

# Catalog

2018~2019



College of San Mateo



# College of San Mateo

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### Accreditation

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

### Use of Photography

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### 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.

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## CSM Important Dates

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### Summer 2018 Session

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

- College Orientation
- Math/English Assessment
- Counseling

**Registration** See *Schedule of Classes*

**June 11** Classes begin

**July 4** Independence Day Holiday observed

**July 6** Last day to apply for Summer AA/AS degree or certificate

**July 21** Summer session six-week classes close

**July 28** Summer session seven-week classes close

**August 4** Summer session eight-week classes close

**August 9** Summer 2018 final grades available on WebSMART

### Fall 2018 Semester

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

- College Orientation
- Math/English Assessment
- Counseling

**August 13 & 14** Faculty Flex Days - No Classes

**August 15** Day and evening classes begin

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

**September 1 & 2** Declared recess

**September 3** Labor Day Holiday

**September 3** Last day to drop semester-length classes without appearing on student record

**September 3** Last day to declare P/NP option for designated semester-long courses

**October 5** Last day to apply for Fall AA/AS degree or certificate

**October 10** Faculty Flex Day - No classes

**November 10 & 11** Declared Recess

**November 12** Veterans' Day Holiday observed

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

**November 22-25** Thanksgiving recess

**Registration for continuing students for Spring 2019**

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

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

**December 22, 2018 - January 1, 2019** Winter recess

**January 3, 2019** Fall 2018 final grades available on WebSMART

### Spring 2019 Semester

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

- College Orientation
- Math/English Assessment
- Counseling

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

**January 14** Day and evening classes begin

**January 19 & 20** Declared recess

**January 21** Martin Luther King Jr. Holiday

**January 28** Last day to add semester-length classes or drop with eligibility for credit/refund

**February 3** Last day to drop semester-length classes without appearing on student record

**February 3** Last day to declare P/NP option for designated courses

**February 15** Lincoln Day Holiday

**February 16 & 17** Declared recess

**February 18** President's Day Holiday

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

**March 6** Faculty Flex Day - No Classes

**March 29** Faculty Flex Day - No Classes

**March 31 - April 6** Spring recess

**April 1** Cesar Chavez Day Observed (Holiday)

**April 25** Last day to withdraw from a semester-length class with assurance of a "W" grade

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

**May 24** Day and evening classes end

**May 24** Commencement

**Registration for continuing students for Summer 2019 and Fall 2019** See *Schedule of Classes* for dates, times and places

**May 25 & 26** Declared recess

**May 27** Memorial Day Holiday



# College Administration

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## President and Cabinet

### President

Michael Claire

### Vice President, Administrative Services

Jan Roecks

### Vice President, Instruction

Sandra Stefani Comerford

### Vice President, Student Services

Kim Lopez

## Academic Divisions

### Dean, Academic Support and Learning Technologies

Tarana Chapple

### Dean, Business and Technology

Heidi Diamond

### Dean, Creative Arts and Social Science

Laura Demsetz

### Dean, Kinesiology, Athletics, and Dance

Andreas Wolf

### Interim Dean, Language Arts

Kristi Ridgway

### Dean, Mathematics and Science

Charlene Frontiera

## Student Service Divisions

### Dean, Counseling, Advising and Matriculation

Krystal Duncan

### Dean, Enrollment Services & Support Programs

Lizette Bricker

# Mission/Diversity Statements and Student Learning Outcomes

## Mission & Diversity Statements

### 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 Strategic Goals:

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.

*Mission Statement revised by CSM's Integrated Planning Committee, September 19, 2015*

*Diversity Statement revised June 2012*

## 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

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### The San Mateo County Community College District

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

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

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

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

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

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

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

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

### SMCCCD Mission

#### Preamble

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

#### SMCCCD Mission

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

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





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

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

The Mission is evaluated and revised on a regular basis.

*Reviewed and approved May 16, 2012*

## Statement on Academic Freedom

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

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

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

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

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

## The College

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

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

In 2001, voters approved a \$207 million bond measure and \$468 million in 2005 to repair and modernize College of San Mateo, Skyline College and Cañada College. In 2010, CSM opened the doors to its new Allied Health and Wellness/Aquatics Center, which houses dental assisting, cosmetology, nursing and the 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 educational value of organized student activities and encourages students and faculty participation in these activities.

