-27 lab. Development of speed and accuracy using the ten-key pad on a computer keyboard. (AA, CSU)

ACTG 121 FINANCIAL ACCOUNTING (4)

Letter grade. Hours/semester: 64-72 lecture. **Recommended:** 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)

Letter grade. Hours/semester: 64-72 lecture. **Prerequisite(s):** 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. Hours/semester: 24-27 lecture. 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. Hours/semester: 24-27 lecture. 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. Hours/semester: 64-72 lecture. **Recommended:** 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. Hours/semester: 64-72 lecture. **Recommended:** ACTG 121 and ACTG 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. Hours/semester: 48-54 lecture. **Recommended:** ACTG 121 and ACTG 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. Hours/semester: 48-54 lecture. **Recommended:** 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. Hours/semester: 48-54 lecture. **Recommended:** 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 175 VOLUNTEER INCOME TAX PREPARATION (2.5)

Pass/No Pass grading. Hours/semester: 32 lecture/24-27 lab. Students serving in the Volunteer Income Tax Assistance (VITA) program prepare income tax returns for qualifying individuals at no cost. CSM VITA volunteers receive 32 hours of training and prepare income tax returns for 24 hours at the CSM VITA site. Training includes preparation of Federal and California income tax returns and use of tax preparation software. Topics include Capital Gains and Losses, Business Income and Expenses, the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions and adjustments. (AA, CSU)

ACTG 176 ENROLLED AGENT EXAM PREPARATION (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. **Recommended:** ACTG 181, ACTG 182 and ACTG 183. 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 181 TAXATION OF INDIVIDUALS USING TAX SOFTWARE (4)

Pass/No Pass or Letter grade option. Hours/semester: 64-72 lecture. Preparation of Federal and California income tax returns for individuals using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Form 1040 (Individual), Schedules A (Itemized Deductions), B (Interest and Dividends), C (Profit or Loss from a Business), D (Capital Gains and Losses), and tax credits. Students who successfully complete this course may apply to CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series. [CPE Hours: CPA 60] (AA, CSU)

ACTG 182 TAXATION OF BUSINESS ENTITIES USING TAX SOFTWARE (4)

Pass/No Pass or letter grade option. Hours/semester: 64-72 lecture. **Recommended:** ACTG 100 or ACTG 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) using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Forms 1120 (Corporate), 1120S (S Corporate), 1065 (Partnership), 4562 (Depreciation), and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series. [CPE Hours: CPA, EA 60; CTEC 53 Fed, 11 CA] (AA, CSU)

ACTG 183 TAXATION OF TRUSTS, GIFTS, AND ESTATES USING TAX SOFTWARE (2)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture. Preparation of Federal and California income tax returns for trusts, estates, and gifts using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Forms 1041 (Fiduciary), 706 (Estate) and 709 (Gift) and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series. [CPE Hours: CPA, EA 28; CTEC 20 Fed, 5 CA] (AA, CSU)

ACTG 665 SPECIAL TOPICS IN TAXATION (.5-3)

Pass/No Pass or letter grade option. Hours/semester: 8-54 lecture hours. Recommended Preparation: ACTG 181. 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)

Courses marked with a (*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

Administration of Justice (Law Enforcement)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ADMJ 100 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Completion of or concurrent enrollment in ADMJ 100; and eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Completion of or concurrent enrollment in ADMJ 100; and eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Completion of or concurrent enrollment in ADMJ 100, and eligibility for ENGL 100 or ENGL 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 185 INTRODUCTION TO FORENSIC SCIENCE (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab. **Recommended:** Completion of or concurrent enrollment in ADMJ 100, eligibility for ENGL 100 or ENGL 105 and eligibility for MATH 110 or MATH 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. (AA, CSU) (C-ID AJ 150)

ADMJ 771 PC 832 ARREST AND CONTROL TRAINING (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. **Prerequisite(s):** Admission to ADMJ 771. 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 (POST) as required under Penal Code 832.6 (a) (1). POST requires strict attendance to mandated training hours. (Units do not apply to the AA/AS degree).

ADMJ 775 PC 832 FIREARMS TRAINING (.5)

Pass/No Pass grading. Hours/semester: 8-9 lecture/16-18 lab. **Prerequisite(s):** Admission to 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. Hours/semester: 136-153 lecture/68-76.5 lab. **Prerequisite(s):** Admission to ADMJ 780. **Recommended:** Eligibility for ENGL 838 or ENGL 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 PC 832 certification. (Units do not apply toward AA/AS degree.)

ADMJ 781 REGULAR BASIC COURSE MODULE II (13)

Pass/No Pass grading. Hours/semester: 188-211 lecture/60-67.5 lab. **Prerequisite(s):** Admission to ADMJ 781. 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.)

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.

College of San Mateo is a member of the South Bay Regional Public Safety Training Consortium. The Consortium is funded by member colleges to provide vocational specific training which may require special facilities, special training conditions, or is presented outside of the regular schedule of college classes.

South Bay is our regional Police Academy and Dispatcher Academy presenter, and offers other POST-certified, in-service training courses. Although open to the public, the majority of these courses are intended to serve those already employed in a variety of Public Safety careers.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center located near the Evergreen Valley College campus. The curriculum for each course offered adheres to POST (Peace Officer Standards and Training) and State of California Title 5 requirements.

For more information about the courses available, including requirements and schedules, please visit South Bay's website at www.theacademy.ca.gov or call (408) 270-6458.

American Sign Language

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ASL 100 AMERICAN SIGN LANGUAGE I (5)

Pass/No Pass or letter grade option. Hours/semester: 80-90 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. A beginning course designed to introduce students to the visual-gestural richness of American Sign Language as it is used within the Deaf culture. Introduces students to ASL's basic structure and vocabulary while developing students' expressive skills and understanding of fingerspelling and basic conversational strategies. Provides an introduction to the Deaf community and culture. Equivalent to two years of high school ASL. (AA: Area E5c, CSU: Area C2, UC: Area 6A)

ASL 110 AMERICAN SIGN LANGUAGE II (5)

Pass/No Pass or letter grade option. Hours/semester: 80-90 lecture. **Prerequisite(s):** ASL 100. A continuation of ASL 100, designed to enhance proficiency in ASL usage. The course further develops conversational skills with an increased emphasis on visual receptive and expressive skills required for learning advanced vocabulary, grammar, non-manual behaviors, and fingerspelling. Creates awareness of Deaf culture through the study of the history of ASL, the cultural dynamics of the Deaf community, and the cultural customs of communication. (AA: Area E5c, CSU: Area C2, UC: Area 3B and 6A)

Anthropology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ANTH 110 CULTURAL ANTHROPOLOGY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. (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.*

ANTH 125 PHYSICAL ANTHROPOLOGY (3)

Pass/No pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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: Area B2, UC: Area 5B)

ANTH 127 PHYSICAL ANTHROPOLOGY LABORATORY (1)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lab. **Prerequisite(s):** Completion of or concurrent enrollment in ANTH 125. Laboratory designed to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course: the scientific method, biological variation and forces of evolution, genetics, human osteology and variation, comparative osteology and behavior of primates, and fossil evidence for human evolution. Field trips may be offered. (AA: Area E5a, CSU Area B3, UC: Area 5c)

ANTH 180 MAGIC, SCIENCE AND RELIGION (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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 ARCHAEOLOGY AND WORLD PREHISTORY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Basic methods and theoretical approaches used to reconstruct the past and developments in human history and prehistory; human origins, peopling of the globe, origins of agriculture, classical and historical archaeology, ancient civilizations, maritime archaeology, ethics and legal concerns regarding cultural heritage, conservation and preservation. (AA: Area E5b, CSU: Area C2 or D, UC: Area 4) (C-ID ANTH 150)

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.

Electrical Apprenticeship: Inside Wireman (ELEL) **Prerequisite:** indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.

ELEL 741 ELECTRICAL APPRENTICESHIP I (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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)

ELEL 742 ELECTRICAL APPRENTICESHIP II (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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 Electrical Code (NEC). (AA)

ELEL 743 ELECTRICAL APPRENTICESHIP III (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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 books skills, direct current (DC), generators, drafting and blueprints, conduit bending and fabrication for commercial installation. (AA)

ELEL 744 ELECTRICAL APPRENTICESHIP IV (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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 745 ELECTRICAL APPRENTICESHIP V (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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 746 ELECTRICAL APPRENTICESHIP VI (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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 747 ELECTRICAL APPRENTICESHIP VII (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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 748 ELECTRICAL APPRENTICESHIP VIII (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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 749 ELECTRICAL APPRENTICESHIP IX (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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 750 ELECTRICAL APPRENTICESHIP X (3.5)

Letter grade. Hours/semester: 40-45 lecture/48-54 lab. **Prerequisite(s):** 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)

Architecture

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)

Letter grade. Hours/semester: 48-54 lecture. 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 E5c, CSU: Area C1, UC: Area 3A)

ARCH 120 ARCHITECTURAL + DESIGN DRAWING I: DRAWING AND VISUAL THINKING (2)

Letter grade. Hours/semester: 16-18 lecture/48-54 lab. This course presents the basic techniques of hand drawing as an essential method and skill of design exploration, visual thinking, and design communication. Studio work involves observation and freehand drawing of objects, architecture and environmental settings exploring techniques of line, tone, and their combination using soft pencil, conte/charcoal and pen/ink. Topics include proportion, visual composition, principles of observed perspective, and orthographic drawing conventions such as plan, section and elevation, and paraline drawing. Introduction to digital media to create 3-D model. Graphic supplies will be required. (Fall only) (AA, CSU, UC)

ARCH 140 ARCHITECTURAL + DESIGN DRAWING II: DESIGN COMMUNICATION (2)

Letter grade. Hours/semester: 16-18 lecture/48-54 lab. **Prerequisite(s):** 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, paraline, and perspective drawing in both black/white and color media. Introduction of digital media to create 3-D model. Use of essential principles of pictorial space, methods of delineation, and mixed media techniques. Graphic supplies required. (Spring only) (AA, CSU, UC)

ARCH 210 DESIGN I: INTRODUCTION TO ARCHITECTURE, ENVIRONMENTAL DESIGN, AND THE DESIGN PROCESS (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab/32-36 hours by arrangement. **Prerequisite(s):** 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 in the amount 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab/32-36 hours by arrangement. **Prerequisite(s):** ARCH 210; concurrent enrollment in or completion of 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 in the amount 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. Hours/semester: 16-18 lecture. 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)

Art

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ART 101 ART AND ARCHITECTURE FROM THE ANCIENT WORLD TO MEDIEVAL TIMES (C. 1400) (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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. (AA: Area E5c, CSU: Area C1, UC: Area 3A) (C-ID ARTH 110)

ART 102 ART OF RENAISSANCE AND BAROQUE (C. 1300-1700) (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

ART 103 ART OF EUROPE AND AMERICA: NEOCLASSICAL (C. 1750 TO THE PRESENT) (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Survey of European and American artistic expression from the Neoclassical to the present (c. 1750 - present.) Emphasizes the development of modern painting and sculpture as a reaction against earlier traditions. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

ART 104 ART OF THE 20TH CENTURY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** ENGL 838 or ENGL 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. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

ART 105 ART OF ASIAN AND THE NEAR EAST (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Introduction to some of the major monuments and themes of the visual arts of Asia and the Near East, this course will explore the connection between great works of art and the societies, values and ideals that stimulated their creation. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

ART 200 FINE ART PORTFOLIO PREPARATION (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848. This course is designed for all art majors and aspiring artists. Students will learn how to create an artist portfolio for transfer or gallery submission. Course work includes the identification and development of personal style, a cohesive body of work, an artist statement and resume, oral presentation and quality image representation. Students should have a working familiarity with their chosen medium. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area E2c or E5d, CSU: Area C1 or E1, UC: Area 3A)

ART 201 DRAWING AND COMPOSITION I (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. (AA, CSU, UC) (C-ID ARTS 110)

ART 202 DRAWING AND COMPOSITION II (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 201. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. (AA, CSU, UC) (C-ID ARTS 205)

ART 206 FIGURE DRAWING AND PORTRAITURE (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848; ART 201, and ART 207. Drawing the human figure and portraiture from live models using charcoal, conte, ink, pastel and mixed media. Students explore personal style and techniques through the use of the figure. (AA, CSU, UC)

ART 207 LIFE DRAWING (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 201; or ART 204 from Canada or Skyline. Introduction to drawing the human figure from

observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. (AA, CSU: Area C1, UC) (C-ID ARTS 200)

ART 208 PORTRAIT DRAWING I (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Portrait characterizations using the techniques and materials of drawing in several media. Application of fundamental studies of the anatomy of the head and faces in the pursuits of expressive representations of people. Individualized instruction is emphasized. Studio practice drawing from live models. (AA: E2c, CSU: Area C1, UC: Area 3A)

ART 209 PORTRAIT DRAWING II (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 208. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Advanced portrait characterizations, expanding upon the drawing techniques of Portrait Drawing I. Further enhancements of drawings based upon astute studies of the anatomy of the head and faces. Individualized instruction is emphasized. Studio drawing sessions of male and female live models. (AA: Area E5d, CSU: Area C1, UC: Area 3A)

ART 214 COLOR (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** ENGL 838 or ENGL 848. A study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color. (AA, CSU, UC)

ART 223 OIL PAINTING I (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and ART 201. Introduction to principles, elements, and practices of oil painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. (AA, CSU, UC)

ART 224 OIL PAINTING II (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 223. A continuation of Oil Painting I with increased emphasis on a variety of painting techniques and development of personal style. (AA, CSU, UC)

ART 225 ACRYLIC PAINTING I (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and ART 201. Introduction to principles, elements, and practices of acrylic painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. (AA, CSU, UC)

ART 226 ACRYLIC PAINTING II (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 225. **Recommended:** Eligibility for ENGL 838 or ENGL 848. 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. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848, ART 201 and ART 214. Introduction to principles, elements, and practices of watercolor painting. Focus on exploration of painting ma-

terials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. (AA, CSU, UC)

ART 232 WATERCOLOR II (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 231. **Recommended:** Eligibility for ENGL 838 or ENGL 848. 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 233 WATERCOLOR III (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 232. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Continuation of Watercolor II, with emphasis on the development of personal style and a comprehensive portfolio for transfer or exhibitions. (AA, CSU)

ART 236 CHINESE BRUSH PAINTING (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. 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 240 CHINESE BRUSH PAINTING II (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 236. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Intermediate Chinese Brush Painting expands upon the initial set of skills related to brush and ink use, with an emphasis on the development of personal style. (AA, CSU)

ART 243 WATERCOLOR IV (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 233. Continuation of Watercolor III, with emphasis on advanced painting techniques, the development of personal style and a comprehensive portfolio for transfer and/or exhibitions. (AA, CSU)

ART 301 TWO-DIMENSIONAL DESIGN (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. (AA, CSU, UC) (C-ID ARTS 100)

ART 315 MIXED MEDIA ART (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and DGME 212. A contemporary approach to two-dimensional art making, combining traditional art media with new digital techniques. Drawing and painting materials will be combined with digital tools such as Photoshop® and digital printing in order to enrich visual images and understand contemporary art practices. Prior Photoshop® knowledge is not required. Extra supplies will be required. A materials fee in the amount shown the Schedule of Classes is payable upon registration. (AA, CSU, UC)

ART 316 MIXED MEDIA ART 2 (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 315. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Intermediate level work in Mixed

Media Art; a contemporary approach to two-dimensional art making, combining traditional art media with new digital techniques. Drawing and painting materials will be combined with digital tools such as Photoshop and digital printing in order to enrich visual images and understand contemporary art practices. Extra supplies will be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 317 MIXED MEDIA ART 3 (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 316. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Advanced-level work in Mixed Media Art; a contemporary approach to two-dimensional art making, combining traditional art media with new digital techniques. Drawing and painting materials will be combined with digital tools such as Photoshop and digital printing in order to enrich visual images and understand contemporary art practices. Extra supplies will be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 350 VISUAL PERCEPTION (3)

Letter grade. Hours/semester: 48-54 lecture. 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, UC)

ART 351 BEGINNING BLACK AND WHITE PHOTOGRAPHY (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** ART 201 or ART 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area E5c, CSU: Area C1, UC)

ART 352 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** 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. 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 353 ADVANCED BLACK AND WHITE PHOTOGRAPHY (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** 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. 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 381 BEGINNING DIGITAL PHOTOGRAPHY (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** 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)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 381. **Recommended:** 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 384 ADVANCED DIGITAL PHOTOGRAPHY (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 383. **Recommended:** 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 385 MASTER PORTFOLIO-DIGITAL PHOTOGRAPHY (2.5)

Letter grade. Hours/semester: 16-18 lecture/72-81 lab/32-36 hours by arrangement. **Prerequisite(s):** 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. Extra supplies may be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 388 MASTER PHOTOGRAPHY PORTFOLIO (2.5)

Letter grade. Hours/semester: 16-18 lecture/72-81 lab/32-36 hours by arrangement. **Prerequisite(s):** 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. Extra supplies may be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 391 EXPERIMENTAL PHOTOGRAPHY 1 (3)

(formerly ART 360) Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 392 EXPERIMENTAL PHOTOGRAPHY 2 (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 393 EXPERIMENTAL PHOTOGRAPHY 3 (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 394 EXPERIMENTAL PHOTOGRAPHY 4 (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 396 DOCUMENTARY PHOTOGRAPHY I (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 381. Designed for students with digital photography skills. Students create two portfolios of documentary photographs. Lectures address the history of documentary photography, social impact and how to convey information with clarity and honesty. A major emphasis is choosing a project and developing a point of view. Class critiques guide each project. A materials fee as shown in the schedule of classes is payable upon registration. (AA, CSU: Area C1, UC)

ART 397 DOCUMENTARY PHOTOGRAPHY 2 (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** ART 396. Designed for students with basic documentary skills. Students create a single portfolio of documentary photographs. Lectures address the information gathering process, planning and conveyance of information. A major emphasis is choosing a single project and developing a rapport with the subject. Class critiques guide each project. A materials fee as shown in the schedule of classes is payable upon registration. (AA, CSU: Area C1)

ART 400.1 LOW FIRE CERAMICS I (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. Introduction to the art and crafts of ceramics. During this course the student will learn elementary hand-building clay construction. Methods of ornamentation, glazing, firing will be demonstrated and utilized, including low fire. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 400.2 LOW FIRE CERAMICS II (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** ART 400.1. Continued introduction to the art and crafts of ceramics. During this course the student will learn hand-building clay construction. Methods of ornamentation, glazing, firing will be demonstrated and utilized, including low fire. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 400.3 LOW FIRE CERAMICS III (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** ART 400.2. Continued study of the art and crafts of ceramics. During this course the student will learn intermediate hand-building clay construction. Methods of ornamentation, glazing, firing will be demonstrated and utilized, including low fire. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 400.4 LOW FIRE CERAMICS IV (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** ART 400.3. Continued study of the art and crafts of ceramics. During this course the student will learn advanced-intermediate hand-building clay construction. Methods of ornamentation, glazing, firing will be demonstrated and utilized, including low fire. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ART 401 THREE-DIMENSIONAL DESIGN (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. A materials fee as shown in the Schedule of Classes is payable upon registration. (AA: Area E5c, CSU, UC) (C-ID ARTS 101)

ART 405 SCULPTURE I (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. Sculpture I is an introduction to sculpture. In the class students learn to create a human figure from clay. A second work involves media such as stone, bronze, metal, or glass. The third work will be conceptual in nature. This is an introductory course; no previous experience is needed. Extra supplies may be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU, UC)

ART 406 SCULPTURE II (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** 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. 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 411 CERAMICS I (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. Introduction to the art and crafts of ceramics. During this course the student will learn elementary hand-building clay construction. They will be introduced to throwing on the potter's wheel. Methods of ornamentation, glazing, firing will be demonstrated and utilized. A number of different firing techniques may be used, including low fire, stoneware, high fire, salt, and raku. Extra supplies may be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU, UC)

ART 412 CERAMICS II (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** 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. 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 420 ART INTERNSHIP (1)

Pass/No Pass or letter grade option. Hours/semester: 16-18 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Supervised practicum/ internship for art and art history students interested in gaining professional experience in art management careers. Students will volunteer forty-eight hours per semester for one unit of credit at a local art museum, gallery or non-profit organization. Two more Independent Study units may be earned if more hours are required to complete the internship. (AA, CSU)

ART 665 SPECIAL TOPICS IN ART (.5-3)

Pass/No Pass or letter grade option. Hours/semester: All lecture hours or all lab hours or combination of lecture and lab hours per week to equate to .5 or 1 or 1.5 or 2 or 2.5 or 3 units; plus additional by arrangement lab hours per term for certain topics. **Recommended:** a beginning art studio course. Advanced or specialized study in studio arts. Designed for students in ceramics, drawing, painting, photography, print-making, and sculpture. This course provides extended study of a particular media, technique, or artistic problem through selected themes as listed in the class schedule. (AA, CSU)