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



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

## Accreditation

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

## Complaint Policy

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

## Cosmetology Program

CSM's Cosmetology Program is accredited by: California Board of Barbering and Cosmetology 2420 Del Paso Road Suite 100, Sacramento, CA 95834, (800) 952-7281 Phone. Submit complaints electronically on the [Board of Barbering and Cosmetology \(dca.ca.gov/webapps/barber/contact.php\)](http://dca.ca.gov/webapps/barber/contact.php) website 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. Complaints can be submitted on the [Commission on Dental Accreditation \(CODA\) \(ada.org/en/coda/policies-and-guidelines/file-a-complaint\)](http://ada.org/en/coda/policies-and-guidelines/file-a-complaint) website.

## Nursing Program

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

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

## High School Diplomas

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



# Admission

## Eligibility Requirements

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

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

## Procedures for Admission

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

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

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

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

1. [Apply Online \(collegeofsanmateo.edu/apply\)](http://collegeofsanmateo.edu/apply).
2. NON-EXEMPT students must complete assessment for English or ESL and mathematics. In addition to placement tests, there are alternate means of assessment including high school transcripts, external exams, and an assessment questionnaire. EXEMPT students who wish to take a course that has an English or math prerequisite must also complete assessment.\*\*
3. NON-EXEMPT students and EXEMPT students who wish to use Counseling Services must complete the College of San Mateo College Orientation, either in person or in [WebSMART \(collegeofsanmateo.edu/webSMART\)](http://collegeofsanmateo.edu/webSMART).
4. NON-EXEMPT students must meet with a counselor and complete an abbreviated Student Educational Plan (SEP).
5. All students register for classes through WebSMART. Enrollment fees may be paid through WebSMART or in person at the Cashier's Office.
6. All students must use the assigned my.smccd.edu email. This college email is the communication method used by professors and the College.

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

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

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

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

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

## 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 IGEC Certification (CSU/UC Intersegmental General Education Transfer Curriculum). The TES evaluation is visible on the students DegreeWorks 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 on [San Mateo County Community College District \(smccd.edu/transeval\)](http://SanMateoCountyCommunityCollegeDistrict.smccd.edu/transeval) website. The Request a Transcript Evaluation form is on [WebSMART \(collegeofsanmateo.edu/webSMART\)](http://WebSMART.collegeofsanmateo.edu/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, visit the [Admissions and Records website \(collegeofsanmateo.edu/admissions/residency.asp\)](http://AdmissionsandRecords.collegeofsanmateo.edu/admissions/residency.asp) (College Center Building 10, Room 360; 574-6165).

## 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, available on the [College Connection Concurrent Enrollment Program \(collegeofsanmateo.edu/ce\)](http://CollegeConnectionConcurrentEnrollmentProgram.collegeofsanmateo.edu/ce) webpage, with the required recommendation.

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

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

## Veterans and Veterans' Dependents

College of San Mateo offers approved instruction to veterans, service members, dependents and survivors of veterans and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students

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

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

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

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

## Military Service Credit

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

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

For further information contact the Office of Admissions and Records (574-6165) or [csmadmission@smccd.edu](mailto:csmadmission@smccd.edu).

## 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. For more information and to find Reinstatement Petition form visit [Counseling & Advising Forms \(collegeofsanmateo.edu/forms/counseling.asp\)](http://collegeofsanmateo.edu/forms/counseling.asp) webpage. Prior to being readmitted, former students must clear any holds on their records due to unpaid fees, fines, etc.

## International Students

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

1. complete the equivalent of an American high school education;
2. demonstrate sufficient command of English to profit from instruction at the college. A minimum score of 56 (internet based) on TOEFL is required;
3. present evidence of sufficient funds to cover tuition fees and living expenses while attending College of San Mateo. the tuition fee for the 2018-2019 academic year is \$233 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. This does not apply to students enrolling for their first semester at College of San Mateo.

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

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

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

## Choice of College

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

## Enrollment Management

### A Student Responsibility

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

### WebSMART Registration and Services for Students

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

- 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 a math/English assessment appointment
- 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
- View your grades
- View math/English placements scores
- Request an official transcript
- Submit a request for transcript evaluation for college transcripts from outside of SMCCCD
- Print an unofficial transcript
- Update personal information
- Update educational goal
- View DegreeWorks Degree/Certificate Progress Completion
- View DegreeWorks Student Educational Plan (SEP)
- Apply for Degree & Certificate

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



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

## Unit Load Limitations

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

## Program Changes

### Adding Classes

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

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

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

### Wait Lists

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

(Refer to the [Schedule & Catalog \(collegeofsanmateo.edu/schedule\)](http://collegeofsanmateo.edu/schedule) website for more class schedule 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, which is beyond the control of the student) may submit a petition to the Office of Admissions and Records for an exception to this policy. Any extenuating circumstance must be verified in writing (i.e., letter from physician, official accident report, obituary notice, etc.). Petition forms are available on the [CSM Forms website \(collegeofsanmateo.edu/forms/admissions.asp\)](http://collegeofsanmateo.edu/forms/admissions.asp) and should be submitted to the Office of Admissions and Records, Building 10, Room 360 (574-6165).