Astronomy

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ASTR 100 INTRODUCTION TO ASTRONOMY (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848 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)

Letter grade. Hours/semester: 48-54 lab. **Prerequisite(s):** MATH 110 and completion of or concurrent enrollment in ASTR 100, ASTR 115 or ASTR 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)

Letter grade. Hours/semester: 48-54 lab. **Prerequisite(s):** MATH 110 and completion of or concurrent enrollment in ASTR 100, ASTR 115, or ASTR 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 department'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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848 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)

Letter grade. Hours/semester: 48-54 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** ASTR 103, ASTR 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)

ASTR 203 ASTROIMAGING TECHNIQUES (4)

Letter grade. Hours/semester: 32-36 lecture/96-108 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 32-36 lecture/96-108 lab. **Prerequisite(s):** 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)

Biology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

BIOL 100 INTRODUCTION TO THE LIFE SCIENCES (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Study of the principles of the biological sciences. Includes origin and evolution of life, cellular nature of living things, genetics, ecology, life cycles, and natural history. One or more field trips may be required. Extra supplies may be required. (AA: Area E5a, CSU: Area B2+B3, UC: Area 5B+5C)

BIOL 123 BIOTECHNOLOGY WORKSHOP: TECHNIQUES AND APPLICATIONS OF THE POLYMERASE CHAIN REACTION (1)

Letter grade. Hours/semester: 16-18 lecture. **Recommended:** BIOL 110. Workshop in principles, applications, and hands-on techniques in PCR (polymerase chain reaction). A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

BIOL 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR (1)

Letter grade. Hours/semester: 16-18 lecture/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)

Letter grade. Hours/semester: 16-18 lecture/plus 1 hour per week in middle school classroom with a mentor. **Prerequisite(s):** one college-level 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)

Letter grade. Hours/semester: 16-18 lecture/plus 2 hours per week in high school classroom with a mentor. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. Introductory study of human anatomy and physiology. Includes development, genetics, evolution and ecology. Recommended especially for students interested in Allied Health Fields. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

BIOL 132 HUMAN BIOLOGY LABORATORY (1)

Letter grade. Hours/semester: 48-54 lab. **Prerequisite(s):** completion of or concurrent enrollment in BIOL 130. **Recommended:** any READ 400 level course. Introductory laboratory exercises concerning human anatomy and physiology and utilizing the scientific method, analysis of data and drawing appropriate conclusions. This course is a supplement to BIOL 130, Human Biology. Recommended especially for students interested in the Allied Health Fields. (AA: Area E5a, CSU)

BIOL 145 PLANTS, PEOPLE, AND ENVIRONMENT (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or 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)

Letter grade. Hours/semester: 48-54 lab. **Prerequisite(s):** Completion of or concurrent enrollment in BIOL 100, BIOL 102, BIOL 140, BIOL 145 or BIOL 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)

Letter grade. Hours/semester: 48-54 lecture/ 96-108 lab. **Prerequisite(s):** MATH 120 or MATH 123. **Recommended:** Eligibility for ENGL 838 or ENGL 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) (Biology 210+220=C-ID BIOL 130S)

BIOL 220 GENERAL BOTANY (5)

Letter grade. Hours/semester: 48-54 lecture/96-108 lab. **Prerequisite(s):** MATH 120 or MATH 123. **Recommended:** READ 830 and concurrent enrollment in any READ 400 level course; BIOL 110 or BIOL 195 or equivalent biology course with a lab and CHEM 192 or CHEM 210 or CHEM 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) (Biology 210+220=C-ID BIOL 130S)

BIOL 230 INTRODUCTORY CELL BIOLOGY (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** CHEM 210 and either BIOL 210, BIOL 220 or BIOL 215 (Skyline) or BIOL 225 (Cañada). **Recommended:** Eligibility for ENGL 100 or ENGL 105. 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.) 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) (C-ID BIOL 190)

BIOL 240 GENERAL MICROBIOLOGY (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** A college level biology course with a lab and a college level chemistry course with a lab. This includes BIOL 110, BIOL 210, BIOL 220, BIOL 230, BIOL 250, BIOL 260, BIOL 130 with BIOL 132 (lab), BIOL 225 (Cañada), OR BIOL 215 (Skyline), AND CHEM 192, CHEM 210, OR

CHEM 410. Recommended: eligibility for MATH 110 or MATH 111. Introduction to the morphology, physiology, and genetics of micro-organisms, 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** BIOL 100, BIOL 110 OR BIOL 130. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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. (AA: Area E5a, CSU: Area B2+B3, UC: Area 5B+5C*) (C-ID BIOL 110B)

BIOL 260 HUMAN PHYSIOLOGY (5)

Letter grade. Hours/semester: 48-54 lecture/96-108 lab. **Prerequisite(s):** BIOL 250 and CHEM 192, CHEM 210 OR CHEM 410. **Recommended:** Completion of or concurrent enrollment in any READ 400 level course. Functions of the organs and systems of the human body. (Intended for students of nursing, physiotherapy, physical education/kinesiology, psychology and related fields. Elective for pre-dental, pre-medical, and pre-veterinary students.) Extra supplies may be required. 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*) (C-ID BIOL 120B)

BIOL 310 NUTRITION (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400 and completion of or concurrent enrollment in any READ 400 level course. 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)

Building Inspection Technology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

BLDG 700 INTRODUCTION TO THE BUILDING CODE (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. 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: Area E5d)

BLDG 710 ADVANCED BUILDING INSPECTION (6)

Pass/No Pass or letter grade option. Hours/semester: 96-108 lecture. **Prerequisite(s):** BLDG 700. Study of the fire and life safety provisions of the International Building Code. (AA)

BLDG 720 ELECTRICAL INSPECTION I (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. 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. Hours/semester: 48-54 lecture. **Prerequisite(s):** 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. Hours/semester: 48-54 lecture. Plumbing Code regulations pertinent to all phases and types of construction. Course covers sewers, building drains, rainwater/stormwater drainage, venting, water distribution systems, natural gas systems, indirect waste systems, general regulations and administrative regulations as proffered by the most current version of the California Plumbing Code. (AA)

BLDG 735 ADA BUILDING REQUIREMENTS (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. Educates the student on the history of the accessible civil rights movement and the development of federal and state legislation regarding accessible design and construction. Covers the content and field application of current codes, standards and guidelines; including the ABA, ADA, FFHAA, and the California Building Code. (AA)

BLDG 740 MECHANICAL CODE (3)

Letter grade. Hours/semester: 48-54 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** 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 on sound inspection practices and the interpretation of structural provisions. (AA)

BLDG 760 ENERGY REGULATIONS (3)

Letter grade. Hours/semester: 48-54 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture. 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. Hours/semester: 48-54 lecture. 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)

Courses marked with a () are transferable with limitations as specified. If you have any questions, see your counselor/advisor.*

Business

Unless otherwise indicated, a grade of C or higher is required for all pre-requisite courses.

BUS. 100 CONTEMPORARY AMERICAN BUSINESS (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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: E5b, CSU, UC) (C-ID BUS 110)

BUS. 115 BUSINESS MATHEMATICS (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. We live in an integrated and interdependent world economy. This course introduces students to the dynamic field of international business from the theoretical and practical perspectives, and is designed to give students the competitive advantage in a global marketplace in several key areas: country differences; the global trade and investment environment; the global monetary system; strategy and structure of international business; and international business operations. (AA: Area E5b, CSU: Area D)

BUS. 150 SMALL BUSINESS MANAGEMENT (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** BUS. 100. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Entrepreneurial small businesses are drivers of the American economy. This course provides the skills needed to conceive, plan, establish, finance, market, and manage a small business, including how to write a new venture business plan, how to navigate the social and legal environment, how to achieve optimum benefits from limited resources, and how to plan for growth and succession or exit from a business. (AA, CSU)

BUS. 180 MARKETING (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Broad study of marketing principles and methods applicable to both consumer and industrial goods and services. Includes retailing and wholesaling consumer goods, marketing industrial goods, marketing policies and practices, and government relationship to marketing. (AA, CSU)

BUS. 201 BUSINESS LAW (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Introduction to the laws applicable to business institutions and their operations. Topics include sources of law, the legal system and its processes, agencies for enforcement, contracts, crimes, torts, types of business formation, and employment law. (AA: Area E5d, CSU, UC) (C-ID BUS 125)

BUS. 295 COMPUTER SYSTEMS IN BUSINESS (4)

Letter grade. Hours/semester: 64-72 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315; BUSW 105. 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 information 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 in the amount 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. Hours/semester: 48-54 lecture. 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 in the amount 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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315. 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 in the amount 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. Hours/semester: 24-27 lecture. **Recommended:** BUS. 315. Course provides individualized instruction to increase keyboarding speed and accuracy with use of an interactive computer skill-building program. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU)

BUS. 401 BUSINESS COMMUNICATIONS (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUSW 105. 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)

Business Microcomputer Applications Business Applications – Windows Platform (BUSW)

Unless otherwise indicated, a grade of C or higher is required for all pre-requisite courses.

BUSW 105 INTRODUCTION TO MICROCOMPUTERS (1.5)

Pass/No Pass grading or letter grade option. Hours/semester: 24-27 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315. Introduction to microcomputers. Covers equipment, operating systems and Windows software applications including word processing, spreadsheet, and business presentations. A materials fee in the amount 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. Hours/semester: 24-27 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUSW 105. 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 in the amount 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. Hours/semester: 24-27 lecture. **Recommended:** 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. Hours/semester: 24-27 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315. 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 in the amount 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. Hours/semester: 24-27 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315 and 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. Hours/semester: 24-27 lecture. **Recommended:** 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. Hours/semester: 24-27 lecture. **Recommended:** 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. Hours/semester: 24-27 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUSW 105. 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. Hours/semester: 24-27 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315 and BUSW 415. 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. Hours/semester: 24-27 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315 and BUSW 105. 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. Hours/semester: 24-27 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315; BUSW 105 and BUSW 450. 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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315 and BUSW 105. 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. Hours/semester: 24-27 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848; BUS. 315 and BUSW 105. 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area C3 + E5d, CSU)

Career and Life Planning

(See Counseling and Career and Life Planning)

Chemistry

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

CHEM 100 SURVEY OF CHEMISTRY (3)

Letter grade. Hours/semester: 48-54 lecture. An introductory course in Chemistry for non-science majors. Students are introduced to basic concepts of chemistry and requires analyses of the socio-cultural contexts within which chemistry plays a central role. Key concepts include classification of matter; atomic structure; chemical bonding and their properties; chemical formulas, equations and stoichiometry; classification of chemical reactions; electronic structure and periodic trends; gases; solutions. Recommended for non-science majors or as an exploratory course for further studies in chemistry. (AA: Area E5a, CSU: Area B1)

CHEM 192 ELEMENTARY CHEMISTRY (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** MATH 110 or one semester course of algebra. It is recommended that students enroll concurrently in MATH 115 or MATH 120 or MATH 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area E5a, CSU, UC*)

CHEM 210 GENERAL CHEMISTRY I (5)

Letter grade. Hours/semester: 48-54 lecture/96-108 lab. **Prerequisite(s):** MATH 120 or MATH 123 or appropriate placement test score and CHEM 192. This is the first semester of a two-semester sequence class in general chemistry intended for students pursuing physical sciences, biological sciences, engineering and pre-professional majors. Includes a detailed study of basic principles of atomic and molecular structure and bonding, chemical reactions and equations including stoichiometry and thermochemistry, solutions, gas laws and a brief introduction to organic chemistry with an emphasis on critical thinking and problem solving skills. This course also includes laboratory study of these concepts, experimental chemistry techniques and the analysis and interpretation of experimental findings. Extra supplies may be required. 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) (C-ID CHEM 110) (CHEM 210+220=C-ID CHEM 120S)

CHEM 220 GENERAL CHEMISTRY II (5)

Letter grade. Hours/semester: 48-54 lecture/96-108 lab. **Prerequisite(s):** 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (CHEM 210+220=C-ID CHEM 120S)

CHEM 231 ORGANIC CHEMISTRY I (5)

Letter grade. Hours/semester: 48-54 lecture/80-90 lab/16-18 recitation. **Prerequisite(s):** CHEM 220. **Recommended:** ENGL 838 or ENGL 848. In-

troductory 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 231+232=C-ID CHEM 160S)

CHEM 232 ORGANIC CHEMISTRY II (5)

Letter grade. Hours/semester: 48-54 lecture/80-90 lab/16-18 recitation. **Prerequisite(s):** 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. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (CHEM 231+232=C-ID CHEM 160S)

CHEM 250 ANALYTICAL CHEMISTRY QUANTITATIVE ANALYSIS (5)

Letter grade. Hours/semester: 48-54 lecture/96-108 lab. **Prerequisite(s):** CHEM 220. This course builds upon a basic understanding of chemical equilibrium, acids and bases, buffers and electrochemistry. Topics include theory, calculations and practice of common analytical procedures - gravimetric and volumetric methods; colorimetric, potentiometric and other instrumental procedures. These topics are covered in CHEM 220, the second semester of general chemistry. Extra supplies may be required. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C)

CHEM 410 HEALTH SCIENCE CHEMISTRY I (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** MATH 110 or appropriate score on the College Placement Test. **Recommended:** Eligibility for ENGL 838 or ENGL 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-CHEM 220 and CHEM 410-CHEM 420 will receive credit for CHEM 210-CHEM 220 only. (AA: Area E5a, CSU: Area B1+B3)

CHEM 420 HEALTH SCIENCE CHEMISTRY II (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** 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-CHEM 220 and CHEM 410-CHEM 420 will receive credit for CHEM 210-CHEM 220 only. (AA: Area E5a, CSU: Area B1+B3)

Chinese

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

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. Note: To be transferable to UC, Chinese courses must be taken for letter grade.

CHIN 111 ELEMENTARY CHINESE I (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. 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. Hours/semester: 48-54 lecture. **Prerequisite(s):** 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. Hours/semester: 48-54 lecture. **Prerequisite(s):** CHIN 112. A continuation of CHIN 112 Elementary Chinese II with further development of listening, speaking, reading, and writing skills. This course covers the basics of Chinese language and culture with emphasis on practical topics, common sentence structures and vocabulary. Students will practice in various class activities, using authentic materials. The additional video, audio and internet exercises will promote proficiency. CHIN 121 covers the first half of the second semester work of Chinese as taught at a four-year university. (AA: Area E5c, CSU: Area C2, UC)

CHIN 122 ADVANCED ELEMENTARY CHINESE II (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Prerequisite(s):** CHIN 121. A continuation of CHIN 121 Advanced Elementary Chinese I with further development of listening, speaking, reading, and writing skills. It includes short readings using authentic materials. CHIN 122 covers the second half of the second semester work of Chinese as taught at a four-year university. (AA: Area E5c, CSU: Area C2, UC: Area 6)

CHIN 131 INTERMEDIATE CHINESE I (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Prerequisite(s):** CHIN 122. A continuation of CHIN 122 Advanced Elementary Chinese II with further development of listening, speaking, reading, and writing skills. It includes level appropriate reading of authentic materials. It covers the first half of the third semester's work in Chinese as taught at a four-year university. (AA: Area E5c, CSU: Area C2, UC: Area 3B+6)

CHIN 132 INTERMEDIATE CHINESE II (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Prerequisite(s):** CHIN 131. A continuation of CHIN 131 with further development of listening, speaking, reading, and writing skills. It includes level appropriate, advanced reading of authentic materials. It covers the second half of the third semester's work in Chinese as taught at a four-year university. (AA: Area E5c, CSU: Area C2, UC: Area 3B+6)

CHIN 134 BASIC CHINESE WRITING SKILLS ONLINE (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Prerequisite(s):** 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. Hours/semester: 48-54 lecture. **Prerequisite(s):** CHIN 132. A continuation of CHIN 132 Intermediate Chinese II. It's a proficiency-oriented course with practice in conversation, reading, and composition, including pronunciation and continued grammar review. It includes advanced reading of authentic materials. The fourth semester of the second year's work in advanced intermediate Chinese as taught at four-year institutions. Conducted primarily in Mandarin Chinese. (AA: Area E5c, CSU, UC: Area 6*)

CHIN 211 COLLOQUIAL CHINESE I, ELEMENTARY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. A beginning conversational Mandarin Chinese course. Extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and

idiomatic usage, with sufficient grammar to give flexibility to the spoken language. The Pinyin phonetic system is used to represent sounds in Mandarin and substitute for characters in writing. Course 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. Hours/semester: 48-54 lecture. **Prerequisite(s):** CHIN 211. Continuation of CHIN 211. Extensive oral training in Mandarin. Emphasis on further development of the practical vocabulary, 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 characters in writing. Course designed for students who wish to extend their basic skills in spoken Mandarin Chinese. (AA: Area E5c, CSU)

CHIN 221 COLLOQUIAL CHINESE I, ADVANCED ELEMENTARY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** 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: Area E5c, CSU: Area C2)

Communication Studies

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.

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

COMM 110 PUBLIC SPEAKING (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 100 or ENGL 105. Theory and techniques of public speaking in democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, extemporaneous delivery, and evaluation of various types of speaking including informative and persuasive speeches. (AA: Area E2b+E2c or E5d, CSU: Area A1, UC: Area 1C) (C-ID COMM 110)

COMM 130 INTERPERSONAL COMMUNICATION (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 100 or ENGL 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 sensitivity 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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** 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)

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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Introduction to computers and information science. Includes computer terminology, computer hardware and software, networks, common operating systems, data representation, telecommunications, Internet access and security, 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 and E2c or E5d, CSU, UC) (C-ID ITIS 120)

CIS 111 INTRODUCTION TO INTERNET PROGRAMMING (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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, Web services, and HTML5. (AA, CSU, UC)

CIS 113 RUBY PROGRAMMING (4)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of CIS 111 or CIS 125 or CIS 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 JAVASCRIPT/AJAX PROGRAMMING (4)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of CIS 111 or CIS 125 or CIS 254. Provides an overview of HTML5 and CSS, client-side programming, variables, arrays, functions, closures, event handlers, objects, form validation, cookies, and the DOM. Introduces Ajax (Asynchronous JavaScript and XML) technologies, design patterns, server-side programming, RSS, JSON, open-source libraries, and advanced topics such as MVC frameworks, security, performance, and Web Services. Intended for students with previous programming experience. (AA, CSU)

CIS 117 PYTHON PROGRAMMING (4)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of CIS 111 or CIS 125 or CIS 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)

CIS 121 UNIX/LINUX (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** 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 HTML5 AND CSS (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of CIS 111 or CIS 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)

CIS 128 MOBILE WEB APP DEVELOPMENT (4)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of CIS 111 or CIS 254. 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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 135 ANDROID PROGRAMMING (4)

Pass/No pass or letter grade option. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and CIS 254. Introduction to the architecture, API and techniques used to create robust, high-performance applications for Android mobile devices. An overview of the most common tools and techniques for writing Android applications. Other topics include user interfaces, local storage, maps, GPS, multimedia, content providers, sensors, and user events. Storage strategies for persistent information are introduced, including the use of SQLite database features. Intended for students with previous Java programming experience. (AA: Area E2c, CSU)

CIS 151 NETWORKS AND DIGITAL COMMUNICATION (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Prerequisite(s):** Completion of or concurrent enrollment in CIS 110. **Recommended:** Eligibility for ENGL 838 or ENGL 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 online 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. Hours/semester: 16-18 lecture/48-54 lab. **Prerequisite(s):** CIS 114, CIS 121, CIS 127, CIS 128 and CIS 380 AND one of the following database courses: CIS 132, CIS 363 or CIS 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. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and MATH 110. 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 CSO standards. A materials fee as 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. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** CIS 254 and MATH 120. **Recommended:** Eligibility for ENGL 838 or ENGL 848. 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 evolution of programming languages and emergence of paradigms, UML, virtual machines, exception handling, sorting and searching algorithms, recursion, inheritance, polymorphism, fundamental graphics, and computer ethics. This course conforms to the ACM CS1 standards. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area E2c, CSU, UC) (C-ID COMP 122)

CIS 256 (CS2) DATA STRUCTURES: JAVA (4)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** CIS 255. **Recommended:** Eligibility for ENGL 838 or ENGL 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) (C-ID COMP 132)

CIS 278 (CS1) PROGRAMMING METHODS: C++ (4)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture hours/48-54 lab. **Prerequisite(s):** CIS 254 and MATH 120. **Recommended:** Eligibility for ENGL 838 or ENGL 848. 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 as 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. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** CIS 278. **Recommended:** Eligibility for ENGL 838 or ENGL 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) (C-ID COMP 132)

Courses marked with a (*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

CIS 363 ENTERPRISE DATABASE MANAGEMENT WITH MYSQL (4)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of CIS 111, CIS 125 or CIS 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. Hours/semester: 48-54 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848, and CIS 132 or CIS 363. Introduction to data warehousing architecture, data extraction, management, and load. Also covered are metadata management, logical and physical models, dimensional modeling, data aggregation, project management and Big Data. Hands-on design and development of a data warehouse using Oracle or MySQL. Advanced topics such as cloud computing, OLAP query processing, security management, Agile methodology and Big Data technologies will be introduced. (AA, CSU)

CIS 379 INTRODUCTION TO XML (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848. 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), HTML and XSLT (eXtensible Style Sheet Language Transformation) for formatting; and advanced topics such as XPath and the Document Object Model (DOM). (AA, CSU)

CIS 380 PHP PROGRAMMING (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of CIS 111 or CIS 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. Hours/semester: 48-54 lecture. 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. Hours/semester: 48-54 lecture. **Prerequisite(s):** Completion of or concurrent enrollment in CIS 151. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Analysis, risk assessment, and strategy for designing network security for the Windows network environment. Includes analysis of company and management models; enterprise risk assessment; evaluation and design of security solutions; authentication strategies; DNS/SNMP, remote services, and communication channel security. Prepares students for Microsoft MCSE certification exam. (AA, CSU)

CIS 489 COMPUTER FORENSICS (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Prerequisite(s):** Completion of or current enrollment in CIS 151. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture/16-18 lab. **Prerequisite(s):** CIS 151 and CIS 489. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture/16-18 lab. **Prerequisite(s):** Completion of or concurrent enrollment in CIS 489. **Recommended:** ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture/16-18 lab. **Prerequisite(s):** CIS 489. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Access to a computer with Internet capability is strongly recommended. This course 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)

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 (10)

Letter grade. Hours/semester: 80-90 lecture/240-270 lab. **Prerequisite(s):** Admission to and registration in the Cosmetology program. **Recommended:** Eligibility for READ 400. Study theoretical 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 (10)

Letter grade. Hours/semester: 80-90 lecture/240-270 lab. **Prerequisite(s):** Admission to and registration in the Cosmetology program. **Recommended:** Eligibility for READ 400. Study 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. (AA)

COSM 732 ADVANCED COSMETOLOGY I (10)

Letter grade. Hours/semester: 80-90 lecture/240-270 lab. **Prerequisite(s):** COSM 712 and COSM 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. A materials fee as shown in the Schedule of Classes is payable upon registration. (AA)

COSM 742 ADVANCED COSMETOLOGY II (10)

Letter grade. Hours/semester: 80-90 lecture/240-270 lab. **Prerequisite(s):** COSM 712 and COSM 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. COSM 732 and COSM 742 are required for licensing as a cosmetologist. (AA)

COSM 746 ADVANCED COSMETOLOGY III (5)

Letter grade. Hours/semester: 40-45 lecture/120-135 lab. **Prerequisite(s):** COSM 732 and COSM 742. A continued study of theoretical and practical application for preparation of the State Board Licensing exam 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. Continuation of study of salon business as applied to cosmetology. (AA)

COSM 749 ADVANCED COSMETOLOGY IV (5)

Letter grade. Hours/semester: 40-45 lecture/120-135 lab. **Prerequisite(s):** COSM 732 and COSM 742. A continued study of theoretical and practical application for preparation of the State Board Licensing exam covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, chemistry, and electricity prescribed by the California State Bureau of Barbering and Cosmetology. Study of cosmetology chemistry and electricity as applied to cosmetology. (AA)

COSM 757 SALON MANAGEMENT & TECHNIQUE (7)

Letter grade. Hours/semester: 56-63 lecture/168-189 lab. **Prerequisite(s):** COSM 712 and COSM 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. Study of advanced industry techniques as applied to cosmetology. (AA)

Counseling and Career and Life Planning

Career and Life Planning

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

CRER 126 CAREER CHOICES I: CAREER ASSESSMENT (.5)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 8-9 lecture. 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 shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU: Area E1)

CRER 127 CAREER CHOICES II: JOB SEARCH (.5)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 8-9 lecture. 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 shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU)

CRER 128 PUENTE: FOUNDATION FOR COLLEGE SUCCESS (3)

Letter grade. Hours/semester: 48-54 lecture. **Corequisite(s):** 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU: Area E1, UC)

CRER 129 PUENTE: TRANSFER READINESS (2)

Letter grade. Hours/semester: 32-36 lecture. **Corequisite(s):** ENGL 100 or ENGL 105. CRER 129 Puente: Transfer Readiness is part of the Puente Project and must be taken concurrently with ENGL 100 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 methodol-

ogy 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area C3, CSU: Area E1)

Counseling

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

COUN 111 COLLEGE PLANNING (.5)

(formerly CRER 105) Pass/No Pass grading. Hours/semester: 8-9 lecture. This 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 as shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU: Area E1, UC)

COUN 112 INTRODUCTION TO CHOOSING A COLLEGE MAJOR (.5)

(formerly CRER 107) Pass/No Pass grading. Hours/semester: 8-9 lecture. This course assists students to research and identify a college major and become aware of 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 as shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU)

COUN 114 TRANSFER ESSENTIALS AND PLANNING (.5)

(formerly CRER 104) Pass/No Pass grading. Hours/semester: 8-9 lecture. This course provides essential information about the university transfer function. Highly recommended for students whose educational goal is to transfer to a college or university and complete a bachelor's degree. Learn how to transfer within the California State University (CSU) and University of California (UC) systems, as well as private-independent and out-of-state colleges and universities. Covers academic requirements for transfer admission eligibility and selectivity, transfer admission decisions, planning for transfer, general education, lower division major preparation requirements, guarantee transfer programs, application timelines, services that support transfer, and other issues related to achieving transfer as an educational goal. A materials fee as shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU)

COUN 120 COLLEGE AND CAREER SUCCESS (3)

(formerly CRER 120) Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. A comprehensive approach to college and career planning. Emphasizes educational planning, self-assessment, decision making, college success strategies, study skills/learning styles and techniques for addressing personal changes associated with college and career. Explores college life, student responsibilities and career options. A materials fee as shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU: Area E, UC)

COUN 121 PLANNING FOR STUDENT SUCCESS (1)

(formerly CRER 121) Pass/No Pass or letter grade option. Hours/semester: 16-18 lecture. 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, if necessary. A materials fee as shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU: Area E)

COUN 122 STUDY SKILLS (1)

(formerly CRER 122) Pass/No Pass or letter grade option. Hours/semester: 16-18 lecture. This course 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 as shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU)

COUN 240 COLLEGE AND ACADEMIC SUCCESS (3)

Letter grade. Hours/semester: 48-54 lecture. This course assists students in understanding and engaging in college success skills and strategies. Designed to improve academic and personal success, this course takes students through a journey that includes study skills development, value clarification, personal and educational goals and options, financial literacy, time and life management, critical and creative thinking, and an awareness of learning styles. The course also provides assistance to develop communication skills related to self-advocacy. (Course is cross listed as LCTR 240.) (AA, CSU)

Dance

(SEE KINESIOLOGY, ATHLETICS & DANCE)

Dental Assisting

The courses DENT 753 (formerly DENT 647), DENT 770 (formerly 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 701 (formerly 731), DENT 702 (formerly DENT 732) and DENT 703 (formerly 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 701 DENTAL SCIENCE I (3)

(formerly DENT 731) Letter grade. Hours/semester: 48-54 lecture. **Recommended:** BIOL 130 and eligibility for ENGL 100. This course offers an introduction to the basics of dentistry. This course covers subjects of importance to current or potential 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. (This course is offered in the Fall only.) (AA)

DENT 702 DENTAL SCIENCE II (3)

(formerly DENT 732) Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** DENT 701. **Recommended:** BIOL 130 and eligibility for ENGL 100 or ENGL 105. 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 current or potential Dental Assisting Students. (This course is offered in the Spring only.) (AA)

DENT 703 ALLIED HEALTH COMMUNICATION (1)

(formerly DENT 735) Letter grade. Hours/semester: 16-18 lecture. This course prepares the dental assisting student for a career in an allied health profession by providing the necessary skills to work and communicate effectively with patients, dental team members, and other health professionals. (AA)

DENT 721 DENTAL MATERIALS I (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab. **Prerequisite(s):** Acceptance to the Dental Assisting Program. 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. (This course is offered in the Fall only.) (AA)

DENT 722 DENTAL MATERIALS II (2)

Letter grade. Hours/semester: 16-18 lecture/48-54 lab. **Prerequisite(s):** DENT 721 and DENT 751. 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. (This course is offered in the Spring only.) (AA)

DENT 740 CHAIRSIDE ASSISTING I (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab. **Prerequisite(s):** Acceptance to the Dental Assisting Program. This course provides the students with an introduction to chairside dental assisting procedures. Intended for full time students accepted into the Dental Assisting Program. (This course is offered in the Fall only.) (AA)

DENT 742 CHAIRSIDE ASSISTING II (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab. **Prerequisite(s):** DENT 740 and DENT 751. Further study in chairside procedures, skills, techniques, and instrumentation. Preparation for the California RDA Written State Board Examination. (This course is offered in the Spring only.) (AA)

DENT 743 CORONAL POLISH (.5)

Letter grade. Hours/semester: 4-4.5 lecture/12-13.5 lab. **Prerequisite(s):** DENT 721 and DENT 751. 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. (AA)

DENT 744 DENTAL SEALANTS (.5)

Letter grade. Hours/semester: 4-4.5 lecture/12-13.5 lab. **Prerequisite(s):** DENT 721 and DENT 751. 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. A supply kit will be provided to each student. (AA)

DENT 749 PRECLINICAL DENTAL SCIENCE LABORATORY (.5)

Letter grade. Hours/semester: 24-27 lab. **Prerequisite(s):** Acceptance to the Dental Assisting Program. 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. (This course is offered in the Fall only.) (AA)

DENT 751 DENTAL CLINIC (1.5)

Letter grade. Hours/semester: 80-90 lab. **Prerequisite(s):** DENT 749. This course is held at UOP Dental School in San Francisco. The dental assisting students assist 3rd 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 den-

tal assisting student rotates through the many specialty areas of dentistry and assists at least one time with every possible dental procedure. (This course is offered in the Fall only.) (AA)

DENT 753 DENTAL ASSISTING CLINICAL PRACTICE (5)

Letter grade. Hours/semester: 16-18 lecture/240-270 lab. **Prerequisite(s):** DENT 751. 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. (This course is offered in the Spring only.) (AA, CSU)

DENT 763 DENTAL RADIOLOGY (2)

Letter grade. Hours/semester: 16-18 lecture/48-54 lab. **Prerequisite(s):** Completion of or concurrent enrollment in DENT 721. 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. Offered in the Fall and Spring for students accepted into the dental assisting program. (AA)

DENT 770 DENTAL OFFICE PROCEDURES (2.5)

(formerly DENT 716) Letter grade. Hours/semester: 32-36 lecture/32-36 lab. **Prerequisite(s):** DENT 721 and DENT 751. This course covers all aspects of dental office management and uses Dentrix G-4 Dental software. (This course is offered in Spring only.) (AA)

Developmental Skills

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

DSKL 800 LEARNING SKILLS ASSESSMENT FOR DSPS (.5)

Pass/No Pass grading. Hours/semester: 24-27 lab. 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. Hours/semester: 8-9 lecture. 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. Hours/semester: 24-54 lab. 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. Open entry/open exit. Hours/semester: 16-18 lecture. Designed to assist student 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.)

Courses marked with a () are transferable with limitations as specified. If you have any questions, see your counselor/advisor.*

Digital Media

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

DGME 100 MEDIA IN SOCIETY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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) (C-ID JOUR 100)

DGME 101 WRITING ACROSS THE MEDIA (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Students in this class will practice the basic skills needed to write for various forms of media, including news for print and broadcast, social media marketing, TV script writing, press releases, writing for the web, and advertising. (AA: Area E5d, CSU)

DGME 102 MEDIA LAW AND ETHICS (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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+Area E2c, CSU: Area D, UC: Area 4)

DGME 103 THINKING VISUALLY: FUNDAMENTALS OF TWO-DIMENSIONAL DESIGN (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. 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 in the amount 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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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, Web Design, Broadcasting, and Digital Music. Those who complete the course will have an idea as to what digital media area(s) they may want to pursue as well as how to go about actively pursuing them. (AA: Area E5d, CSU).

DGME 112 TV STUDIO PRODUCTION (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** ENGL 838 or ENGL 848 and DGME 113. 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 32-36 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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 152 ADVANCED DIGITAL AUDIO PRODUCTION (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** 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 TV PRODUCTION II (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848; DGME 100 or DGME 102. Students in this hands-on course will work together in our professional TV studio to produce programs about our campus and community. Students will gain experience in technical positions such as camera, lighting, editing, and audio, plus experience as producers, writers, directors, and talent. (AA, CSU)

DGME 165 DIGITAL ANIMATION (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848; DGME 167. This project-based course will cover the design principles for creating animations and interface solutions for web-based media. 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 Creative Suite® (AA, CSU)

DGME 166 WEB AUTHORING: ACTIONSCRIPT (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848; DGME 165. This course will cover advanced 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 Creative Suite® (AA, CSU)

DGME 167 WEB DESIGN I (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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 Creative Suite® (AA, CSU)

DGME 168 WEB DESIGN II (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848; DGME 167, DGME 211 and DGME 212. 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. 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 Creative Suite® (AA, CSU)

DGME 169 WEB DESIGN III: HTML5, CSS & JAVASCRIPT (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848; DGME 168. Web Design III will focus on HTML 5, XHTML, Cascading Style Sheets (CSS) and JavaScript and is the standard for controlling and formatting website con-

tent. 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 Creative Suite®. This course cannot be substituted for CIS 127. (AA, CSU)

DGME 211 MEDIA DESIGN I: ILLUSTRATOR (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA: Area E5d, CSU, UC)

DGME 212 MEDIA DESIGN II: PHOTOSHOP® (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. 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 in the amount 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** DGME 211 and DGME 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 in the amount 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. Hours/semester: 48-54 lecture. 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. Hours/semester: 48-54 lecture/16-18 lab. 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 in the amount 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. Hours/semester: 48-54 lecture/16-18 lab. 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 in the amount 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. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** DGME 211. **Recommended:** DGME 103, DGME 212 and DGME 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

DGME 240 DIGITAL PUBLISHING (4)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** DGME 211, DGME 212, and DGME 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. Hours/semester: 48-54 lecture/16-18 lab. **Prerequisite(s):** Completion of AA curriculum in Broadcast and Electronic Media concentration, Digital Audio option: DGME 100, DGME 102, DGME 112 or DGME 113, DGME 118, MUS. 290, MUS. 291, and MUS. 293 or completion of AA Degree curriculum in Graphic Design concentration: DGME 103, DGME 211, DGME 212, DGME 168, DGME 220, DGME 230, DGME 235, DGME 240 or completion of AA curriculum in Web/Multimedia concentration, Web Design option: DGME 102, DGME 103, DGME 165, DGME 167, DGME 168, DGME 169, DGME 220 or completion of AA curriculum in Web/Multimedia concentration, Web Developer option: DGME 102, DGME 103, DGME 165, DGME 167, DGME 168, DGME 169, CIS 114, CIS 235 or completion of AA curriculum in Web/Multimedia concentration, Multimedia option: DGME 102, DGME 103, DGME 113, DGME 118, DGME 142, DGME 165, DGME 167, DGME 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 GRAPHICS DESIGN PRACTICUM (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Prerequisite(s):** DGME 211, DGME 212, DGME 230 and/or DGME 240. **Recommended:** DGME 103, DGME 220 and DGME 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

DGME 252 WEB/MULTIMEDIA PRACTICUM (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and DGME 113, DGME 118, DGME 143, DGME 165, DGME 166, DGME 167, DGME 168 or DGME 169. This is the capstone course to the Web/Multimedia Degree and Certificate programs. Students create digital media projects from real world 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. Hours/semester: 16-18 lecture/48-54 lab. **Prerequisite(s):** Completion of AA curriculum in Broadcast and Electronic Media concentration, Digital Audio option: DGME 100, DGME 102, DGME 112 or DGME 113, DGME 118, DGME 250, MUS. 290, MUS. 291, and MUS. 293 or completion of Broadcast and Electronic Media concentration, Digital Video Production option: DGME 100, DGME 102, DGME 112, DGME 113, DGME 118, DGME 120, DGME 130, DGME 155, or completion of Broadcast and Electronic Media concentration, Television Producing option: DGME 100, DGME 101, DGME 102, DGME 103, DGME 112, DGME 113, DGME 120, DGME 128, DGME 155, or completion of AA Degree curriculum in Graphic Design concentration: DGME 103, DGME 211, DGME 212, DGME 168, DGME 220, DGME 230, DGME 235, DGME 240, DGME 250 or completion of AA curriculum in Web/Multimedia concentration, Web Design option: DGME 102, DGME 103, DGME 165, DGME 167, DGME 168, DGME 169, DGME 220, DGME 250 or completion of AA curriculum in Web/Multimedia concentration, Web Developer option: DGME 102, DGME 103, DGME 165, DGME 167, DGME 168, DGME 169, DGME 250, CIS 114, CIS 235 or completion of AA curriculum in Web/Multimedia concentration, Multimedia option: DGME 102, DGME 103, DGME 113, DGME 118, DGME 142, DGME 220, DGME 250, DGME 165, DGME 167 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. Hours/semester: 16-18 lecture/48-54 lab. **Prerequisite(s):** DGME 211, DGME 212 and DGME 235. **Recommended:** DGME 103, DGME 220 and DGME 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

Drafting Technology

Extra supplies required in all Drafting Technology courses.

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

DRAF 110 SOLIDWORKS I (3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/64-72 lab. 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. Hours/semester: 32-36 lecture/64-72 lab. **Prerequisite(s):** 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. Hours/semester: 32-36 lecture/64-72 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 32-36 lecture/64-72 lab. 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. Hours/semester: 32-36 lecture/64-72 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 32-36 lecture/64-72 lab. **Prerequisite(s):** DRAF 111 and DRAF 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 in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

Economics

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ECON 100 PRINCIPLES OF MACROECONOMICS (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** Eligibility for MATH 120. **Recommended:** Eligibility for ENGL 838 or ENGL 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) (C-ID ECON 202)

ECON 102 PRINCIPLES OF MICROECONOMICS (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** Eligibility for MATH 120. **Recommended:** Eligibility for ENGL 838 or ENGL 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) (C-ID ECON 201)

Electrical Apprenticeship

See "Apprenticeship Training"

Electronics Technology

Extra supplies/lab fee may be required in all Electronics Technology courses. Extra supplies/lab fee may be required in all Electronics Technology courses. Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ELEC 111 INTRODUCTION TO ELECTRONICS FUNDAMENTALS (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab. **Prerequisite(s):** ENGL 828 or ESL 400 OR appropriate skill level as indicated by the English or ESL placement test; 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). Extra supplies/lab fee may be required in all Electronics Technology courses.