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



withdrawal procedures may be assigned an F or NP grade by the instructor.

## Audit Policy

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

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

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

## Prerequisites, Corequisites, and Recommended Preparation

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

A **Prerequisite** is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. As an example, students must successfully complete elementary algebra (Math 110), prior to enrolling in intermediate algebra (Math 120). So, Math 110 is a prerequisite for Math 120. A prerequisite course must be completed successfully to enroll in the course which follows. Successful completion is defined as earning a grade

of "C" or better. Placement test results can also be used to verify prerequisite skill levels.

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

**Recommended Preparation** for a course or program is a condition that a student is advised, but not required, to meet before enrollment. Recommended preparation is designated in course descriptions in the catalog. A number of courses list ENG 105 and READ 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 or Alternate Assessment in the San Mateo County Community College District within the last two years with results that indicate the prerequisite skill level; or
3. \*complete the prerequisite course at another college/university in the United States;
4. \*meet prerequisites through an approved external exam (AP, CAASPP HLIB)

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



*the prerequisite skill level then the prerequisite challenge process is the means to determine course eligibility.*

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

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

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

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





## Fees

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

### Audit Fee

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

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

### Enrollment Fee

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

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

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

### Health Services Fee

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 \$20 health services fee each fall and spring semester at the time of registration for day or evening classes. For the summer session 2018, the health services fee is \$17. 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 Health Services, Building 1, Room 147 (574-6396).

### Inclusive Digital Access Fee

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

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

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

### 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 \$54 each for the fall and spring semesters or \$98 for a two-term (fall/spring) permit, and \$27 for



the summer session. Parking permits for students with California College Promise Grant (CCPG) waivers are \$30 for the fall and spring or \$60 for a two-term (fall/spring) permit, 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 Cashiers Office) and then pay for the permit and pick it up at the Cashiers' counter. 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 \$15 per semester and is assessed at the time of registration. This entitles the student to a photo ID student body card, which can be obtained at the Center for Student Life & Leadership Development during regular office hours. This photo identification card entitles students to special discount of 10% to 40% at participating local businesses, movie theaters, shops and restaurants. On-campus discounts are available at the Cosmetology salon, CSM Bookstore (non-book items), and all athletic events. Funds collected from the student body fee help support numerous programs and services on campus including scholarships, emergency student loans, child care, athletics, guest speakers and concerts.

## Non-Resident Tuition Fee

No tuition is charged to legal residents of California. In 2017–2018, 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 \$233 per unit (\$233 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](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If students need financial assistance after exhausting all options listed above, they may contact the Vice President of Student Services at [csmvps@smccd.edu](mailto:csmvps@smccd.edu).

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

## Payment Policy

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

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

## Credit and Refund Policy

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

Students who officially withdraw from all courses, or reduce their program prior to the first class meeting or by the course deadline date will receive credit toward future fees for the full amount of all fees paid for those classes. To view deadline date, check course in WebSMART. 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 courses are identified with a # next to the grade on the transcript.

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

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

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

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

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

### I - Incomplete

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



instructor will be entered in the permanent record by the Dean of Enrollment Services.

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

## MW - Military Withdrawal

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

## RD - Report Delayed

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

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

## W - Withdrawal

See Index: "Withdrawal from Classes"

## Pass/ No Pass Option

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

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

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

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

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

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

## Final Examinations

Final examinations are required and will be given in accordance with the final examination schedule. The final examination schedule is 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 \(collegeofsanmateo.edu/websmart\)](http://collegeofsanmateo.edu/websmart) on the dates as published.



## Change of Grade

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

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

## 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\*.

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

## Honors

### Dean's List Recognition

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

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

Part-time students must initially qualify by accumulating twelve (12) or more letter graded units at a college or colleges within the District. Once qualified, in a subsequent

semester the part-time student must enroll in and complete at least six (6) units but no more than eleven and one-half (11.5) units with a term GPA of 3.30 or better in any given semester or summer session.

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

## Honors at Graduation

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

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

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

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

## Honor Societies

### Alpha Gamma Sigma

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



## Phi Theta Kappa

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

## Academic Policies

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### 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. Once Reinstatement petitions are reviewed, students are notified by email of their reinstatement status.

### Academic Renewal Policy

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

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





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

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

### Attendance Regulations

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

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

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

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

### Extended Absence

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

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

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

### Open Enrollment

Every course offered at College of San Mateo (unless specifically exempted by legal statute) is open for

enrollment and participation by any person who has been admitted to the College and who meets the prerequisites of the course provided that space is available.