ELEC 112 ADVANCED ELECTRONICS FUNDAMENTALS (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab. **Prerequisite(s):** ELEC 111; ELEC 231; ENGL 828 or ESL 400 OR appropriate skill level as indicated by the English or ESL placement test. Completion of or concurrent enrollment in ELEC 232. Introduction to more advanced electrical/electronics circuits. Includes power supply circuits, filtering circuits, amplifiers and oscillators circuits using BJT, FET, and Op-amp devices; also an examination of digital circuits. Emphasizes laboratory techniques and the use of electronic test equipment. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (AA, CSU)

ELEC 144 SOLAR ENERGY FUNDAMENTALS (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. This course covers the fundamentals of solar energy production, including both thermal and photovoltaic technologies. 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 in 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)

Letter grade. Hours/semester: 32-36 lecture. **Prerequisite(s):** eligibility for or completion of MATH 110 or MATH 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)

Letter grade. Hours/semester: 16-18 lecture. **Prerequisite(s):** ELEC 231. In-depth study of algebra, trigonometry, logarithms, and graphing, as applied to amplifier, oscillator, and microwave circuits. (AA, CSU)

ELEC 405 TRANSFORMERS AND ROTATING MACHINERY (2)

Letter grade. Hours/semester: 24-27 lecture/24-27 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** ELEC 111 and ELEC 405 and 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** ELEC 111 and 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** ELEC 441 or equivalent. 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** 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)

Engineering

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ENGR 100 INTRODUCTION TO ENGINEERING (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab. **Prerequisite(s):** MATH 130. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Some assignments may require use of campus computer facilities outside of class hours. (AA: Area E5d, CSU, UC)

ENGR 210 ENGINEERING GRAPHICS (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** MATH 130. Introduction to graphical communication and design for engineers. The engineering design process, visualization, sketching, orthographic projection, formal engineering drawings, descriptive geometry, manufacturing processes, dimensioning and tolerancing practices. Use of Computer-Aided Design (CAD) software to support engineering design. Students complete weekly homework assignments and group design projects that develop sketching, design, and 2-D and 3-D CAD skills. Assignments may require the use of CAD software outside of class hours. (Spring only.) (AA, CSU, UC*)

ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS (3)

Letter grade. Hours/semester: 32-36 lecture/48-54 lab. **Prerequisite(s):** MATH 241 or MATH 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. Assignments may require the use of MATLAB software outside of class hours. (AA, CSU, UC)

ENGR 230 ENGINEERING STATICS (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** PHYS 260. **Recommended:** 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 (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** CHEM 210 and PHYS 250. Application of basic principles of physics and chemistry to the engineering properties of materials with emphasis on the relationship between atomic- and micro-structure and the mechanical and electrical properties of metals, concrete, polymers, ceramics, and semiconducting materials. The effect of heat, stress, imperfections, and chemical environment on material properties. Selection of materials to meet engineering design criteria. Acquisition, analysis, and presentation of experimental data. (Spring only.) (AA, CSU, UC)

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:

<i>Transfer Courses</i>	<i>Non-Transfer Courses</i>
English 100, 105	English 828, 838, 848
ESL 400	ESL 825, 826, 827, or 828

The English requirement for the AA/AS degree may be completed with additional units chosen from the following courses:

<i>Transfer courses</i>	<i>Non-Transfer Courses</i>
English 110, 165	English 875
Communication 110,	Communication 855
130, 140, 150, 170, 171	

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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** ENGL 838 or ENGL 848; or ESL 400, or appropriate skill level indicated by the English placement tests. College reading and writing based on the study of primarily nonfiction materials. Students write a minimum of 8,000 words; writing emphasizes expository forms. (AA: Area C2+ C3 +E2, CSU: Area A2, UC: Area 1A) (C-ID ENGL 100)

ENGL 105 INTENSIVE COMPOSITION AND READING (5)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** ENGL 838 or ENGL 848 or ESL 400 or appropriate skill level indicated by the English placement test. Intensive college reading and writing based on the study of primarily nonfiction materials. Students write a minimum of 8,000 words; writing emphasizes expository forms. (AA: Area C2+C3+E2, CSU: Area A2, UC: Area 1A) (C-ID ENGL 100)

Courses marked with a () are transferable with limitations as specified. If you have any questions, see your counselor/advisor.*

ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** ENGL 100 or ENGL 105. This course is designed to introduce students to the major imaginative genres of poetry, drama, and fiction. Students will write a minimum of eight thousand words of finished prose, 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 120)

ENGL 161 CREATIVE WRITING I (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Prerequisite(s):** Eligibility for ENGL 100 or ENGL 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) (C-ID ENGL 200)

ENGL 162 CREATIVE WRITING II (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Prerequisite(s):** 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. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 162. 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 COMPOSITION, ARGUMENT, AND CRITICAL THINKING (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** ENGL 100 or ENGL 105. This course is designed to introduce students to logical and rhetorical tools for analyzing, evaluating and mounting persuasive arguments. Students will write a minimum of eight thousand words of finished prose, employing methods of logical analysis and demonstrating skill in critical thinking. (AA: Area E2b+E2c, CSU: Area A3, UC: Area 1B) (C-ID ENGL 105)

ENGL 828 BASIC COMPOSITION AND READING (5)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Recommended:** Appropriate skill level indicated by the English placement tests or ENGL 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)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. All students who received a grade of C in ENGL 828 are strongly advised to enroll in ENGL 838. **Prerequisite(s):** Appropriate skill level indicated by the English placement tests; OR ENGL 828; 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)

Letter grade. Hours/semester: 64-72 lecture/16-18 hours by arrangement. All students who received a grade of C in ENGL 828 are strongly advised to enroll in ENGL 838. **Prerequisite(s):** Appropriate skill level indicated by the English placement tests; OR ENGL 828; OR ESL 400; OR ENGL 826 and

READ 826 (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. Hours/semester: 24-162 lab. 24-27 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 875 ENGLISH GRAMMAR (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. 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.)

Literature

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

LIT. 101 TWENTIETH-CENTURY LITERATURE (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 105. Study of a representative selection of twentieth-century fiction, poetry, and drama. Authors may include T.S. Eliot, Pablo Neruda, Vladimir Nabokov, Samuel Beckett, Virginia Woolf, Gabriel Garcia Marquez, Sylvia Plath, Eugene O'Neill, Toni Morrison, among others. Emphasis on innovations of the century's major writers within the context of literary and cultural movements. Lectures, discussions, 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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 Area E5c, CSU: Area C2, UC: Area 3B)

LIT. 115 THE SHORT POEM IN ENGLISH: A SURVEY (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B) (C-ID ENGL 160)

LIT. 232 SURVEY OF ENGLISH LITERATURE II (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 105. Study of the typical works of major English writers of the 19th and 20th century. Lectures, discussions, readings, and writing of critical papers. (AA: Area E2b+E2c or E5c, CSU: Area C2, UC: Area 3B) (C-ID ENGL 165)

LIT. 251 WOMEN IN LITERATURE (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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: Area C2, UC: Area 3B)

LIT. 277 FILM AND LITERATURE (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Prerequisite(s):** ENGL 100 or ENGL 105. **Recommended:** 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)

LIT. 430 GREEK MYTHOLOGY AND CLASSICAL LITERATURE (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** ENGL 100 or ENGL 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. 804 TWENTIETH CENTURY LITERATURE (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. 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. (Units do not apply toward AA/AS degree.)

LIT. 809 THE BIBLE AS LITERATURE (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. Study of selected texts from the Old and New Testaments and from the Apocrypha. Lectures, discussions, related readings, quizzes, and optional project. (Units do not apply toward AA/AS degree.)

LIT. 813 THE NOVEL (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. 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. (Units do not apply toward AA/AS degree.)

LIT. 820 INTRODUCTION TO WORLD LITERATURE (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. 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. (Units do not apply toward AA/AS degree.)

LIT. 823 AMERICAN LITERATURE I (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. 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. (Units do not apply toward AA/AS degree.)

LIT. 824 AMERICAN LITERATURE II (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. 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. (Units do not apply toward AA/AS degree.)

LIT. 830 GREEK MYTHOLOGY AND CLASSICAL LITERATURE (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. 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. (Units do not apply toward AA/AS degree.)

LIT. 835 SHAKESPEARE (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. 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. (Units do not apply toward AA/AS degree.)

LIT. 837 SURVEY OF ENGLISH LITERATURE I (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Lectures, discussions, readings. (Units do not apply toward AA/AS degree.)

LIT. 838 SURVEY OF ENGLISH LITERATURE II (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. Study of the typical works of major English writers of the 19th and 20th Centuries. Lectures, discussions, readings. (Units do not apply toward AA/AS degree.)

LIT. 840 THE SHORT POEM IN ENGLISH: A SURVEY (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture. 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. (Units do not apply toward AA/AS degree.)

English as a Second Language

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ESL 400 COMPOSITION FOR NON-NATIVE SPEAKERS (5)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** ESL 828 or appropriate skill level indicated by the English placement tests. **Recommended:** READ 825 or appropriate skill level indicated by the ESL placement test and concurrent enrollment 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. (AA: Area E2a, CSU, UC)

ESL 810 PHONICS FOR NON-NATIVE SPEAKERS (3)

Pass/No Pass. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Students are strongly advised to concurrently enroll in ESL 845 or a higher level conversation course, ESL 855 or higher level reading course, and ESL 825 or a higher level writing course. Introduction to basic speech sounds and practice in phonetic techniques for pronouncing, reading, and spelling unknown words. (Units do not apply toward AA/AS degree.)

ESL 825 WRITING FOR NON-NATIVE SPEAKERS I (5)

Pass/No Pass grading. Hours/semester: 80-90 lecture. **Recommended:** Appropriate skill level as indicated by placement test. Students are strongly advised to enroll concurrently in ESL 845 or higher course and ESL 855 or higher course. 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. Hours/semester: 80-90 lecture. **Recommended:** ESL 825 or appropriate skill level indicated by placement tests. It is recommended that students enroll concurrently in ESL 856 or higher course and ESL 846 or higher course. 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. Hours/semester: 80-90 lecture. **Recommended:** ESL 826 or appropriate skill level indicated by placement tests. It is recommended that students enroll concurrently in ESL 857, 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 (3)

Letter grade. Hours/semester: 80-90 lecture. **Recommended:** ESL 827 or appropriate skill level indicated by placement tests and ESL 857 or higher level reading course or appropriate skill level indicated 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 develop 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. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 825 or higher course and ESL 855 or higher course. 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. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** 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. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** ESL 846 or appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 827 or higher course and ESL 857 or higher course. 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. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** ESL 847 or appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 828 or higher course and 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 855 READING FOR NON-NATIVE SPEAKERS I (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Appropriate skill level as indicated by Reading Placement tests. Students are strongly advised to enroll concurrently in ESL 825 or higher level writing course, ESL 845 or higher level conversation course. 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. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** ESL 855 with Pass or appropriate skill level as indicated by Reading Placement tests. Students are strongly advised to enroll concurrently in ESL 826 or higher level writing course and ESL 846 or higher level conversation course. 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. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** ESL 856 or appropriate skill level indicated by the reading placement tests. 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. Hours/semester: 48-54 lecture. **Recommended:** 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 towards AA/AS degree.)

ESL 891 ACCENT REDUCTION FOR NON-NATIVE SPEAKERS (3)

Pass/No Pass grading. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** 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 READING IMPROVEMENT FOR NON-NATIVE SPEAKERS (5-1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. 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 high-beginning/intermediate-level non-native speakers of English. Students may enroll any time through the twelfth week of the semester. Variable units. (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. Hours/semester: 24-81 lab. 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 INTERMEDIATE VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH (5-1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. A self-paced 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 intermediate-level words. Designed for intermediate-level ESL students. Variable units. (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. Hours/semester: 48-54 lecture. **Recommended:** ESL 827, or appropriate skill level as indicated by placement

tests, or eligibility for ESL 828. 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, subject verb agreement, articles, singular plural agreement, some clauses and prepositions. Practice of these structures through written and oral exercises and in short compositions. Review of strategies for finding and correcting these errors in students' own writing. (Units do not apply toward AA/AS degree.)

ESL 907 INDEPENDENT WRITING STUDY-INTERMEDIATE ESL (.5-1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. **Recommended:** Eligibility for ESL 827. For speakers of languages other than English having difficulty with their writing. Includes independent work and individual appointments with a faculty member who will help students improve in paragraph writing, including correcting intermediate-level grammar errors. Variable units. (Units do not apply toward AA/AS degree.)

ESL 908 INDEPENDENT WRITING STUDY-ADVANCED ESL (.5-1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. **Recommended:** Eligibility for ESL 828. For speakers of languages other than English having difficulty with their writing. Includes independent work and individual appointments with a faculty member who will help students improve in essay writing, including correcting advanced-level grammar errors. Variable units. (Units do not apply toward AA/AS degree.)

Ethnic Studies

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ETHN 101 LATIN AMERICAN AND INDIGENOUS PEOPLES HISTORY AND CULTURE (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. Study of the historical and cultural presence of Native Americans/Indians and Latino[a] Americans in the United States. We will study the general background of two of America's oldest ethnic groups and examine issues that show racial and ethnic stereotypes as well as how these images create an ethnic identity. (AA: Area E1 or E5b, CSU: Area D+US-3, UC: Area 4+US-3)

ETHN 103 ASIAN PACIFIC AMERICAN HISTORY AND CULTURAL EXPERIENCE (3)

(formerly ETHN 440) Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Students will explore a study of the historical and cultural presence of Asian Pacific Americans in the United States, with special emphasis on their experiences and contributions to California's social, political and economic institutions. Students will explore the expectations and realities of Asian Pacific Americans in relationship to the American Dream through cultural writings. We will explore social and cultural themes which will include the politics of language, race, class, and gender. (AA: Area E5b or E5c, CSU: Area D, UC: Area 4)

ETHN 104 ASIAN PACIFIC ISLANDERS IN THE UNITED STATES HISTORY AND CULTURE (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. A study of the historical and cultural presence of Asian Pacific Islanders in the United States, with special emphasis on their experiences and contribution to California's and Hawaii's social, political and economic institutions. Students will explore the indigenous cultural heritage and experiences of immigration to the United States of Pacific Islanders from Samoa, Tonga, Tahiti, Micronesia, Melanesia, Palau, New Zealand, Cook Islands, Marquesans, and the U.S. Territory of Guam. (AA: Area E5b or E5c, CSU: Area C2 or D, UC: Area 3B or 4)

ETHN 105 AFRICAN AMERICAN HISTORY AND CULTURE (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. This is a survey of the history of African Americans from their origins in Africa to the present, with special emphasis on their contributions to California's social, political and economic institutions. It examines the political, economic, social, and cultural factors as well as interactions between African Americans and the larger society. (AA: Area E5b or E5c, CSU: Area C2 or D and US-I, UC: Area 3B or 4)

ETHN 265 EVOLUTION OF HIP HOP CULTURE: A SOCIO-ECONOMIC AND POLITICAL PERSPECTIVE (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. 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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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 585 ETHNICITY IN CINEMA (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and any READ 400 level course. 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)

Film

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

FILM 100 INTRODUCTION TO FILM (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 100 or ENGL 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. Hours/semester: 48-54 lecture hours/16-18 lab. **Recommended:** ENGL 838 or ENGL 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)

Courses marked with a () are transferable with limitations as specified. If you have any questions, see your counselor/advisor.*

FILM 121 FILM HISTORY II (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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 122 FILM HISTORY FOCUS (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Survey of key films from a specific time period in film history, such as a particular decade (1950s, 1980s, etc.) or a socio-historical movement (postwar baby boom, civil rights era, etc.) Critical investigation of the relationship between film, history and society. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

FILM 130 FILM DIRECTORS (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Critical survey of key works by major film directors. Mostly American, some international. Emphasis on auteur theory, biography, film style and visionary contributions to film history. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

FILM 135 FILM GENRES (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Critical survey of a variety of film genres, including gangster, musical, comedy, film noir, Westerns, and others. Hollywood, independent and international examples, from different time periods. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

FILM 140 CONTEMPORARY WORLD CINEMA (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Survey of important national and transnational cinemas. Emphasis on recent international cinematic trends in the context of globalization. Films from Europe, Latin America, the Middle East and Asia may be included. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

FILM 145 WATCHING QUALITY TELEVISION (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Explores a variety of popular, critically acclaimed cable, satellite and network television programs from a cinematic perspective. Topics to include the history of quality television; the influence of filmmakers and film genres on quality TV; and cable and satellite broadcast as a venue for film style experimentation and social commentary. (AA, CSU)

FILM 153 SCREENWRITING (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** FILM 100, FILM 110, FILM 120 or FILM 121. Study of the art and history of film by focusing on selected film topics, such as genres, directors, stars, gender, race, national cinemas, new technologies (course topic varies from semester to semester). Lectures, screenings, discussions, quizzes and writing of critical papers. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

FILM 215 FILM AND NEW DIGITAL MEDIA (3)

Pass/No pass or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and FILM 100, FILM 110, FILM 120 or FILM 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. Hours/semester: 48-54 lecture/16-18 lab. **Prerequisite(s):** ENGL 100 or ENGL 105. **Recommended:** 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)

FILM 815 FILM AND NEW DIGITAL MEDIA (3)

Pass/No Pass grade or letter grade option. Hours/semester: 48-54 lecture/16-18 lab. 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.)

Fire Technology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

FIRE 714 WILDLAND FIRE CONTROL (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** Completion of or concurrent enrollment in FIRE 715. **Recommended:** Eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 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 & SURVIVAL (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** Completion of or concurrent enrollment in FIRE 715. 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 770 FIRE SERVICE CAREER PREP (3)

Letter grade. Hours/semester: 48-54 lecture. 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 787 EMERGENCY MEDICAL TECHNICIAN: BASIC - REFRESHER (.5-1.5)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 8-27 lecture. **Prerequisite(s):** 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. Hours/semester: 128-144 lecture/360-405 lab. **Prerequisite(s):** 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. Hours/semester: 144-162 lecture/144-162 lab. **Prerequisite(s):** Admission to the Fire Academy. Pre-service instruction in basic firefighting 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.) (AA)

FIRE 796 EMERGENCY MEDICAL TECHNICIAN: BASIC (10)

Pass/No Pass grading. Hours/semester: 144-162 lecture/48-54 lab. **Prerequisite(s):** Current certification in health care provider/professional rescuer CPR (Cardiopulmonary Resuscitation) through an accred-

ited agency. **Corequisite(s):** Vaccinations for healthcare workers per California Code of Regulations, Title 8, Section 5199 Aerosol Transmissible Diseases; Appendix E. Plus, additional vaccinations as listed on the list provided to EMT students.

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 810 FIREFIGHTER CADET I (3)

Pass No/Pass grading. Hours/semester: 144-162 lab. **Prerequisite(s):** Sponsorship by a fire service agency as a firefighter cadet. Under supervision, students will learn to work in a firehouse environment alongside professional firefighters. Students will be introduced to basic situations in a working firehouse, including hands-on training, emergency response, clerical responsibilities and other duties as assigned. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. (Units do not apply toward AA/AS degree.)

FIRE 811 FIREFIGHTER CADET II (3)

Pass/No Pass grading. Hours/semester: 144-162 lab. **Prerequisite(s):** Sponsorship by a fire service agency as a firefighter cadet and FIRE 810 with a minimum grade of P. Under supervision, students will work in a firehouse environment alongside professional firefighters. Students are expected to build upon the knowledge and skills obtained in the previous course. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. (Units do not apply toward AA/AS degree.)

FIRE 812 FIREFIGHTER CADET III (3)

Pass/No Pass grading. Hours/semester: 144-162 lab. **Prerequisite(s):** Sponsorship by a fire service agency as a firefighter cadet and FIRE 811 with a minimum grade of P. Under supervision, students will complete their assignment working in a firehouse environment alongside professional firefighters. Students will continue hands-on training, emergency response, clerical responsibilities and other duties as assigned. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. (Units do not apply toward AA/AS degree.)

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.

College of San Mateo is a member of the South Bay Regional Public Safety Training Consortium. The Consortium is funded by member colleges to provide vocational specific training which may require special facilities, special training conditions, or is presented outside of the regular schedule of college classes.

South Bay offers in-service training courses, including State Fire Training certified classes. Although open to the public, the majority of these courses are intended to serve those already employed in a variety of Public Safety careers.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center located near the Evergreen Valley College campus. The curriculum for each course offered adheres to State of California Title 5 requirements.

For more information about the courses available, including requirements and schedules, please visit South Bay's website at www.theacademy.ca.gov or call (408) 270-6458.

Geography

Unless otherwise indicated, a grade of C or higher is required for all pre-requisite courses.

GEOG 100 PHYSICAL GEOGRAPHY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and MATH 110. This course is a spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). (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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. The study of the use and understanding of space within and between culture groups of the world. Interpretation of cultural landscapes resulting from the interactions of humans with features and processes of the physical environment and with one another. Special attention is given to the concepts of location, place, distribution, circulation, and region. Focus on the concepts of culture region, cultural origin, cultural diffusion, cultural ecology, cultural interaction, and cultural landscape as applied to the analysis of specific culture traits, including those of popular culture. Additional topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. (AA: Area E5b, CSU: Area D, UC: Area 4)

GEOG 150 WORLD REGIONAL GEOGRAPHY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Geographic analysis of the physical, cultural, and population patterns of world regions. A critical examination, with historical context, is also made of the economy and politics, sociocultural issues, environmental issues, and measures of human well-being within each region. Emphasis on spatial and historical influences of population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions. (AA: Area E5b, CSU: Area D, UC: Area 4) (C-ID GEOG 125)

Geology

Unless otherwise indicated, a grade of C or higher is required for all pre-requisite courses.

GEOL 100 SURVEY OF GEOLOGY (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. An introduction to the principles of geology, including plate tectonics, earthquakes, volcanoes, earth structure, earth materials, and the processes that shape and change the Earth. (AA: Area E5a, CSU: Area B1, UC: Area 5A*) (C-ID GEOL 100)

GEOL 101 GEOLOGY LABORATORY (1)

Letter grade. Hours/semester: 48-54 lab. **Prerequisite(s):** Completion of or concurrent enrollment in GEOL 100. **Recommended:** Eligibility for ENGL 838 or ENGL 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) (C-ID GEOL 100L)

Health Science

Unless otherwise indicated, a grade of C or higher is required for all pre-requisite courses.

HSCI 100 GENERAL HEALTH SCIENCE (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400 and completion of or concurrent enrollment in any READ 400 level course. 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)

History

Unless otherwise indicated, a grade of C or higher is required for all pre-requisite courses.