### Enrollment Limitations: Multiple and Overlapping Enrollments

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

### Enrollment Limitations: Limit of Withdrawals

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

### Sequential Courses

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

### 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 [Forms \(collegeofsanmateo.edu/forms\)](http://collegeofsanmateo.edu/forms) webpage.

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

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

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

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

### Audit Policy

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



## Course Families

### List Of Kinesiology Families Across The San Mateo County Community College District 2018-19

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

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

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

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

<b>Combatives:</b>	<b>Previous/Equivalent Courses(S)</b>	<b>Leveled/Current Courses</b>
COMB1 - Karate Family:	COMB 404, 405	COMB 105.1, 105.2, 105.3 COMB 404.1, 404.2, 404.3, 404.4
COMB2 - Self-defense Family:	COMB 401	COMB 401.1, 401.2, 401.3, 401.4

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



<b>Fitness:</b>	<b>Previous/Equivalent Courses(S)</b>	<b>Leveled/Current Courses</b>
FITN3 - Cross Training Family:	FITN 110, 166, 400	FITN 112, 112.1, 112.2, 112.3, 112.4 FITN 117, 118, 119 FITN 166.1, 166.2, 166.3, 166.4 FITN 235, 235.1, 235.2, 235.3, 235.4 FITN 400.1, 400.2, 400.3, 400.4
FITN4 - Core Training Family:	FITN 116, 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 FITN 227.1, 227.2, 227.3, 227.4
FITN7 - Yoga Family:	FITN 332, 334, 336, 337, 338	FITN 332.1, 332.2, 332.3, 332.4 FITN 334.1, 334.2, 334.3, 334.4 FITN 336.1, 336.2, 336.3, 336.4

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

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



**List Of Dance Families:**

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

**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 201.1, 201.2, 203	DRAM 201, 201.3, 201.4, 202
DRAM2 - Rehearsal and Performance Family:	DRAM 300	DRAM 300.1, 300.2, 300.3, 300.4



## College Policies

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### Crime Awareness and Campus Security Policy

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

The Act also requires institutions to make available the completion or graduation rate of certificate or degree-seeking full-time students. Persons seeking information concerning completion or graduation rates specified by the Act should contact the Office of Planning, Research and Institutional Effectiveness at 574-6196 or [csmplanning-research@smccd.edu](mailto:csmplanning-research@smccd.edu). CSM data is also available at [srk.cccco.edu/index.asp](http://srk.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, diríjase a la Office of Planning, Research and Institutional Effectiveness a 574-6196 o [csmplanning-research@smccd.edu](mailto:csmplanning-research@smccd.edu)). Para informarse sobre los procedimientos legales de CSM, las iniciativas de prevención de crímenes, y la estadística de datos criminales, diríjase a la Public Safety, Building 1, Room 100 (738-7000).

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

### Drug-Free Campus Policy

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

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

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

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

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



## Política de Campus Libre de Drogas

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

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

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

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

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

## Student Success and Support Program (SSSP)

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

All students who plan to complete a certificate or associate degree, a university transfer program, or who are undecided but considering one of the aforementioned goals must actively participate in SSSP requirements and use the services noted below as part of the enrollment steps to register at College of San Mateo. Also, all students who participate in the College of San Mateo financial aid program, and veterans who plan to receive 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 Assessment Services, measures students' abilities in English, reading, mathematics, learning and study skills. Assessment results are used to determine course selection, honors eligibility and referral to specialized support services.
2. **Orientation Services** – Available for new and returning students through the Counseling Support Services office. Provides students with an introduction to the College, information regarding possible educational goals, and use of Counseling and other Student Services.
3. **Counseling Services** – Provided by the Office of Counseling, Advising and Matriculation through Counseling Support Services, or for students affiliated with a special program such as the Extended Opportunity Program and Services (EOPS) or the Disability Resource Center (DRC). Counseling services are available to all students who participate in the SSSP and complete assessment and orientation.
4. **Student Educational Plan (SEP)** - Students are provided assistance to develop a comprehensive SEP that includes required courses and resource referrals needed to meet an educational goal.
5. **Follow-up Services and Programs** – Students receive continued support, and assistance to define course of study and development of comprehensive SEP 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, DRC, 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 OnTRAC Program.

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

## Nondiscrimination Policy

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

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

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

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

## Política Antidiscriminatoria

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

86); Section 504, Rehabilitation Act of 1973 (P.L. 93-112); Americans with Disabilities Act of 1990.