HIST 100 HISTORY OF WESTERN CIVILIZATION I (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of any 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) (C-ID HIST 170)

HIST 101 HISTORY OF WESTERN CIVILIZATION II (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of any 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) (C-ID HIST 180)

HIST 102 HISTORY OF AMERICAN CIVILIZATION (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and any 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+US-1, UC: Area 4+US-1)

HIST 202 UNITED STATES HISTORY II (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and any 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 D+US-1, UC: Area 3B or 4+US-1)

HIST 260 WOMEN IN AMERICAN HISTORY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and any READ 400 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. (AA: Area E1 or E5b, CSU: Area C2 or D+US-3, UC: Area 3B or 4+US-3)

Interdisciplinary Studies

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

IDST 101 HUMANITIES HONORS SEMINAR I (2)

Letter grade. Hours/semester: 32-36 lecture. **Prerequisite(s):** Completion of or concurrent enrollment in ENGL 100 or ENGL 105. Introductory interdisciplinary research seminar for students admitted into the Honors Project program. Students learn to distinguish between various interpretive methodologies of the humanities disciplines, the social sciences, and the creative arts. Working through an interdisciplinary seminar theme, students expand upon and deepen the content of a linked transfer course from the Humanities Cluster (Language Arts, Creative Arts, and Social Sciences). Students apprehend fundamental interdisciplinary theory, and complete a distinct scholarly project that extends a content area of the chosen transfer course. Emphasis on peer collaboration, the fundamentals of research methodology, critical inquiry and effective written and oral presentation. (AA, CSU)

IDST 102 SCIENCES HONORS SEMINAR I (2)

Letter grade. Hours/semester: 32-36 lecture. **Prerequisite(s):** Completion of or concurrent enrollment in ENGL 100 or ENGL 105. Introductory interdisciplinary research seminar for students admitted into the Honors Project program. Students are instructed and guided in various scientific investigative approaches and their applications in the natural science, mathematical and engineering disciplines. Working through an interdisciplinary seminar theme, students expand upon and deepen the content of a linked transfer course from the Sciences Cluster (Sciences, Technology, Engineering and Math). Students apprehend fundamental interdisciplinary theory, and complete a distinct scholarly project that extends a content area of the chosen transfer course. Emphasis on peer collaboration, the fundamentals of scientific research and its application, and effective written and oral presentation. (AA, CSU)

IDST 103 HUMANITIES HONORS SEMINAR II (2)

Letter grade. Hours/semester: 32-36 lecture. **Recommended:** IDST 101 or IDST 102. For continuing Honors Project students with a concentration in the Humanities Cluster, this seminar further develops their mastery of interdisciplinary theory, research methodologies and critical inquiry. Students are introduced to incorporating primary sources as they develop and complete a more advanced scholarly project based upon the content of the transfer course they have linked to the seminar. Emphasis on mentoring IDST 101 students, and the pursuit of more original and independent research. (AA, CSU)

IDST 104 SCIENCES HONORS SEMINAR II (2)

Letter grade. Hours/semester: 32-36 lecture. **Recommended:** IDST 101 or IDST 102. For continuing Honors Project students with a concentration in the Sciences Cluster, this seminar further develops their mastery of interdisciplinary theory, research methodologies and critical inquiry. Students are introduced to incorporating primary sources as they develop and complete a more advanced scholarly project based upon the content of the transfer course they have linked to the seminar. Emphasis on mentoring IDST 102 students, and the pursuit of more original and independent research. (AA, CSU)

Kinesiology, Athletics & Dance Adapted (ADAP)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

ADAP 100 ADAPTED AQUATICS (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. **Recommended:** 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, UC*)

ADAP 110 ADAPTED GENERAL CONDITIONING (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. 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, UC*)

ADAP 140 ADAPTED WEIGHT TRAINING (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. 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, UC*)

ADAP 155 ADAPTED BACK CARE (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. 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)

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	116.1, 116.2, 116.3, 116.4	Waltz I, II, III, IV	116	Waltzing Through History
DANC	117.1, 117.2, 117.3, 117.4	Tap Dance I, II, III, IV	117	Tap Dance
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	152.1, 152.2, 152.3, 152.4	Cuban Roots of Salsa I, II, III, IV	152	Cuban Roots of Salsa
DANC	161.1, 161.2, 161.3, 161.4	Tango Argentino I, II, III, IV	161	Tango Argentino
DANC	167.1, 167.2, 167.3, 167.4	Swing Dance I, II, III, IV	167	Swing Dance I
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	201.1, 201.2, 201.3, 201.4	Weight Training I, II, III, IV	201	Beginning Weight Training
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.

Aquatics (AQUA)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

AQUA 109.1 WATER POLO I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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*)

AQUA 127.2 SWIM STROKE DEVELOPMENT II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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 EXERCISE III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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 EXERCISE IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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*)

Dance (DANC)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

DANC 100 DANCE APPRECIATION (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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 116.1 WALTZ I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. This in-depth course looks at the Waltz in its many forms throughout its 200 year history. A rotating dance that has changed many times, we will study beginning level variations of Slow, Fast, Rotary and Viennese forms of this dance. No prior experience is needed, and no partner required. (AA: Area: E4, CSU: Area E2, UC)

DANC 116.2 WALTZ II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. This in-depth course looks at the Waltz in its many forms throughout its 200 year history. A rotating dance that has changed many times, we will study the intermediate level of Slow, Fast, Rotary and Viennese forms of this dance. No partner required. (AA: Area: E4, CSU: Area E2, UC)

DANC 116.3 WALTZ III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. This in-depth course looks at the Waltz in its many forms throughout its 200 year history. A rotating dance that has changed many times, we will study the advanced variations of Slow, Fast, Rotary and Viennese forms of this dance. No partner required. (AA: Area: E4, CSU: Area E2, UC)

DANC 116.4 WALTZ IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. This expert level in-depth course looks at the Waltz in its many forms throughout its 200 year history. A rotating dance that has changed many times, we will study the expert level variations of Slow, Fast, Rotary and Viennese forms of this dance. No partner required. (AA: Area: E4, CSU: Area E2, UC)

DANC 117.1 TAP DANCE I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Beginning Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills. Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. (AA: Area: E4, CSU: Area E2, UC)

DANC 117.2 TAP DANCE II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Intermediate Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills. Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. (AA: Area E4, CSU: Area E2, UC)

DANC 117.3 TAP DANCE III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Advanced Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and advanced performance skills. Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. (AA: Area E4, CSU: Area E2, UC)

DANC 117.4 TAP DANCE IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Expert Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills. Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. (AA: Area E4, CSU: Area E2, UC)

DANC 121.1 MODERN DANCE I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 121.2 MODERN DANCE II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 121.3 MODERN DANCE III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 121.4 MODERN DANCE IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 128.1 LATIN DANCE I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Beginning level instruction in several varieties of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No prior experience needed, no partner required. (AA: Area: E4, CSU: Area E2, UC)

DANC 128.2 LATIN DANCE II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Intermediate level instruction in several styles of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No prior experience needed, no partner required. (AA: Area: E4, CSU: Area E2, UC)

DANC 128.3 LATIN DANCE III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Advanced level instruction in several styles of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. (AA: Area: E4, CSU: Area E2, UC)

DANC 128.4 LATIN DANCE IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Expert level instruction in several styles of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. (AA: Area: E4, CSU: Area E2, UC)

DANC 130.1 JAZZ DANCE I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 130.2 JAZZ DANCE II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 130.3 JAZZ DANCE III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 130.4 JAZZ DANCE IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the expert level by the end of the semester. (AA: Area E4, CSU: Area E2, UC)

DANC 140.1 BALLET I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 140.2 BALLET II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 140.3 BALLET III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 140.4 BALLET IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANCE 151.1 SOCIAL DANCE I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANCE 151.2 SOCIAL DANCE II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 151.3 SOCIAL DANCE III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 151.4 SOCIAL DANCE IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC)

DANC 152 CUBAN ROOTS OF SALSA (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-27 to 48-54 lab. 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)

Courses marked with a () are transferable with limitations as specified. If you have any questions, see your counselor/advisor.*

DANC 152.1 CUBAN ROOTS OF SALSA I (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-54 lab. This course is designed to introduce students to the beginning levels 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)

DANC 152.2 CUBAN ROOTS OF SALSA II (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-54 lab. This course is designed to introduce students to the intermediate levels 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)

DANC 152.3 CUBAN ROOTS OF SALSA III (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-54 lab. This course is designed to introduce students to the advanced levels 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)

DANC 152.4 CUBAN ROOTS OF SALSA IV (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-54 lab. This course is designed to introduce students to the expert levels 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)

DANC 161.1 TANGO ARGENTINO I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. This course is designed to introduce students to the essence of beginning level 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 161.2 TANGO ARGENTINO II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. This course is designed to introduce students to the essence of intermediate level 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 161.3 TANGO ARGENTINO III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. This course is designed to introduce students to the essence of advanced level 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 161.4 TANGO ARGENTINO IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. This course is designed to introduce students to the essence of expert level 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 167.1 SWING DANCE I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Beginning level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No prior experience needed, no partner required. (AA: Area E4, CSU: Area E2, UC)

DANC 167.2 SWING DANCE II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Intermediate level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. (AA: Area E4, CSU: Area E2, UC)

DANC 167.3 SWING DANCE III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Advanced level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. (AA: Area E4, CSU: Area E2, UC)

DANC 167.4 SWING DANCE IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Expert level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. (AA: Area E4, CSU: Area E2, UC)

DANC 330.1 CREATIVE DANCE I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Beginning level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. (AA: Area E4, CSU: Area E2, UC)

DANC 330.2 CREATIVE DANCE II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Intermediate level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. (AA: Area E4, CSU: Area E2, UC)

DANC 330.3 CREATIVE DANCE III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Advanced level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. (AA: Area E4, CSU: Area E2, UC)

DANC 330.4 CREATIVE DANCE IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Expert level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. (AA: Area E4, CSU: Area E2, UC)

DANC 390 DANCE COMPOSITION/THEORY/CHOREOGRAPHY (2.5 OR 3)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/24-54 lab. **Recommended:** DANC 121, DANC 131, DANC 132, DANC 141 or DANC 143. 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 391 DANCE COMPOSITION - THEORY AND CHOREOGRAPHY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and prior dance experience or DANC 121.1 or DANC 130.1 or DANC 140.1. Provides the student with basic skills and knowledge of the choreographic principles. Through discussion and practical experience, the students develop a basic understanding of dance as a performing art form. Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. (AA, CSU, UC)

DANC 400.1 DANCE PERFORMANCE & PRODUCTION I (.5-2)

Pass/No Pass or letter grade option. Hours/semester: 24-108 lab. 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: Area E2, UC)

DANC 400.2 DANCE PERFORMANCE & PRODUCTION II (.5-2)

Pass/No Pass or letter grade option. Hours/semester: 24-108 lab. 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: Area E2, UC)

DANC 400.3 DANCE PERFORMANCE & PRODUCTION III (.5-2)

Pass/No Pass or letter grade option. Hours/semester: 24-108 lab. 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: Area E2, UC)

DANC 400.4 DANCE PERFORMANCE & PRODUCTION IV (.5-2)

Pass/No Pass or letter grade option. Hours/semester: 24-108 lab. 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: Area E2, UC)

Fitness (FITN)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

FITN 112.1 CROSS TRAINING I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC*)

FITN 112.2 CROSS TRAINING II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC*)

FITN 112.3 CROSS TRAINING III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC*)

FITN 112.4 CROSS TRAINING IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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, UC*)

FITN 116.1 BODY CONDITIONING I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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*)

Courses marked with a () are transferable with limitations as specified. If you have any questions, see your counselor/advisor.*

FITN 201.1 WEIGHT TRAINING I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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 201.2 WEIGHT TRAINING II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Individual weight conditioning for intermediate level students. Emphasis will be on selectorized machines, aerobic training, free weights, cables, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. (AA: Area E4, CSU: Area E2, UC)

FITN 201.3 WEIGHT TRAINING III (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Individual weight conditioning for advanced level students. Emphasis will be on selectorized machines, aerobic training, free weights, cables, and stretching routines. Instruction on form, technique, safety, and muscle development with more emphasis placed on free weights as progression from levels I and II. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. (AA: Area E4, CSU: Area E2, UC)

FITN 201.4 WEIGHT TRAINING IV (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Individual weight conditioning for expert level students. Emphasis will be on selectorized machines, aerobic training, free weights, cables, and stretching routines. Instruction on form, technique, safety, and muscle development with more emphasis placed on free weights and Olympic lifts as progression from levels I and II and III. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. (AA: Area E4, CSU: Area E2, UC)

FITN 206 CIRCUIT WEIGHT TRAINING (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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)

Letter grade. Hours/semester: 24-108 lab. 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: Area E2, UC*)

FITN 225 ATHLETIC CONDITIONING (.5-2)

Letter grade. Open entry/open exit. Hours/semester: 24-108 lab/16-18 hours by arrangement. 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. Hours/semester: 24-54 lab. **Prerequisite(s):** 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. Designed to incorporate various core movement exercises including: dumb bell 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*)

FITN 301.1 SPINNING I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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 332.1 STRETCHING AND FLEXIBILITY I (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-54 lab. A beginning class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. (AA: Area E4, CSU)

FITN 332.2 STRETCHING AND FLEXIBILITY II (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-54 lab. An intermediate level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. (AA: Area E4, CSU)

FITN 332.3 STRETCHING AND FLEXIBILITY III (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-54 lab. An advanced level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. (AA: Area E4, CSU)

FITN 332.4 STRETCHING AND FLEXIBILITY IV (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-54 lab. An expert level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. (AA: Area E4, CSU)

FITN 334.1 YOGA I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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 YOGA II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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 336 RESTORATIVE YOGA (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. Restorative yoga, sometimes known as "active relaxation", is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. (AA: Area E4, CSU, UC)

FITN 339 PILATES CIRCUIT TRAINING (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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)

Individual Sports (INDV)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

INDV 121.1 BADMINTON I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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*)

INDV 251.2 TENNIS II (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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*)

Kinesiology (KINE)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

KINE 101 INTRODUCTION TO KINESIOLOGY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. 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 102 INTRODUCTION TO COACHING PRINCIPLES (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. A course which examines the philosophical, physiological, sociological, and psychological aspects of the coaching profession. Other aspects that will be studied are the principles used in the effective teaching of sports, technical and tactical skills, and the principles used in effective team management. (AA: Area E5d, CSU)

KINE 119 FIRST AID/ADULT & PEDIATRIC CPR (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. The Adult and Pediatric First Aid/CPR/AED course incorporates the latest science and teaches students to recognize and care for a variety of first aid

emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies to help victims of any age - adults (about 12 years and older) and pediatric (infants and children up to 12 years of age). Students who successfully complete this course will receive a certificate for Adult and Pediatric First Aid/CPR/AED valid for two years. Because the certificate for Adult CPR/AED is valid for two years, a student may file a Petition to Repeat KINE 119 if the course was completed more than 4 semesters ago. This is not an activity class. (AA, CSU: Area E1, UC) (C-ID KINE 101)

KINE 120 FIRST AID/CPR (1)

Pass/No Pass or letter grade option. Hours/Semester: 16-18 lecture. 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)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab. **Recommended:** FITN 335; BIOL 130 or BIOL 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)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab. **Recommended:** BIOL 130 or BIOL 250; FITN 335 and KINE 125. 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)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/48-54 lab. **Recommended:** BIOL 130 or BIOL 250; FITN 335; KINE 125; KINE 126. 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. Hours/semester: 48-54 lecture. **Corequisite(s):** KINE 131. **Recommended:** BIOL 130 and 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 ef-

fective 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. Hours/semester: 48-54 lab. **Corequisite(s):** 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 135 ACADEMIC SKILL DEVELOPMENT FOR INTERCOLLEGIATE ATHLETES I (2)

Pass/No pass or letter grade option. Hours/semester: 32-36 lecture. Designed for student athletes. Introduce student-athletes to the rewards and challenges of participating in competitive college sports. Instruction on how to get organized; take effective notes, prepare for tests and quizzes. Course will also address various college services, study skills instruction and academic planning. Extra supplies may be required. This is NOT an activity class. (AA: Area E5d, CSU)

KINE 136 ACADEMIC SKILL DEVELOPMENT FOR INTERCOLLEGIATE ATHLETES II (2)

Pass/No pass or letter grade option. Hours/semester: 32-36 lecture. Designed for student athletes. Continued instruction on college-level study skills and preparedness. Provides organizational skills for a lifetime. Teaches attitude development while building self-esteem. NCAA/NAIA transfer regulations are addressed. Extra supplies may be required. This is NOT an activity class. (AA: Area E5d, CSU)

KINE 190 BASEBALL THEORY: DEFENSE (2 OR 3)

Pass/No pass or letter grade option. Hours/semester: 16-18 lecture/48-108 lab/32-36 hours by arrangement. Designed to help students understand the defensive fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball and apply them in a practical setting. (Same as TEAM 190.) (AA, CSU)

KINE 191 BASEBALL THEORY: OFFENSE (2)

Pass/No pass or letter grade option. Hours/semester: 16-18 lecture/48-108 lab/32-36 hours by arrangement. Designed to help students understand the offensive fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball and apply them in a practical setting. (Same as TEAM 191.) (AA, CSU)

KINE 200 YOGA HISTORY AND CULTURE (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Corequisite(s):** KINE 201 and KINE 202. **Recommended:** Eligibility for ENGL 838 or ENGL 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 yoga's transformation from ancient to contemporary times, ayurveda and nutrition, and yoga as a career option. This course is designed as part of the Yoga Teacher Training Certificate program. KINE 200, 201, and 202 are designed to be taken concurrently. (AA: Area E5c, CSU)

KINE 201 YOGA PEDAGOGY LECTURE (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Corequisite(s):** KINE 200 and KINE 202. This course is designed as an

introduction to teaching the physical discipline of Hatha yoga. Students will learn about 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. KINE 200, 201, and 202 are designed to be taken concurrently. (AA: Area E5d, CSU)

KINE 202 YOGA PEDAGOGY LAB (1)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lab. **Corequisite(s):** KINE 200 and KINE 201. This course is designed as an introduction to teaching the physical discipline of Hatha yoga. Students will learn alignment, adjustments, and cueing for yoga postures. They will also develop and teach their own yoga class. This course is designed as part of the Yoga Teacher Training Certificate program. KINE 200, 201, and 202 are designed to be taken concurrently. (AA, CSU)

KINE 300 ANATOMY IN MOTION (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. Teaches musculoskeletal anatomy and fundamental kinesiology. This course uses a multi-sensory approach to learning. In addition to lectures, students build the muscles of the human body out of clay on a miniature skeleton, conduct postural analyses, participate in movement activities and discussions. (AA, CSU, UC)

KINE 301 THE SCIENCE AND APPLICATION OF PERSONAL TRAINING (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** 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. (AA: Area E5d, CSU)

Team Sports (TEAM)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

TEAM 105 ADVANCED BASEBALL (.5-4)

Letter grade. Hours/semester: 24-216 lab/16-18 hours by arrangement. **Recommended:** 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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*)

Courses marked with a () are transferable with limitations as specified. If you have any questions, see your counselor/advisor.*

TEAM 116 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT (.5 OR 1)

Pass/No pass or letter grade option. Hours/semester: 24-54 lab/16-18 hours by arrangement. **Recommended:** Interscholastic basketball abilities recommended. Designed to improve the individual skills of students wishing to play competitive basketball. Students will spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students will take part in numerous basketball and conditioning drills. (AA, CSU)

TEAM 118 ADVANCED BASKETBALL: WOMEN (.5-3)

Pass/No Pass or letter grade option. Hours/semester: 24-162 lab/16-18 hours by arrangement. **Recommended:** Interscholastic basketball. Course designed for potential student-athletes to pursue advanced knowledge and application of the philosophy, strategies, techniques, and instruction in the competitive game of women's basketball. (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. Hours/semester: 24-54 lab/6-8 hours by arrangement. **Recommended:** 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)

Letter grade. Hours/semester: 24-135 lab. **Recommended:** 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 lifelong health goals. Includes weight training. (May be taken four times for a maximum of 10 units.) (AA: Area E4, CSU: Area E2, UC*)

TEAM 148.1 INDOOR SOCCER I (.5 OR 1)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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. Hours/semester: 24-54 lab. 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)

Pass/No Pass or letter grade option. Hours/semester: 24-54 lab. 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. Hours/semester: 24-108 lab. **Recommended:** 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)

Pass/No Pass or letter grade option. Hours/semester: 24-108 lab. **Recommended:** 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*)

Intercollegiate Sports (VARS)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

VARS 100 VARSITY BASEBALL (3)

Letter grade. Hours/Semester: 144-162 lab. **Recommended:** 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 12 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. Hours/semester: 24-54 lab/16-18 hours by arrangement. A class for members of the CSM Baseball team to Condition themselves for intercollegiate baseball competition through a program of stretching, weight training, running and other fitness activities related to the physiological development of student athletes competing in baseball. (May be taken four times for a maximum of 4 units.) (AA: Area E4, CSU: Area E2, UC*)

VARS 130 VARSITY FOOTBALL (3)

Letter grade. Hours/Semester: 144-162 lab. **Recommended:** 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 12 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. Hours/semester: 24-162 lab/16-18 hours by arrangement. 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. Hours/semester: 24-162 lab/16-18 hours by arrangement. 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 (3)

Pass/No Pass or letter grade option. Hours/semester: 144-162 lab. **Prerequisite(s):** 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 12 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 (3)

Pass/No Pass or letter grade option. Hours/semester: 144-162 lab. Intercollegiate Men's and Women's Cross Country and distance running competition in the Coast Conference; participation in conference, invitational, regional and State meets. Men's competitive distance is 4 miles. Women's is 5 kilometers. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC*)

VARS 185 VARSITY TRACK AND FIELD: MEN AND WOMEN (3)

Letter grade. Hours/semester: 144-162 lab. **Recommended:** 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 12 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)

Pass/No Pass or letter grade option. Hours/semester: 96-108 lab. **Recommended:** 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: WOMEN (3)

Letter grade. Hours/semester: 144-162 lab. **Recommended:** Interscholastic participation in softball and completion of TEAM 158. Intercollegiate women's varsity softball competition in the Coast Conference and State championships. (May be taken four times for a maximum of 12 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 (3)

Pass/No Pass or letter grade option. Hours/semester: 144-162 lab. **Prerequisite(s):** 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 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) (AA: Area E4, CSU: Area E2, UC*)

Students interested in participating in the following varsity sports not offered at CSM may attend CSM and participate at Cañada or Skyline. The student must be enrolled in a minimum of 12 units to establish eligibility.