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

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

## Walang Diskriminasyong Patakaran

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

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

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



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

## 一視同仁政策

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

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

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

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

## Privacy Rights of Students Policy

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

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

by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records,** except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. **The right to file a complaint with the U.S. Department of Education** concerning alleged failures by the College to comply with the requirements of FERPA.

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

External entities have access to only the following directory information (1) student's name and city of residence; (2) email address; (3) participation in recognized activities and sports; (4) dates of enrollment; (5) degrees and awards



received; (6) the most recent previous educational agency or institution attended; and (7) height and weight of members of athletic teams.

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

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

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

## La Política se los Derechos de los Estudiantes

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

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

el College (como un abogado, un monitor o un colector de deudas); una persona que sirve en la Junta de Fiduciarios; o un estudiante que sirve en un comité oficial (como el disciplinario o el de reclamos), o que ayuda a un oficial del colegio en el desempeño de su cargo. Un oficial de la escuela tiene legítimo interés educativo si necesita revisar un historial académico a fin de cumplir con su responsabilidad profesional.

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

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

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

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

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

## Sexual Assault Policy

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

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

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by a student, faculty, staff, administrator, visitor, or invitee of College of San Mateo, occurring on College property, or on an off-campus site or facility maintained by the College, or on grounds or facilities maintained by a

student organization, is a violation of College policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

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

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

#### **Additional Redress**

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

## **Política del Atentado Sexual**

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

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

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

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

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

#### **Remedio adicional**

Adicionalmente y al mismo tiempo que un reclamo oficial por escrito, el estudiante tiene el derecho de iniciar un reclamo

o una acusación con apropiadas agencias gubernamentales tales como la Equal Employment Opportunity Commission, la Office for Civil Rights, el Department of Fair Employment and Housing, la Chancellor's Office of the California Community Colleges, o con la corte estatal o federal.

## **Sexual Harassment Policy**

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

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

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

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

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice-Chancellor of Human Resources and Employee Relations, 358-6883.

#### **Additional Redress**

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



## Política de Acoso Sexual

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

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

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

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

Cualquier empleado o estudiante que desee mayor información sobre esta política o que inicie un reclamo alegando contravención puede dirigirse al Vicecanciller de Human Resources and Employee Relations, 358-6883.

### Remedio adicional

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

## 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 smokefree 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 Services 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 supersede 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 cigarros 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 cigarro encendido o un cigarrillo encendido 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 Services 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 vicedecano de Human Resources and Employee Relations al nivel de la oficina del Distrito. Cuando no convence la evidencia por una u otra parte, se decidirá a favor de la persona no-fumadora debido al principio de proveer un ambiente libre de humo.
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.

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

1. Disruptive behavior, continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.
2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).

7. Disorderly conduct, engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
8. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing.
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College District.
16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.
18. Disorderly conduct or lewd, indecent, or obscene conduct or expression including profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/ District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons



- or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
22. Smoking in any area where smoking has been prohibited by law or by regulation of the College/ District. This includes e-cigarettes and other vapor products.
  23. Failure to satisfy College/District financial obligations.
  24. Failure to comply with directions of College/ District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
  25. Failure to identify oneself when on College/District property or at a College/ District-sponsored or supervised event, upon request of a College/ District official acting in the performance of his/ her duties.
  26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
  27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
  28. Committing sexual harassment as defined by law or by District policies and procedures.
  29. Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.
  30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
  31. 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 I.
- ### I. Non-Expulsion Disciplinary Process
- These procedures are designed to provide uniform standards to assure due process when a student is charged with a violation of the San Mateo County Community





College Student Code of Conduct, as defined in Board Policy 7.69 and 7.70. All proceedings held in accordance with these procedures shall relate only to an alleged violation of established standards.

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

### **Step 1. Incident Occurs**

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

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

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

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

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

#### **Administrative Conference**

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

#### **Student Disciplinary Hearing**

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

**Student Disciplinary Board:** The Disciplinary Board shall include: one (1) student selected from the pool submitted

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

- **Warning:** An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action.
- **Reprimand:** A written notice of violation of the Student Code of Conduct.
- **Disciplinary Probation:** Formal written notice by the Disciplinary Officer of violation of the Student Code of conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.
- **Restitution:** Formal action by the Disciplinary Officer to require the reimbursement for damage to or

misappropriation of property. This may take the form of appropriate service or other compensation.

- **Removal from classes/program/activity:** (Note: This disciplinary action may occur at any time.) Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the appropriate Division Dean and/or Disciplinary Officer to discuss the cause for the removal. Any college instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting. For removal from class, the following process should be followed:

1. Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.
2. Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
3. If the student is a minor, the parents or legal guardian shall, within 48 hours, be notified in writing by the Disciplinary Officer

- **Suspension:** Exclusion of the student from all colleges, programs, and activities in the District for a definite period of time. An administrative hold shall be placed on the student's electronic record, but shall not be reflected on the academic transcript.