<i>Cañada</i>	<i>Skyline</i>
Men's Basketball	Men's Basketball
Men's Soccer	Men's Soccer
Women's Golf	Men's Wrestling
Women's Soccer	Women's Badminton
	Women's Soccer

Theory (P.E.)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

P.E. 101 THEORY OF BASEBALL (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 hours by arrangement. 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. Hours/semester: 48-54 lecture. 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. Hours/semester: 48-54 lecture. 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. Hours/semester: 48-54 lecture. 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)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. 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. Hours/semester: 32-36 lecture/16-18 hours by arrangement. Designed for student athletes. Instruction on how to get organized; take effect 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*)

Learning Center

Unless otherwise indicated, a grade of C or higher is required for all pre-requisite courses.

LCTR 100 EFFECTIVE TUTORING (1)

Pass/No Pass or letter grade option. Hours/semester: 8-9 lecture/24-27 lab. **Recommended:** Eligibility for ENGL 838 or ENGL 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. This course is for students who are interested in working as tutors. (AA, CSU)

LCTR 105 KEYS TO SUCCESS (1)

Pass/No Pass grading. Hours/semester: 16-18 lecture. This course assists new, first time students in making a successful transition to college life. Students will learn to assume responsibility for their academic decision-making as it relates to success in college. Topics include: knowledge of resources, making math relevant, advanced study techniques, writing skills, critical thinking skills, mathematical computations, motivation and self-efficacy. Students will also take a personalized interactive assessment to determine which math concepts they have mastered and areas they are ready to learn. This class has a strong emphasis on group work and peer learning. (AA, CSU)

LCTR 240 COLLEGE AND ACADEMIC SUCCESS (3)

Letter grade. Hours/semester: 48-54 lecture. This course assists students in understanding and engaging in college success skills and strategies. Designed to improve academic and personal success, this course takes students through a journey that includes study skills development, value clarification, personal and educational goals and options, financial literacy, time and life management, critical and creative thinking, and an awareness of learning styles. The course also provides assistance to develop communication skills related to self-advocacy. (Course is cross listed as COUN 240.) (AA, CSU)

LCTR 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE (0)

Corequisite(s): Concurrent enrollment in a course in which tutorial/academic assistance is being provided. Under the supervision of the Director of 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.)

Library Studies

Unless otherwise indicated, a grade of C or higher is required for all pre-requisite courses.

LIBR 100 INTRODUCTION TO LIBRARY RESEARCH (1)

Pass/No Pass or letter grade option. Hours/semester: 16-18 lecture. 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)

Life Sciences

(See Biology)

Literature

(See English and Literature)

Management

Unless otherwise indicated, a grade of C or higher is required for all pre-requisite courses.

MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. An examination of today's business environment and the definition of, and application of, the principle tasks performed by managers in the management of their organizations known as planning, organizing, leading, and controlling. Specific skills addressed include: critical thinking; problem solving; decision-making; evaluation and application of management practices; leadership of individuals, teams and organizations. (AA: Area E5d, CSU)

MGMT 215 MANAGEMENT OF HUMAN RESOURCES (3)

Letter grade. Hours/semester: 48-54 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture. 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 FUNDAMENTALS OF SUPERVISION (3)

Pass/No pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Role of the supervisor: understanding and motivating employees; leadership, communications, problem solving, and decision-making; employee training, performance evaluation, and labor relations; supervising different types of workers; delegation; improving work methods; reducing costs; planning and managing time. (AA, CSU)

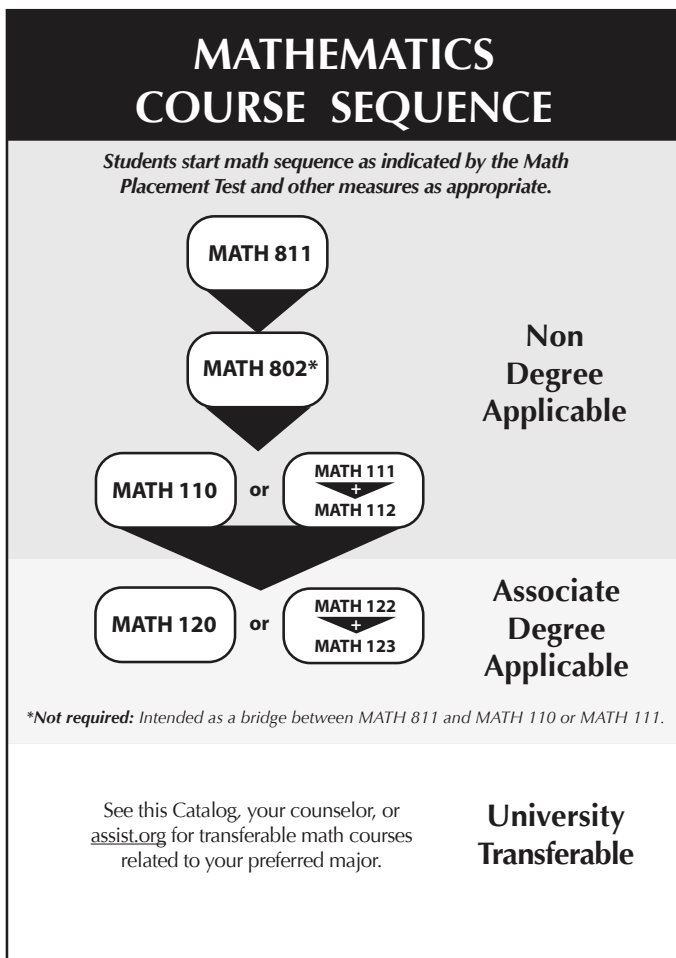
MGMT 265 PROJECT MANAGEMENT (3)

Pass/No pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Principal 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)

Mathematics

(Also see Business 115, 810)

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)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** Appropriate score on the College Placement Test or MATH 811 or MATH 802. **Recommended:** 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 (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** Appropriate score on the College Placement Test or MATH 802 or MATH 811. **Recommended:** Concurrent enrollment in READ 830. 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 toward AA/AS degree.)

MATH 112 ELEMENTARY ALGEBRA II (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 111. **Recommended:** 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 toward AA/AS degree.)

MATH 115 GEOMETRY (5)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 110 or MATH 112 OR appropriate score on the College Placement Test. **Recommended:** Completion of 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)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 110 or MATH 112 or appropriate score on the College Placement Test. **Recommended:** 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 (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 110 or MATH 112 or appropriate score on the College Placement Test. **Recommended:** 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. (AA)

Note: MATH 122 and MATH 123 together are the equivalent of MATH 120.

MATH 123 INTERMEDIATE ALGEBRA II (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 122. **Recommended:** 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; review of 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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 120 or MATH 123 or appropriate score on the College Placement Test. **Recommended:** 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 ANALYTICAL TRIGONOMETRY (4)

Letter grade. Hours/semester: 64-72 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 120 or MATH 123 or appropriate score on the College Placement Test. **Recommended:** MATH 115 and completion of or concurrent enrollment in any READ 400 level course. Trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; function of multiple angles; identities and equations; radian measure; inverse functions; and solution of triangles. (AA: Area E2c, CSU: Area B4)

MATH 145 LIBERAL ARTS MATHEMATICS (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 120 or MATH 123 or appropriate score on the College Placement Test. **Recommended:** 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 190 PATH TO STATISTICS (6)

Letter grade. Hours/semester: 96-108 lecture. **Prerequisite(s):** MATH 811 or appropriate score on District math placement test and other measures as appropriate. This accelerated course prepares students for transfer-level Statistics. It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who intend to take transfer level statistics and no other transfer level mathematics, physics or chemistry. Note: This course is NOT intended for students who plan to take courses in science, computer information science, engineering, math, as well as business and other non-STEM majors. Please see your counselor. (AA: Area C1 + E2c)

MATH 200 ELEMENTARY PROBABILITY AND STATISTICS (4)

Letter grade. Hours/semester: 64-72 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 120, MATH 123 or MATH 190 or appropriate score on the College Placement Test. **Recommended:** Eligibility for READ 400 or an equivalent level of reading proficiency and eligibility for ENGL 100 or ENGL 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)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 130 or appropriate score on the College Placement Test. **Recommended:** 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, polar coordinates. (AA: Area C1 and 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)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 120 or MATH 123 or appropriate score on the College Placement Test. **Recommended:** 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*)

Note: The prerequisites for MATH 242 are both MATH 130 and MATH 241. Students planning to take both MATH 241 and MATH 242 should take MATH 130 prior to entering MATH 241.

MATH 242 APPLIED CALCULUS II (3)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 130 and MATH 241. **Recommended:** 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)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 222 or appropriate score on the College Placement Test. **Recommended:** 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*) (C-ID MATH 210)

MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II (5)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 251. **Recommended:** 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*) (C-ID MATH 220)

MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III (5)

Letter grade. Hours/semester: 80-90 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 252. **Recommended:** 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 2A*) (C-ID MATH 230)

MATH 268 DISCRETE MATHEMATICS (4)

Letter grade. Hours/semester: 64-72 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 251. **Recommended:** Any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 252. **Recommended:** Completion of or concurrent enrollment in any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 253. **Recommended:** Completion of or concurrent enrollment in any READ 400 level course. 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)

MATH 802 PREPARATION FOR ALGEBRA (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** MATH 811. **Recommended:** 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. Hours/semester: 48-54 lecture. **Recommended:** 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.)

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.

Music

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

MUS. 100 FUNDAMENTALS OF MUSIC (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Designed for students who wish to learn how to read music and perform it at sight. Recommended for students with limited or no musical background who wish to begin the formal study of music theory. Also recommended for education majors. (AA: Area E5c, CSU: Area C1, UC: Area 3A) (C-ID MUS 110)

MUS. 101 MUSICIANSHIP I (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and MUS. 100. Develop practical musicianship skills through the study of basic rhythmic, melodic, harmonic, and metric material. Emphasis is on training the ear through aural and performance based activities such as sight singing, dictation (melodic, rhythmic and harmonic) and basic keyboard exercises. Concurrent enrollment in MUS. 131 is strongly recommended for music majors. (AA, CSU, UC) (C-ID MUS 125)

MUS. 102 MUSICIANSHIP II (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** 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) (C-ID MUS 155)

MUS. 131 HARMONY I (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and MUS. 100. 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 MUS. 100 first. Concurrent enrollment in MUS. 101 strongly recommended for music majors. (AA: Area E5c, CSU: Area C1, UC: Area 3A) (C-ID MUS 120)

MUS. 132 HARMONY II (3)

Letter grade. Minimum for 48-54 lecture. **Recommended:** 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) (C-ID MUS 130)

MUS. 133 HARMONY III (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** 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) (C-ID MUS 140)

MUS. 134 HARMONY IV (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** MUS. 133. A continuation of the study of chromatic harmony (including chromatic mediant, 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) (C-ID MUS 150)

MUS. 202 MUSIC LISTENING AND ENJOYMENT (3)

Letter grade. Hours/Semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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) (C-ID MUS 100)

MUS. 231 AFRO-LATIN PERCUSSION ENSEMBLE I (2)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/16-18 lab/plus 48 individual practice hours. 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. Hours/semester: 32-36 lecture/16-18 lab/plus 48 individual practice hours. **Prerequisite(s):** 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 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. Hours/semester: 32-36 lecture/16-18 lab/plus 48 individual practice hours. **Prerequisite(s):** 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 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. Hours/semester: 32-36 lecture/16-18 lab/plus 48 individual practice hours. **Prerequisite(s):** 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 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. A course in comparative music styles of various cultures of the world. Each semester will explore one or more of the musical styles (popular, folk or classical) of Western Hemisphere, European, Asian and African cultures. Wherever possible, guest performers will present, and an opportunity shall be afforded to attend live performances. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

MUS. 275 HISTORY OF JAZZ (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 32-36 lecture/48-54 lab. 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** 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. Hours/semester: 32-36 lecture/48-54 lab. **Recommended:** 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. Hours/semester: 48-54 lecture/16-18 lab. **Recommended:** MUS. 290 and MUS. 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)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and MUS. 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)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Prerequisite(s):** MUS. 301 **Recommended:** Eligibility for ENGL 838 or ENGL 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)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Prerequisite(s):** MUS. 302. **Recommended:** Eligibility for ENGL 838 or ENGL 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)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Prerequisite(s):** MUS. 303. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. (AA, CSU, UC*)

MUS. 314 PIANO LITERATURE & PERFORMANCE - THE BAROQUE ERA (2)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/16-18 lab. **Recommended:** Prior piano playing experience and music reading knowledge. This course focuses on the study and performance preparation of keyboard literature from the baroque period. The class will explore stylistic characteristics of baroque keyboard music, advancements in keyboard instruments of the time, general historical climate, and specific stylistic considerations of the main keyboard composers. Focus will remain on performance practice and the preparation and performance in a class situation of representative repertoire. (AA, CSU, UC)

MUS. 315 PIANO LITERATURE & PERFORMANCE - THE CLASSICAL ERA (2)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/16-18 lab. **Recommended:** Prior piano playing experience and music reading knowledge. Study and perform keyboard literature from the classical period: Learn stylistic norms, advancements in keyboard instruments of the time, general historical climate, and specific stylistic considerations of the main keyboard composers. Focus is on performance practice and the preparation and performance in a class situation of representative repertoire. (AA, CSU, UC)

MUS. 316 PIANO LITERATURE & PERFORMANCE - THE ROMANTIC ERA (2)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/16-18 lab. **Recommended:** Prior piano playing experience and music reading knowledge. Study and perform keyboard works from the romantic period: Explore stylistic characteristics, advancements in keyboard instruments of the time, general historical climate, and specific stylistic considerations of the main keyboard composers. Focus is on performance practice and the preparation and performance in a class situation of representative repertoire. (AA, CSU, UC)

MUS. 317 PIANO LITERATURE & PERFORMANCE - THE 20TH CENTURY & BEYOND (2)

Pass/No Pass or letter grade option. Hours/semester: 32-36 lecture/16-18 lab. **Recommended:** Prior piano playing experience and music reading knowledge. Study and perform keyboard works from the 20th/21st centuries: Explore the general historical climate and the myriad of styles and techniques needed to play this music. Focus is on performance practice and the preparation and performance in a class situation of representative repertoire. (AA, CSU, UC)

MUS. 371 GUITAR I (2)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Recommended:** 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)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Prerequisite(s):** MUS. 371. Continuation of MUS. 371 with emphasis on solo performances. Students must supply their own instruments. (AA, CSU, UC*)

MUS. 373 GUITAR III (2)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Prerequisite(s):** MUS. 373. Continuation of MUS. 373 with emphasis on solo performances. Students must supply their own instruments. (AA, CSU, UC*)

MUS. 401 VOICE I (2)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Recommended:** MUS. 100. Elementary vocal problems analyzed and corrected through exercises and songs. (AA, CSU, UC*)

MUS. 402 VOICE II (2)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Prerequisite(s):** MUS. 401. Intermediate songs and recital performance as ability merits. (AA, CSU, UC*)

MUS. 403 VOICE III (2)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Prerequisite(s):** MUS. 402. Advanced songs and recital performance as ability merits. (AA, CSU, UC*)

MUS. 404 VOICE IV (2)

Letter grade. Hours/semester: 32-36 lecture/16-18 lab/48-54 hours by arrangement. **Prerequisite(s):** MUS. 403. Advanced songs and recital performance as ability merits. (AA, CSU, UC*)

MUS. 409.1 INTRODUCTORY SYMPHONIC BAND I (1)

Letter grade. Hours/semester: 48-54 lab. Correct playing techniques for brass, woodwind or percussion instruments as well as group performance of band literature will be emphasized. The Introductory Symphonic Band prepares and performs music covering a wide range of musical styles and periods, which contribute toward an understanding, and appreciation of artistic musical expression through the band medium. Performance is required. (AA, CSU)

MUS. 409.2 INTRODUCTORY SYMPHONIC BAND II (1)

Letter grade. Hours/semester: 48-54 lab. Continued development of playing techniques for brass, woodwind or percussion instruments as well as group performance of band literature will be emphasized. The Introductory Symphonic Band prepares and performs music covering a wide range of musical styles and periods, which contribute toward an understanding, and appreciation of artistic musical expression through the band medium. Performance is required. (AA, CSU)

MUS. 409.3 INTRODUCTORY SYMPHONIC BAND III (1)

Letter grade. Hours/semester: 48-54 lab. Refined playing techniques for brass, woodwind or percussion instruments as well as group performance of band literature will be emphasized. The Introductory Symphonic Band prepares and performs music covering a wide range of musical styles and periods, which contribute toward an understanding, and appreciation of artistic musical expression through the band medium. Performance is required. (AA, CSU)

MUS. 409.4 INTRODUCTORY SYMPHONIC BAND IV (1)

Letter grade. Hours/semester: 48-54 lab. Sophisticated playing techniques for brass, woodwind or percussion instruments as well as group performance of band literature will be emphasized. The Introductory Symphonic Band prepares and performs music covering a wide range of musical styles and periods, which contribute toward an understanding, and appreciation of artistic musical expression through the band medium. Performance is required. (AA, CSU)

MUS. 424 SMALL JAZZ ENSEMBLES (2)

Letter grade. Hours/semester: 16-18 lecture/48-54 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 16-18 lecture/48-54 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 8-9 lecture/48-54 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 48-54 lab. **Prerequisite(s):** 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. 452 REPERTORY JAZZ BAND (1)

Letter grade. Hours/semester: 48-54 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 8-9 lecture/48-54 lab. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 8-9 lecture/48-54 lab. **Prerequisite(s):** 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. 470 CONCERT CHOIR (1)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lab. **Recommended:** MUS. 100. Performance of choral music for accompanied and/or unaccompanied choir at the beginning level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. (AA, CSU, UC)

MUS. 501 STUDIO LESSONS I (APPLIED MUSIC I) (1)

Letter grade. Hours/semester: 16-18 lecture/7.5-8 hours by arrangement. **Prerequisite(s):** By Audition. The end-of-semester jury performance serves as the audition to continue in the program in the following semester. **Corequisite(s):** MUS. 424, MUS. 425, MUS. 429, MUS. 430, MUS. 454, MUS. 455, MUS. 231, MUS. 232, MUS. 233 or MUS. 234. This course is individualized study of the appropriate beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. Enrollment eligibility determined by audition. (AA, CSU, UC)

MUS. 502 STUDIO LESSONS II (APPLIED MUSIC II) (1)

Letter grade. Hours/semester: 16-18 lecture/7.5-8 hours by arrangement. **Prerequisite(s):** MUS. 501. **Corequisite(s):** MUS. 231, MUS. 232, MUS. 233, MUS. 234, MUS. 424, MUS. 425, MUS. 429, MUS. 430, MUS. 454 or MUS. 455. This course is individualized study of the appropriate advanced-beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. (AA, CSU, UC)

MUS. 503 STUDIO LESSONS III (APPLIED MUSIC III) (1)

Letter grade. Hours/semester: 16-18 lecture/7.5-8 hours by arrangement. **Prerequisite(s):** MUS. 502. **Corequisite(s):** MUS. 231, MUS. 232, MUS. 233, MUS. 234, MUS. 424, MUS. 425, MUS. 429, MUS. 430, MUS. 454 or MUS. 455. This course is individualized study of the appropriate intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. (AA, CSU, UC)

MUS. 504 STUDIO LESSONS IV (APPLIED MUSIC IV) (1)

Letter grade. Hours/semester: 16-18 lecture/7.5-8 hours by arrangement. **Prerequisite(s):** MUS. 503. **Corequisite(s):** MUS. 231, MUS. 232, MUS. 233, MUS. 234, MUS. 424, MUS. 425, MUS. 429, MUS. 430, MUS. 454 or MUS. 455. This course is individualized study of the appropriate advanced-intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. (AA, CSU, UC)



Courses marked with a (*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

Nursing

Registered Nursing

The courses NURS 211, 212, 221, 222, 225, 231, 232, 235, 241, 242, 245, 620, 816, 817, 818, 819, 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)

Letter grade. Hours/semester: 32-36 lecture/120-135 lab. **Prerequisite(s):** Admission to the A.S. Degree Nursing Program. 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)

Letter grade. Hours/semester: 32-36 lecture/120-135 lab. **Prerequisite(s):** NURS 211. 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)

Letter grade. Hours/semester: 40-45 lecture/96-108 lab. **Prerequisite(s):** NURS 212. **Corequisite(s):** Concurrent enrollment in NURS 225. Developmental assessment and common health issues from infancy to young adulthood. Supervised learning experiences correspond with classroom instruction in off-campus health care facilities. (Spring only.) (AA, CSU)

NURS 222 MATERNITY NURSING (4.5)

Letter grade. Hours/semester: 40-45 lecture/96-108 lab. **Prerequisite(s):** NURS 212. **Corequisite(s):** 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. Hours/semester: 24-27 lab. **Prerequisite(s):** NURS 212. **Corequisite(s):** Concurrent enrollment in NURS 221 and NURS 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)

Letter grade. Hours/semester: 40-45 lecture/120-135 lab. **Prerequisite(s):** NURS 222. **Corequisite(s):** 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)

Letter grade. Hours/semester: 40-45 lecture/120-135 lab. **Prerequisite(s):** NURS 231. **Corequisite(s):** 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. Hours/semester: 24-27 lab. **Prerequisite(s):** NURS 222. **Corequisite(s):** Concurrent enrollment in NURS 231 and NURS 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)

Letter grade. Hours/semester: 40-45 lecture/120-135 lab. **Prerequisite(s):** NURS 232. **Corequisite(s):** 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)

Letter grade. Hours/semester: 40-45 lecture/120-135 lab. **Prerequisite(s):** NURS 241. **Corequisite(s):** 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. Hours/semester: 24-27 lab. **Prerequisite(s):** NURS 232. **Corequisite(s):** concurrent enrollment in NURS 241 and NURS 242. Provides for nursing skill development with competency evaluation of the skills identified for concurrent nursing courses. Extra supplies may be required. (Spring only.) (AA)

NURS 264 PERIOPERATIVE NURSING (8)

(formerly NURS 261) Letter grade. Hours/semester: 112-126 lecture/32-36 lab practice hours. **Prerequisite(s):** Current RN license or acceptance into the course by the Nursing Department. **Recommended:** 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)

(formerly NURS 262) Pass/No Pass grading. Hours/semester: 480-540 lab. **Prerequisite(s):** Current RN license or acceptance into the course by the Nursing Department. **Recommended:** One year of recent clinical experience in nursing. This course provides covers 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. Hours/semester: 16-18 lecture. **Prerequisite(s):** MATH 120. 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. Assists students in applying basic mathematical concepts to real world clinical situations. Dosage accuracy is emphasized in clinical scenarios that apply critical thinking skills. (AA, CSU)

Courses marked with a (*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

NURS 615 PHARMACOLOGY FOR NURSES: PRACTICAL APPLICATIONS (3)

Letter grade. Hours/semester: 48-54 lecture. 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. Hours/semester: 32-36 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture. 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 CAREER EXPLORATION IN NURSING (1)

Pass/No Pass grading. Hours/semester: 16-18 lecture. 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)

NURS 815 TRANSITION FROM 1ST YEAR TO 2ND YEAR: MEDICAL SURGICAL NURSING (.5-1.5)

Pass/No Pass grading. Hours/semester: 8-27 lecture. **Prerequisite(s):** NURS 212. This course has been 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 NURS 212 successfully but have had to exit in the second semester of the nursing program may join the transition class and participate in MedSurg transition activities. 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 816 OPEN LAB FOR NURSING 211/212 (.5)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-27 lab. **Prerequisite(s):** Previous or concurrent enrollment in NURS 211 and/or NURS 212. Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 211 Introduction to Nursing and NURS 212 Concepts of Homeostasis in Nursing.

NURS 817 OPEN LAB FOR NURSING 221/222 (.5)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-27 lab. **Prerequisite(s):** Previous or concurrent enrollment in NURS 221 and/or NURS 222. Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 221 Pediatric Nursing and NURS 222 Maternity Nursing. (AA)

NURS 818 OPEN LAB FOR NURSING 231/232 (.5)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-27 lab. **Prerequisite(s):** Previous or concurrent enrollment in NURS 231 and/or NURS 232. Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 231 Psychiatric and NURS 232 Medical Surgical Nursing. (AA)

NURS 819 OPEN LAB FOR NURSING 241/242 (.5)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-27 lab. **Prerequisite(s):** Previous or concurrent enrollment in NURS 241 and/or NURS 242. Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 241 Advanced Medical-Surgical Nursing and NURS 242 Leadership/Management in Nursing. (AA)

Nutrition

(See Biology)

Oceanography

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

OCEN 100 OCEANOGRAPHY (3)

Letter grade. Hours/semester: 48-54 lecture. 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. One or more field trips may be required. (AA: Area E5a, CSU: Area B1 or B2, UC: Area 5A)

Office Administration

(See Business)

Paleontology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

PALN 110 GENERAL PALEONTOLOGY (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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)

Letter grade. Hours/semester: 48-54 lab. **Prerequisite(s):** 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) (C-ID GEOL 110L)

Philosophy

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

PHIL 100 INTRODUCTION TO PHILOSOPHY (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 105. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 105 and READ 400. 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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 105 and completion of or concurrent enrollment in any READ 400 level course. 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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 100 or ENGL 105 and completion of or concurrent enrollment in any READ 400 level course. 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)

Photography

(See Art)

Physical Education

(See Kinesiology, Athletics & Dance)

Physics

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

PHYS 100 CONCEPTUAL PHYSICS (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** MATH 110 or appropriate placement test score. Description with experimental demonstrations of the more important phenomena of physics. Open to all students except those who have completed or are taking PHYS 210 or PHYS 250. (AA: Area E5a, CSU: Area B1, UC: Area 5A*)

PHYS 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR (1)

Letter grade. Hours/semester: 16-18 lecture/plus one 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)

Letter grade. Hours/semester: 16-18 lecture/plus 1 hour per week in middle school classroom with a mentor. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 16-18 lecture/plus 2 hours per week in high school classroom with a mentor. **Prerequisite(s):** BIOL 126, BIOL 127, PHYS 126 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 BIOL 128. (AA: Area E5d, CSU)

PHYS 150 PREPARATION FOR PHYSICS (4)

Pass/No Pass grading. Hours/semester: 48-54 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** 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 PHYS 250. (AA)

PHYS 210 GENERAL PHYSICS I (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab. **Prerequisite(s):** MATH 130. **Recommended:** PHYS 150. First course in a two semester non-calculus-based physics sequence. Topics covered include: Kinematics, Newton's Laws of Motion, Work and Energy, Momentum, Rotational Motion, Mechanical Equilibrium with Skeletal/Muscular Applications, Fluids, Thermodynamics, Oscillations, Waves and Sound. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (C-ID PHYS 105)

PHYS 211 GENERAL PHYSICS I - CALCULUS SUPPLEMENT (1)

Letter grade. Hours/semester: 16-18 lecture. **Prerequisite(s):** Completion of or concurrent enrollment in MATH 242 or MATH 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)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab/16-18 hours by arrangement. **Prerequisite(s):** PHYS 210. Second semester of a two-semester sequence for students majoring in biological and other non-physical sciences. Topics covered include electricity and magnetism, light, and modern physics. (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)

Letter grade. Hours/semester: 16-18 lecture. **Prerequisite(s):** Completion of or concurrent enrollment in MATH 242 or MATH 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)

PHYS 250 PHYSICS WITH CALCULUS I (4)

Letter grade. Hours/semester: 48-54 lecture/16-18 recitation/48-54 lab. **Prerequisite(s):** Completion of or concurrent enrollment in MATH 252. **Recommended:** PHYS 150. First semester in a three semester calculus-based physics sequence covering mechanics, wave motion, and special relativity. Intended primarily for students majoring in the physical sciences or engineering. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (C-ID PHYS 205) (PHYS 250+260+270=C-ID PHYS 200S)

PHYS 260 PHYSICS WITH CALCULUS II (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab/32-36 hours by arrangement. **Prerequisite(s):** 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 250+260+270=C-ID PHYS 200S)

PHYS 270 PHYSICS WITH CALCULUS III (4)

Letter grade. Hours/semester: 48-54 lecture/48-54 lab/32-36 hours by arrangement. **Prerequisite(s):** PHYS 250 and completion of or concurrent enrollment in MATH 253. Third semester in a three-semester sequence for students majoring in the Physical Sciences and Engineering. Topics covered are thermodynamics, geometric and physical optics, and modern physics. (AA: Area E5a, CSU: Area B1+B3, UC: Area 5A+5C) (C-ID PHYS 215) (PHYS 250+260+270=C-ID PHYS 200S)

Political Science

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

PLSC 100 INTRODUCTION TO POLITICAL SCIENCE (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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) (C-ID POLS 150)

PLSC 110 CONTEMPORARY FOREIGN GOVERNMENTS (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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) (C-ID POLS 140)

PLSC 150 INTRODUCTION TO POLITICAL THOUGHT (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in 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, CSU)

PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENTS (5)

Letter grade. Hours/semester: 80-90 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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) (C-ID POLS 110)

PLSC 215 CONTEMPORARY ISSUES IN AMERICAN POLITICS (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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 E1b or E5b, CSU: Area D+US-3, UC: Area 4+US-3)

Psychology

(Also see Sociology)

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

PSYC 100 GENERAL PSYCHOLOGY (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 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. Hours/semester: 48-54 lecture. **Prerequisite(s):** PSYC 100. **Recommended:** 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. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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. Hours/semester: 48-54 lecture. **Prerequisite(s):** PSYC 100 or SOCI 100; and MATH 200 or PSYC 121. **Recommended:** ENGL 100. 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)

PSYC 121 BASIC STATISTICAL CONCEPTS (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** MATH 120 or MATH 123 or the equivalent at a postsecondary institution OR equivalent skill level as measured by a satisfactory score on a math placement test. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and PSYC 100 or SOCI 100. 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** PSYC 100. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. Psychological development across the life-span. Examines theories of physical, cognitive, personality, and social development throughout the lifespan. Particular emphasis is placed on research studies that illustrate principles of developmental psychology. (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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** 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, UC: Area 4*)

PSYC 220 INTRODUCTION TO PSYCHOBIOLOGY (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** PSYC 100. **Recommended:** ENGL 100 or ENGL 105. This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research. (AA: Area E5a or E5b, CSU: Area B2 or D, UC: Area 4 or 5B*)

PSYC 225 THEORIES OF PERSONALITY (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848, completion of PSYC 100 and completion of or concurrent enrollment in any READ 400 level course. 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)

PSYC 300 SOCIAL PSYCHOLOGY (3)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** PSYC 100. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. Study of human interaction with emphasis on social patterning and process of perception, identity, roles, and attitudes. (AA: Area E5b, CSU: Area D or E, UC: Area 4*) (C-ID PSY 170)

PSYC 410 ABNORMAL PSYCHOLOGY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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)

Reading

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

READ 400 ACADEMIC TEXTBOOK READING (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** 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 412 COLLEGE-LEVEL INTRODUCTORY READING IMPROVEMENT (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. **Recommended:** Eligibility for any READ 400 level course, or ENGL 100 or ENGL 105. Practice methods increasing comprehension, vocabulary, critical reading, study-reading strategies, 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 413 COLLEGE-LEVEL ADVANCED READING IMPROVEMENT (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. Advanced practice of methods to increase comprehension, vocabulary, critical reading, study-reading strategies, and/or speed using college-level reading material. May include internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on diagnostic tests to meet specific student needs. Students may enroll any time through the twelfth week of the semester. (AA, CSU)

READ 811 INTRODUCTION TO READING IMPROVEMENT (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. Intense practice in the improvement of reading skills at an introductory level. Practice in improving comprehension, vocabulary, and/or speed using a variety of reading materials. May include internet, computer-assisted, and/or DVD assignments on reading at an introductory level. Students may enroll anytime through the twelfth week of the semester. (Units do not apply toward AA/AS degree.)



Courses marked with a (*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

READ 812 INTERMEDIATE READING IMPROVEMENT (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. Intense practice increasing comprehension, vocabulary, critical reading, study-reading strategies, and/or speed using a variety of reading materials at an intermediate level. 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 825 INTRODUCTION TO COLLEGE READING (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** 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. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** 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. (AA)

READ 852 VOCABULARY BUILDING INTRODUCTORY (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. The first course in a series of four self-paced, individualized courses designed to improve knowledge of essential words and word parts through a words-in-context approach. Students will use textbooks and computer programs to study up to 150 words. (Units do not apply toward AA/AS degree.)

READ 853 VOCABULARY BUILDING INTERMEDIATE (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. The second course in a series of four self-paced, individualized courses designed to improve knowledge of basic words and word parts through a words-in-context approach. Students will use textbooks and computer programs to study up to 150 words. (Units do not apply toward AA/AS degree.)

READ 854 VOCABULARY IMPROVING HIGH-INTERMEDIATE (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. The third course in a series of four self-paced, individualized courses designed to build knowledge of intermediate-level words and word parts through a words-in-context approach. Students will use textbooks and computer programs to study up to 150 words. (Units do not apply toward AA/AS degree.)

READ 855 VOCABULARY IMPROVING ADVANCED INTERMEDIATE (.5 OR 1)

Pass/No Pass grading. Open entry/open exit. Hours/semester: 24-54 lab. The fourth course in a series of four self-paced, individualized courses designed to improve knowledge of high-intermediate level words and word parts through a words-in-context approach. Students will use textbooks and computer programs to study up to 150 words. (Units do not apply toward AA/AS degree.)

Real Estate

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

R.E. 100 REAL ESTATE PRINCIPLES (3)

Letter grade. Hours/semester: 48-54 lecture. This course introduces the legal concepts of property ownership, contracts, agency, financing, liens and encumbrances, taxes, escrows, land description as they apply to real estate transactions in the State of California. It also introduces the principles of working within these legal parameters as a real estate agent or broker, what the legal/ethical obligations are for the selling or purchasing agents and how these legal concepts should be addressed with the owner or buyer of the property. (This course meets State licensing requirements for admission to the salesperson's license exam.) (AA: Area E5d, CSU)

R.E. 105 PROPERTY INVESTMENTS, VALUATION, AND MANAGEMENT (3)

Letter grade. Hours/semester: 48-54 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture. Real estate sales practices in California emphasizing the daily activities of agents and brokers, some of their key legal responsibilities, professional ethics, and how real estate sales agents achieve their greatest success. Meets the State requirement as one of three courses for the RE salesperson's license. Also, accepted for credit for the broker's license. (AA, CSU)

R.E. 121 LEGAL ASPECTS OF REAL ESTATE I (3)

Letter grade. Hours/semester: 48-54 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** R.E. 100. 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)

Letter grade. Hours/semester: 48-54 lecture. 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)

Social Science

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

SOSC 301 INTRODUCTION TO ALCOHOL AND OTHER DRUG STUDIES (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** SOSC 301, SOSC 302 and SOSC 304. 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** SOSC 301, SOSC 302 and SOSC 304. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** SOSC 301, SOSC 302 and SOSC 304. 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)

Letter grade. Hours/semester: 48-54 lecture/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 semester. **Prerequisite(s):** SOSC 301 and SOSC 302. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture/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 semester. **Prerequisite(s):** SOSC 315. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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 317 CASE MANAGEMENT (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. The course examines the principles and critical issues in case management as an integrated system of care approach to the delivery of health, substance abuse, mental health and social services, linking clients with appropriate services to address the client's specific needs and stated goals. Special attention is given to diverse populations in Behavioral Health agencies in community public health and social service settings and the legal and ethical scope of practice. (AA, CSU)

SOSC 319 CO-OCCURRING DISORDERS I: RECOGNITION AND REFERRAL (3)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in any READ 400 level course. 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)

Letter grade. Hours/semester: 48-54 lecture. **Prerequisite(s):** SOSC 319. **Recommended:** Eligibility for ENGL 848 or ENGL 838 and completion of or concurrent enrollment in any READ 400 level course. 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)



Courses marked with a (*) are transferable with limitations as specified. If you have any questions, see your counselor/advisor.

Sociology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

SOCI 100 INTRODUCTION TO SOCIOLOGY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. This course focuses on the study of group behavior and interaction of the individual and society. Topics include family, politico-economic, educational, and religious institutions; social movements; population; mass society and communications; community structure; social class and status; ethnic and racial minorities; work and leisure; personality development in different cultures as shaped by customs, attitudes and values. A cross-cultural and global perspective is woven throughout the course. (AA: Area E5b, CSU: Area D, UC: Area 4) (C-ID SOCI 110)

SOCI 105 SOCIAL PROBLEMS (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. This course in contemporary social issues uses the methodology and paradigms of sociology to examine the nature and types of social problems. Topics include the nature and definition of social problems, theory and research in social problems, race, social inequality, gender population growth, urbanization deviance, world economy, and family, etc. Course contains theoretical and descriptive studies of crime, delinquency, mental illness, drug abuse, suicide, and other social problems of mass society. (AA: Area E5b, CSU: Area D, UC: Area 4) (C-ID SOCI 115)

SOCI 110 COURTSHIP, MARRIAGE AND THE FAMILY (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Sociological analysis of the family, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. History and development of marriage as a social institution, including dating; courtship; love; mate selection; personality adjustment in marriage; children; parenthood; the family; anatomical, psychological, and sociological aspects of sex; class and religious factors; divorce; and remarriage. (May not be taken for credit following PSYC 110.) (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. Hours/semester: 48-54 lecture. **Prerequisite(s):** SOCI 100 or PSYC 100. **Recommended:** MATH 120 or PSYC 121. 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)

Letter grade. Hours/semester: 48-54 lecture. **Recommended:** Eligibility for ENGL 838 or ENGL 848. Sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as patterns of interaction between various racial and ethnic groups. (AA: Area E5b, CSU: Area D, UC: Area 4*) (C-ID SOCI 150)

Spanish

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

SPAN 110 ELEMENTARY SPANISH (5)

Pass/No Pass or letter grade option. Hours/semester: 80-90 lecture/32-36 hours by arrangement. **Recommended:** 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. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Recommended:** 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. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** 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. Hours/semester: 80-90 lecture/32-36 hours by arrangement. **Prerequisite(s):** SPAN 110 or SPAN 112. Continuation of Spanish 110. Includes short readings that serve as a basis for classroom conversation. (AA: Area E5c, CSU: Area C2, UC: Area 6A)

SPAN 121 ADVANCED ELEMENTARY SPANISH I (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** SPAN 110 or SPAN 112. Includes short readings that serve as a basis for classroom conversation. Covers approximately the first half of the semester's work in SPAN 120. (AA: Area E5c, CSU: Area C2, UC)

SPAN 122 ADVANCED ELEMENTARY SPANISH II (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** SPAN 121. Includes short readings that serve as a basis for classroom conversation. Covers approximately the second half of the semester's work in SPAN 120. (SPAN 121 and 122 are equivalent to SPAN 120.) (AA: Area E5c, CSU: Area C2, UC: Area 6A*)

SPAN 131 INTERMEDIATE SPANISH I (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** SPAN 120 or SPAN 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+6A*)

SPAN 132 INTERMEDIATE SPANISH II (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture/16-18 hours by arrangement. **Prerequisite(s):** 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 SPAN 130. (SPAN 131 and 132 are equivalent to SPAN 130.) (AA: Area E5c, CSU: Area C2, UC: Area 3B+6A*)

SPAN 140 ADVANCED INTERMEDIATE SPANISH (3)

Pass/No Pass or letter grade option. Hours/semester: 48-54 lecture. **Prerequisite(s):** SPAN 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+6A)

Speech Communication

See "Communication Studies"



Faculty and Other Academic Personnel

(Date of original appointment follows name.)