1. **Short term Suspension -** Exclusion of the student by the Vice President, Student Services, for good cause from one or more classes for a period of up to ten consecutive days of instruction.
2. **Long-term Suspension -** Exclusion of the student by the Vice President, Student Services, for good cause from one or more classes for the remainder of the school term, or from all classes and activities for one or more terms.

- **Expulsion:** Permanent exclusion of a student from all colleges, programs and activities in the District for an indefinite time period, including all rights and privileges. **Expulsion Disciplinary Process -** Students who have been accused of violating the Code of Conduct go through the Steps 1-4 listed above. If, in Step 3, the recommendation is for Expulsion, the following describes the additional process for that sanction. Expulsion of a student is the indefinite termination of student status and all attending rights and privileges.

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



the approval of the College President. The process is as follows:

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

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

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

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

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

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

#### **Step 4. Written Decision**

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

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

1. A student may appeal to the College President within two (2) days of the delivery of the decision to the student. Because suspended students are not allowed on District property such appeals shall be submitted in writing by email or letter to the College President within two days after receipt of the written decision.
2. The student may request the College President to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.
  - **Due Process:** Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.
  - **New Information:** If there is new information sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered "new information" if the student could have learned of the information by avenues reasonably available to him/her.
3. The decision on appeal shall be reached within five (5) days\* after receipt of the appeal documents. Copies of the



College President's appeal decision shall be sent to the student and the Chairperson of the Disciplinary Board.

#### **Step 6. Appeal to the Chancellor**

1. The student may appeal, in writing, to the Chancellor-Superintendent within five 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.

## **II. Expulsion Disciplinary Process**

Students who have been accused of violating the Code of Conduct go through the Steps 1-4 listed above. If, in Step 3, the recommendation is for Expulsion, the following describes the additional process for that sanction. Expulsion of a student is the indefinite termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the College President and the Chancellor. An expelled student shall not

be allowed to register in any subsequent semester without the approval of the College President. The process is as follows:

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

#### **Definitions:**

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

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

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



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

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

### Records Maintenance

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

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

## Student 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.

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	Dean, Enrollment Services*
Financial Aid	Director, Financial Aid	Dean, Enrollment Services*
Academic or Progress Dismissal	Dean, Enrollment Services*	Vice President, Student Services
Registration	Registrar	Dean, Enrollment Services*
Residency Determination	Registrar	Dean, Enrollment Services*
Public Safety and Parking	Chief, Public Safety	Director, Public Safety
Sexual Harassment	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	Director, Disability Resource Center	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



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

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

### Step 1. Filing a Grievance

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

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

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

### Step 2. Review of Grievance

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

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

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student which includes applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
- For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or

incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President of Instruction will assist in determining if the student's grievance meets the criteria established by the Education Code. For the specific steps for filing grade grievances, see Section B, Grade Grievances.

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



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

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

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

**Hearing Process**

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

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

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

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

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

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

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

#### **Informal Resolution**

a. Any student who has a grievance shall make reasonable effort to try to resolve the matter on an informal basis prior to pursuing a formal grievance, and shall attempt to solve

the problem directly with the instructor. The student may bring a person of his/her choosing who is only an observer to meet with the instructor. The observer may not be an attorney.

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

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

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

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

#### **Formal Process for Grade Grievances**

##### **Step 1. Filing a Grievance**

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

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

##### **Step 2. Review of Grievance**

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

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

- The grievance shall allege specific facts, which, if true, show that the grade was issued based on mistake, fraud, bad faith, incompetence;
- The grievant is a student which includes applicants and former students;





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

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

### Step 3. Grievance Hearing Process

#### Grievance Committee

**Membership:** The Grievance Committee shall consist of three faculty members and two students. Faculty members for the pool will be identified by the Academic Senate and students will be identified by the Associated Students. No person shall serve as a member of a Grievance Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the 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 on the [pticket \(pticket.com/csm\)](http://pticket.pticket.com/csm) website. Anyone may contest a citation within 21 calendar days of the issue date of your citation. Once on the site, select where the citation was issued (Cañada, CSM or Skyline). The appeal will start with a "1st Level Initial Review". There is no fee to contest the citation at this level. Request a "1st Level Initial Review" by following the instructions below:

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

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

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

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

## Guidelines Addressing Cheating and Plagiarism

### Introduction

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

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

### Definitions

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

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

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

### Instructor Responsibilities

1. At the beginning of every semester, the instructor shall [should] ensure that students understand the above-stated definitions of cheating and plagiarism. Instructors should focus on those aspects of these definitions which will probably be most relevant in their particular courses. Issues of plagiarism will clearly be more relevant in classes which require students to write papers. Issues of cheating will probably be most relevant in classes which use multiple-choice and true-false type



questions. Instructors are encouraged to make reference to these guidelines in their course syllabi.