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Professor, Art
B.A., San Francisco State University
M.A., Sacramento State University
- Nalls, Andria Lynn** (2005)
Professor, Cosmetology
A.S., Skyline College
- Newman, Autumn** (2011)
Assistant Professor, English
B.A., California State University, Sacramento
M.F.A., University of Southern Maine, Stone-coast
- Nishanian, Harutiun** (2006)
Professor, Mathematics
B.A., University of California, Berkeley
M.S., Los Angeles State University
- Nixon, Colby L.** (2014)
Associate Professor, Spanish
B.A., B.A., Utah State University
M.A., University of California, Davis
Ph.D., University of California, Irvine
- Nurre, Rosemary A.** (1993)
Professor, Accounting
B.S., California State University, Chico
M.B.A., University of Santa Clara
- O'Brien, Eileen** (2000)
Professor, Counseling
A.A., Foothill College
B.A., University of California, Santa Barbara
M.S., San Francisco State University
- Owens, Larry** (1990)
Professor; Fitness, P.E., Team Sports and
Intercollegiate Sports
B.S., California State University, Fullerton
M.A., St. Mary's College
- Paolini, Nancy M.** (1988)
Professor, ESL
B.A., California State University, Sacramento
M.S.Ed., University of Southern California
- Perez, Santiago F.** (2014)
Assistant Professor, Biology
B.S., M.S. Florida Atlantic University
Ph.D., Oregon State University
- Piper, Louise** (1990)
Coordinator, Child Care Services
B.A., University of Michigan
M.A., San Francisco State University
- Pollack, Bret** (2000)
Professor; Fitness, P.E., Team Sports and
Intercollegiate Sports
B.S., University of California, Berkeley
M.A., St. Mary's College
- Quigley-Borg, Nicole F.** (2006)
Professor; Fitness, P.E., Team Sports and
Intercollegiate Sports
A.A., College of San Mateo
B.S., University of Tennessee
M.A., St. Mary's College
- Ramezane, Marsha** (1991)
Dean, Counseling/Advising and
Matriculation
A.A., Cañada College
B.S., University of Utah
M.A., JFK University
- Reynolds, Roberta M.** (1985)
Professor, English
A.A., College of San Mateo
B.A., College of Notre Dame
M.A., D.A., Ph.D., University of Oregon
- Ridgway, Kristiane M.** (2005)
Professor, ESL
B.A., Drake University
M.S., University of Southern California
- Roach, Stephanie M.** (2014)
Assistant Professor, Library Studies
B.A., University of Oregon
MLIS, San Jose State University
- Robertson, James McJ.** (2005)
Professor, History
B.A., Yale University
M.A., Stanford University
- Robinson, David G.** (1985)
Professor, Mathematics
B.S., M.S., San Jose State University
- Roecks, Jan** (2014)
Vice President, Administrative Services
B.S., University of California, Davis
M.B.A., Notre Dame de Namur University
- Romero, Krystal** (2013)
Director of Student Support Services
B.S., California State University, San Luis Obispo
M.S., San Francisco State University
- Ross, Kathleen** (2008)
Dean, Business and Technology
B.A., California State University, Long Beach
M.B.A., Pepperdine University
- Sammut, Kathleen** (2007)
Professor, Counseling
B.A., M.A., Notre Dame de Namur University
- Schmidt, Mikel** (1997)
Professor, Fitness and Kinesiology
B.A., University of California, Davis
M.A., San Francisco State University
- Sewart, John J.** (1991)
Dean, Planning, Research & Institutional
Effectiveness
B.A., University of California, Berkeley
M.A., Ph.D., University of California, Davis
- Sherer, Michael** (2014)
Assistant Professor, English
B.A., Whitman College
M.F.A., St. Mary's College
- Sinarle, Kevin** (2006)
Professor, Counseling
B.A., Fresno State University
M.S., San Francisco State University
- Smith, Arielle** (2015)
Assistant Professor, Counseling
B.A., University of California, San Diego
M.S., San Francisco State University
- Smith, Christopher** (2011)
Professor; Biology, Health Science and Inter-
disciplinary Studies
B.S., Suffolk University
M.S., University of Massachusetts, Boston
Ph.D., Vanderbilt University
- Smith, Elizabeth M.** (1988)
Professor, Nursing
B.S.N., University of Missouri
M.S.N., Yale University

Sobel, Amy (1997)

Professor, ESL
B.A., Stanford University
M.A., San Francisco State University

Stafford, Anne (2000)

Professor, English
B.A., University of California, Berkeley
M.A., San Francisco State University

Stanford, Darryl (2001)

Professor, Astronomy
B.S., Polytechnic University
M.S., Concordia University
M.S., University of Toledo

Steele, Kathleen (1991)

Professor, English
B.A., M.A., University of Michigan

Taylor-Mendoza, Jennifer (2011)

Dean, Academic Support and Learning Technologies
A.A., El Camino College
B.A., California State University, Los Angeles
M.A., California State University, Northridge
Ph.D., Claremont Graduate University

Tilmann, Martha (1989)

Professor, CIS
B.F.A., M.S., Michigan State University

Tonini-Boutacoff, Carlene (1990)

Professor, Biology
B.S., University of California, Davis
M.S., California Polytechnic State University, San Luis Obispo

Tran, Huy H. (2005)

Professor, Biology
B.S., University of California, San Diego
M.S., California State University, Hayward

Tulloch, Timothy W. (2010)

Associate Professor; Fitness, P.E., Team Sports and Intercollegiate Sports
A.A., Palomar College
B.A., Menlo College
M.S.S., United States Sports Academy

Turner, Ruth (1990)

Professor, Counseling
B.A., Wichita State University
M.S., San Francisco State University

Ueda, Makiko (2007)

Professor, Psychological Services
B.A., Meisei University
M.A., California Institute of Integral Studies

Valenti, Mary (1996)

Professor, Counseling
B.S., Notre Dame de Namur University
M.A., San Jose State University

Villareal, Henry (2001)

Dean, Enrollment Services
B.S., M.S., University of Wisconsin
Ed.D., Arizona State University

von Bleichert, Peter A. (2015)

Business
B.a., The American College of Greece
M.S., Schiller International University

Vorobey, V. Lilya (2000)

Associate Professor, Drafting Technology
B.F.A., California College of Arts and Crafts

Walker, Christopher (2014)

Professor, Mathematics
B.A., M.A., California State University, San Bernardino
Ph.D., University of California, Riverside

Wallace, Jeremy (2013)

Assistant Professor, English
B.S., M.A., Notre Dame de Namur University

Warner, Michelle (1998)

Professor; Fitness, Individual Sports, Team Sports and Intercollegiate Sports
A.A., Cerritos College
B.A., University of California, Davis
M.A., University of Iowa

Westmoreland, Shawn M. (2014)

Assistant Professor, Mathematics
B.S., M.A., University of Texas at Austin
M.S., Ph.D., Kansas State University

Williams, Douglas (1997)

Professor; Fitness, P.E., Team Sports and Intercollegiate Sports
A.A., College of San Mateo
B.A., University of California, Santa Barbara
M.A., St. Mary's College

Willis, Janice M. (1977)

Professor, Business and Business Microcomputer Applications
B.S., Pennsylvania State University
M.A., San Francisco State University

Wisherop, Janis (1994)

Professor, Nursing
A.A., Skyline College
B.S., M.S., University of San Francisco

Wolf, Andreas R. (1991)

Dean, Kinesiology, Athletics and Dance
B.A., M.A., San Francisco State University

Wong, Alexander (2015)

Physics
B.A., Carleton College
M.S., University of California, Berkeley
M.S., San Francisco State University

Wong, Alyssa (2007)

Associate Professor, Mathematics
B.A., University of California, Santa Barbara
M.A., San Francisco State University

Wright, Randy (2002)

Professor; Aquatics, Fitness and Intercollegiate Sports
B.A., University of California, Los Angeles
M.E., Azusa Pacific University

Wu, Jing (1998)

Professor, Chinese
B.A., Shanghai Normal University
M.A., San Francisco State University

Young, Shana Kudo (2007)

Associate Professor, Adapted P.E.
A.A., A.S., College of San Mateo
B.S., University of California, Davis
M.A., San Jose State University



Emeriti

(Date of retirement follows name.)

Roland K. Abercrombie (1963)
Business

Dr. Albert A. Acena (2007)
Dean, Social Science

Marvin Alexander (1975)
Chairperson, Social Sciences
Division

Alvin A. Alexandre (1988)
English; Journalism

Robert D. Anderson (1997)
Physics

Garlan Andrews (1989)
Music

Marian R. Anenson (1984)
Nursing

Jeanne Angier (1996)
English

Patricia Appel (2015)
Digital Media

Marlene C. Arnold (1994)
Nursing

John S. Avakian (2009)
Director, Economic and 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

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)
Business

Roy E. Brixen (2008)
Electronics

Kathryn Brown (2010)
Counselor

Dr. Kenneth M. Brown (2015)
Mathematics

Ronald Brown (2010)
Computer and Information Sci-
ence

Michael Brusin (1995)
History; Economics

Michael C. Bucher (2008)
Biology

Elizabeth Burdash (1995)
Psychology

Michael C. Burke (2011)
Mathematics

Elaine M. Burns (2007)
Counselor

Virginia Burton (1981)
Physical Education

Lorraine Bush (1975)
Cosmetology

Albert Camps (1995)
Electronics

Blanca Candamil (2001)
Spanish

Jewell Casstevens (1982)
Cosmetology

Richard P. Castillo (2014)
Spanish

Patricia Castro (2004)
Cosmetology

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)
Chemistry

J. Kyle Clinkscales (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

Dr. Zelte Crawford (2005)
Ethnic Studies; Humanities;
Sociology

Richard L. Crest (1982)
Music

John A. Cron (1992)
Business

Dr. Dorothy J. Crouch (1983)
Biology

James A. Cullen (2005)
Manufacturing & Industrial
Technology

Terence B. Curren (1990)
Zoology; Physical Anthropology

Merle Cutler (2015)
English

Brad Datson (1999)
Business

Gregory Davis (1999)
Humanities; Political Science

W. Lloyd Davis (2014)
Mathematics

Louis De Freitas (1995)
Welding

Dr. George S. Dehnel (1987)
Biology; Health Science

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
- Eric Gattmann** (1991)
Education; Emeritus Institute
- Dr. Thomas W. George** (1984)
Business
- Bernard M. Gershenson** (2012)
English
- Ellen Ross Gibson** (1990)
Photography, Art
- Ann Giniere** (2000)
Cosmetology
- Dr. William Glen** (1999)
Geology
- Lyle Gomes** (2015)
Art
- Andres A. Gonzales** (2013)
Anthropology; English as a
Second Language
- Gilbert B. Gossett** (1985)
Dean of Instruction
- Alexander Graham** (1990)
Horticulture
- Georgia Grant** (2007)
Computer & Information Sci-
ence
- Dr. Patricia Griffin** (2006)
Vice President, Student Services
- Anne M. Grubbs** (1974)
Chairperson, Health Occupa-
tions 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)
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 Isaef** (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
- Matthew Leddy** (2014)
Biology
- 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
- 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
- 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
- Kathryn M. O'Connell** (2013)
Political Science
- Daniel C. Odum** (1989)
Broadcasting Arts
- Robert A. Olson** (1988)
Speech
- Dr. Rosalie M. O'Mahony** (2003)
Mathematics
- Adrian Orozco** (2002)
Director, EOPS

- Dr. Peter H. Owens** (1994)
Chemistry
- William H. Owen** (1996)
Manufacturing & Industrial
Technology
- Patricia J. Paoli** (2012)
Communication Studies
- Marie T. Paparelli** (2006)
Learning Disabilities Specialist
- Susan Y. Petit** (2008)
English; French
- James Petromilli** (2011)
Director, Institutional Technology
- Betty C. Pex** (1990)
English
- Linda M. Phipps** (2010)
Mathematics
- Richard S. Phipps** (1984)
Political Science; Counselor
- Wilson G. Pinney** (1986)
Director, Language Arts
- Rosemary Piserchio** (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
- Edwin A. Seubert** (2015)
Digital Media
- Dr. Balbir Singh** (2005)
Mathematics
- Brandon Smith** (2015)
ESL
- Robert W. Smith** (1997)
Mathematics; Humanities
- Grace Sonner** (2005)
Vice President, Instruction
- Dennis Stack** (1999)
Drafting
- Richard G. Statler** (2005)
Physical Education; Health
Science
- Dr. Mark S. Still** (2014)
History
- Nancy J. Stock** (2002)
Cosmetology
- Angela R. Stocker** (2003)
Physical Education; Social
Science
- Lawrence T. Stringari** (2006)
Human Services; Psychological
Services
- Michael Svanevik** (2013)
History
- Leah Tarleton** (1994)
Health Services
- 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
- 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
- Carole R. T. Wills** (2014)
Reading
- Arlene Wiltberger** (2006)
Psychological Services
- Dr. Irving M. Witt** (1993)
Sociology
- Betty J. Wittwer** (1990)
Business
- Yoneo Yoshimura** (1998)
Counselor
- Dr. Frank H. Young** (1996)
Mathematics
- William H. Zempel** (1990)
Meteorology; Physics
- Paul C. Zimmerman** (2002)
Architecture
- Christe P. Zones** (1992)
Geology

Parking Regulations

Parking Permit Requirements

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. 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 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. 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 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.

Electric Vehicle Charging Stations

Parking in the EV charging stations is limited solely to electric vehicles that are actively charging with a maximum time limit of 4 hours per vehicle. (No parking permit is needed as long as the above conditions are met)

Any vehicle parked in an EV space and is not an electric vehicle, not charging, or is left past the 4-hour maximum limit will be subject to a citation.

Traffic and Parking Regulations

The speed limit on the campus is 15 mph.

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

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.

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 do not need a parking permit but do need a California State Placard (issued by DMV) 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).

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 and caltrain.com. Printed schedules and maps are also available at the Center for Student Life and Leadership Development in Building 17, Room 112.

CSM 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 Lots 1A–D, 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, Hillsdale Lot 1E & 1F

Disabled Parking

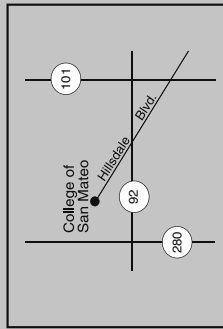
California State Placard issued by DMV required. No parking permit needed. Contact Disability Resource Center, Building 10, first floor, 574-6438 for more information.

Motorcycle Parking

Locations indicated by **M** on map: Marie Curie Lot 5, Galileo Lot 6D

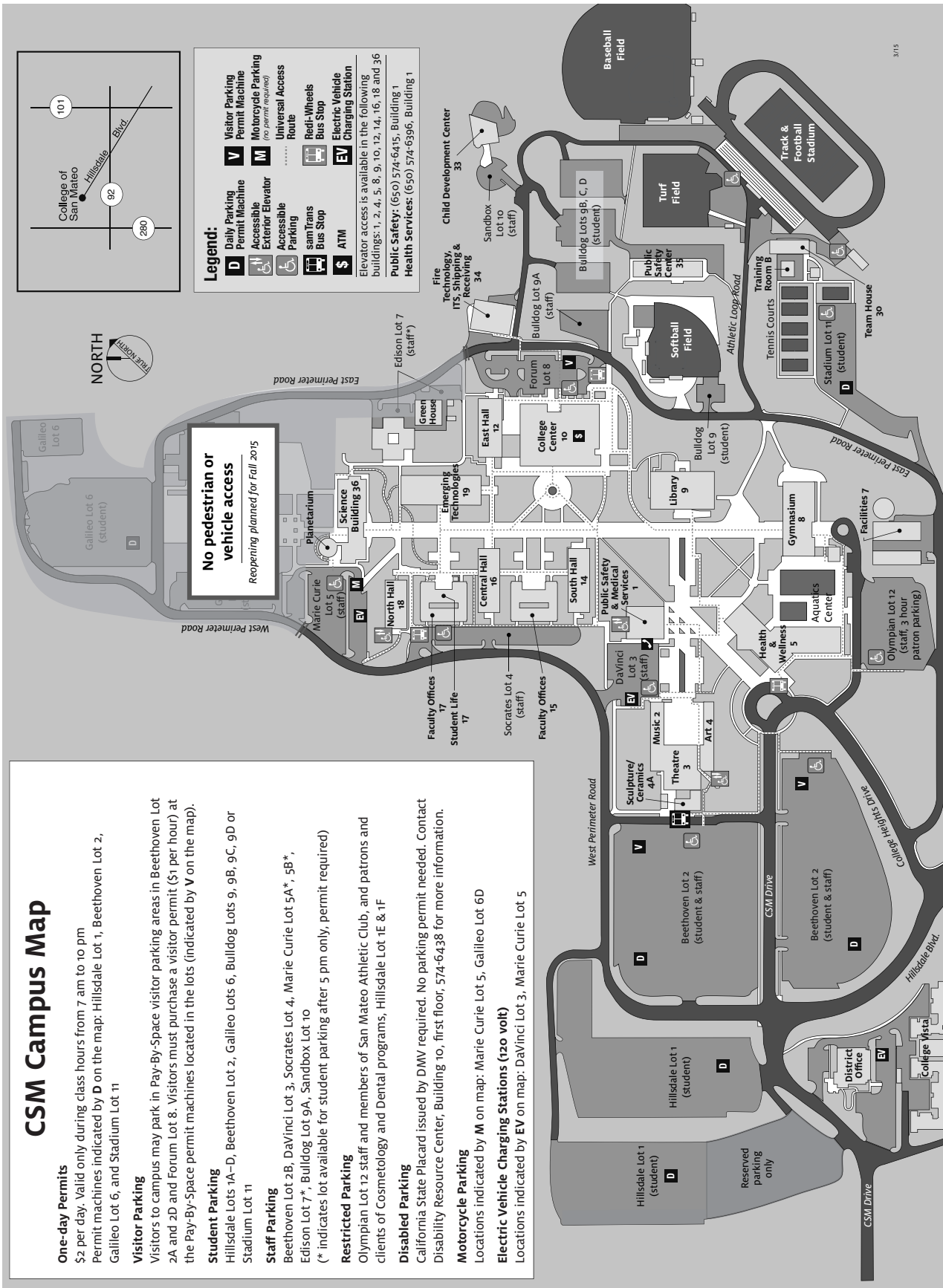
Electric Vehicle Charging Stations (120 volt)

Locations indicated by **EV** on map: DaVinci Lot 3, Marie Curie Lot 5



Legend:

- D** Daily Parking Permit Machine
 - V** Visitor Parking Permit Machine
 - M** Motorcycle Parking (no permit required)
 - EV** Electric Vehicle Charging Station
 - ♿** Accessible Exterior Elevator
 - ♿** Accessible Parking
 - ♿** samTrans Bus Stop
 - ♿** Redi-Wheels Bus Stop
 - ♿** Universal Access Route
 - ♿** ATM
- 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
 Reopening planned for Fall 2015



Campus Directory

Main Number (650) 574-6161

<i>Department/Office</i>	<i>Phone</i>	<i>Bldg-Room</i>
Admissions & Records	574-6165	10-360
ASCSM (Student Government)	574-6141.	17-112
Assessment/Placement Testing	574-6175.	10-370
Bookstore	574-6366	10-202
CalWORKS	574-6155	10-120K
Career Services	574-6116.	10-340
Cashier's Office	574-6412	10-360
Child Development Center	574-6279	Bldg. 33
Community Education	574-6149	1-115
Community Relations & Marketing	574-6231.	10-462
Cosmetology	574-6361	5-251
Counseling Center	574-6400.	10-340
Dental Assisting	574-6212	5-329
Disabled Students Programs and Services (DSPS)	574-6438	10-120
Distance Education.	574-6271.	18-206
EOPS/CARE	574-6154	10-110
Facilities Rental.	574-6220	10-439
Financial Aid/Scholarships	574-6146	10-360
Fax (Financial Aid)	574-6304	
Health Services Center.	574-6396	1-147
High School Enrollment Programs	574-6646.	10-462
International Student Center	574-6525	10-310
KCSM	574-6586	Bldg. 9
Learning Center	574-6570	10-220
Library	574-6100	Bldg. 9

<i>Department/Office</i>	<i>Phone</i>	<i>Bldg-Room</i>
Lost & Found	574-6415	1-100
Mental Health CSM Cares	574-6172.	16-107
Middle College	574-6101	17-154
Multicultural Center.	574-6154	10-112
Parking.	574-6415	1-100
Planetarium.	574-6256	36-100
Psychological Services	574-6396	10-147
Public Safety	574-6415	1-100
San Mateo Athletic Club	378-7373.	5-1 st floor
Student Life and Leadership	574-6141.	17-112
Swimming Pool.	574-6461	
Theatre.	574-6191.	Bldg. 3
Event Info Line	378-7218	
Transcript Information.	358-6858	10-360
Transfer Services.	358-6839	10-340
Veterans Resource Center	574-6625	16-150

Academic Divisions

For a full listing of instructional programs within each division, visit collegeofsanmateo.edu/divisionoffices.

Academic Support & Learning Technologies Division.	574-6496	10-411
Business & Technology Division	574-6228	19-113
Creative Arts & Social Science Division	574-6494	10-413
Kinesiology, Athletics & Dance Division	574-6461	5-343
Language Arts Division	574-6314	15-168
Math & Science Division	574-6268	36-311

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College of San Mateo

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