2. The instructor should minimize opportunities for cheating and plagiarizing (e.g., see Tools for Teaching, pp. 300 – 310, or other appropriate sources for specific examples.)
3. Before applying sanctions, the instructor must be able to establish, beyond a reasonable doubt, that the alleged incident actually occurred. For example, a student may admit to cheating or plagiarism, eyewitnesses may corroborate the instructor's account, or an original source of ideas may prove that a student's ideas and/or words are not original. Additionally, instructors must document the details of the alleged incident.
4. The instructor should report the violation to the Division Dean and Vice President, Student Services for disciplinary action using the Notice of Student Violation of Guidelines Addressing Cheating and Dishonesty.

### Student Responsibilities

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

### Sanctions

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

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

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

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

Nothing in these guidelines shall be construed to restrict a student's right to appeal through the appropriate process

described in the "Student Grievances and Appeals" section of the college catalog

## Time, Place and Manner of Speech

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

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

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

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

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

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

- Persons using areas generally available to students, employees or members of the public and/or distributing material in the areas generally available to students, employees or members of the public shall not impede the progress and/or the ingress or egress of passersby, shall not block entrances and exists to campus buildings, nor shall they force passersby to take material.
- No person using the areas generally available to students, employees or members of the public shall touch, strike or impede the progress of passersby,



except for incidental or accidental contact, or contact initiated by a passerby.

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

#### References:

Education Code Sections 66301 and 76120 SMCCC District 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.

## Learning Support

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### Academic Support and Learning Technologies

#### CSM Learning Center

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

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

When using the CSM Learning Center, students will:

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

#### CSM Library

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

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

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

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

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

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

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

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

#### Collaboration and Support for Classroom Instructors

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

Librarians welcome opportunities to collaborate with faculty in academic, workforce development, and basic skills programs to design learning activities that foster development of core information research competencies.



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

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

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

### Privileges and Services for Faculty

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

The Library encourages faculty to request copies of course textbooks from publishers for the Library's College Reserves Collection. To learn more about placing materials on reserve, please contact the Loan Desk at extension 6548 or contact Bryan Gerbig at [gerbig@smccd.edu](mailto:gerbig@smccd.edu) (extension 6130). The [Reserves Request \(collegeofsanmateo.edu/library/docs/reserve.pdf\)](http://Reserves Request (collegeofsanmateo.edu/library/docs/reserve.pdf) form) form is available online. Copies of the form are also available in the Library. Bring your item(s) and a completed Reserves Request form to the Circulation/College Reserves Desk near the entrance of the Library.

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

the [Circulation FAQ \(collegeofsanmateo.edu/library/circ\\_faqs.php\)](http://Circulation FAQ (collegeofsanmateo.edu/library/circ_faqs.php) webpage) webpage.

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

### Library and Information Competency

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

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

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

## Business and Technology Centers

### Business Computer Lab

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



registered at CSM. For more information, visit the [Business Computer Lab website \(collegeofsanmateo.edu/labs/businesscomputercenter.asp\)](http://collegeofsanmateo.edu/labs/businesscomputercenter.asp) (South Hall Building 14, Rooms 101, 103, and 105; 574-6489).

When using the Business Computer Center, students will:

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

### CIS Computer Lab

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

When using the CIS Computer Lab, students will:

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

## Creative Arts and Social Science Center

### Digital Media Computer Lab

The Digital Media Computer Lab is available 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. For more information, visit the [Digital Media Computer Lab website \(collegeofsanmateo.edu/labs/digitalmedia.asp\)](http://collegeofsanmateo.edu/labs/digitalmedia.asp) (College Center Building 10, Room 161; 574-6446).

When using the Digital Media Computer Lab, students will:

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

## Language Arts Centers

### Communication Studies Center

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

When using the Communication Studies Center, students will:

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

### ESL Center

The ESL Center offers tutorial assistance in speaking and listening skills for CSM ESL classes; tutorial instruction in ESL reading skills; individualized diagnosis of reading skills; and instruction in improving comprehension, vocabulary, and reading speed for native and non-native speakers. For more information, visit the [ESL Center website \(collegeofsanmateo.edu/eslcenter\)](http://collegeofsanmateo.edu/eslcenter) (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.

### Writing Center

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

When using the Writing Center, students should:

1. Have knowledge of the Writing Center's resources, including how to access them.
2. Demonstrate mastery of specific writing skills after completion of tutorials.





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

## Math and Science Centers

### Anatomy and Physiology Lab

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

When using the Anatomy and Physiology Center, students will:

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

### Science Center

The Science Center is the home of the MESA Center and METaS Student Support. The Science Center provides a study support environment to help CSM students succeed in their science courses. Staffed with faculty, peer tutors, MESA support staff, the Science Center offers a friendly, comfortable atmosphere, accessible to and popular with students. It provides students the opportunity to consult with faculty, meet with tutors, work with other students in study groups, work individually in an academically stimulating environment, and participate in MESA and METaS activities.

The resources in the Science Center are targeted to students enrolled in any math or science course at CSM. This includes Astronomy, Biology, Chemistry, Engineering, Geology, Health Science, Math, Nursing, Oceanography, Paleontology, and Physics.

The Science Center occupies two connected spaces. One space is a large room with 9 tables seating a total of about 45 students, science textbooks, anatomy and chemistry models, geology samples, specific course textbooks and supplements, and a faculty desk. Food is allowed in this first space and a microwave, sink and refrigerator are available for student use. The second space is a smaller room with 20 computers for student coursework and printing. Food is not allowed in this space. The smaller space also contains

a microscope, a 3D printer, and a collection of historic instruments.

For business hours and more information, visit the [Science Center website \(collegeofsanmateo.edu/labs/isc.asp\)](http://collegeofsanmateo.edu/labs/isc.asp) (Science 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.

### Math Resource Center

The Math Resource Center (MRC) provides assistance to students enrolled in CSM Math classes and with other math-related questions. The MRC is staffed by an instructional aide, student tutors and math faculty. The MRC is open 5 days a week. Hours are posted at the start of each semester. Within the MRC students may use computers loaded with math software and math resources materials. For more information, visit the [Math Resource Center website \(collegeofsanmateo.edu/mrc\)](http://collegeofsanmateo.edu/mrc) (North Hall Building 18, Room 202; 574-6540).

When using the Math Resource Center, students will:

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

### Nursing Skills Lab

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

When using the Nursing Skills Lab, students will:

1. Have knowledge of the Nursing Skills Lab resources, including how to access them.
2. Appraise own professional performance accurately.
3. Evaluate professional learning needs and take steps to meet them.



## Special Academic Programs

### ACCEL

ACCEL (Adult-Education College and Career Educational Leadership) is a support program which provides additional support services for current and former adult school students. This program focuses on students enrolled in the ESL and GED/HSE programs at the local adult schools. This program unites CSM and San Mateo Adult School together in a joint effort to support students as they make the transition to the community college and the workforce. We strive to provide education about college opportunities to the students as well as create innovative pathways so that students have the opportunity and feel more confident about attending college. For more information, contact Kelsey Harrison at [harrisonk@smccd.edu](mailto:harrisonk@smccd.edu) or visit the [ACCEL website \(collegeofsanmateo.edu/accel\)](http://collegeofsanmateo.edu/accel). (College Center Building 10, Room 437, 378-7245).

### 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.

For more information, visit the [Athletics website \(collegeofsanmateo.edu/athletics\)](http://collegeofsanmateo.edu/athletics) (Health and Wellness Building 5, Room 343, 574-6420).

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

The MESA Community College Program supports students to successfully transfer to four-year universities in science, technology, engineering and math (STEM) majors. Students must meet economically and educationally disadvantaged requirements to be eligible for the program. The MESA Community College Program is a partnership between



MESA and the [California Community Colleges Chancellor's Office](#). The CSM MESA program is 1 of 36 MESA Community College program sites in California.

#### Main components include:

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

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

## METaS

The METaS program is a community of students, faculty, and staff working together to foster a positive learning environment for Latino and low-income STEM students. The METaS program is committed to helping its students reach their STEM goals through student support programs and an inclusive environment for underserved populations in the

science, technology, engineering, and mathematics fields. Support includes:

- textbook loans
- new classroom materials
- internship and scholarship opportunities
- STEM counselor
- tutoring
- construction of new classroom spaces

METaS is located in Science Building 36, Room 305 or can be found on the [METaS website](#) ([collegeofsanmateo.edu/metas](http://collegeofsanmateo.edu/metas)). This program is funded by the HSI-STEM grant (Hispanic Serving Institution).

## 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 first-generation college.

The program includes 130 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 SMUHS-approved classes taught by SMUHS 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, contact [middlecollege@smuhsd.org](mailto:middlecollege@smuhsd.org) or visit the [Middle College website](#) ([collegeofsanmateo.edu/middlecollege](http://collegeofsanmateo.edu/middlecollege)) (Building 17, Room 154, 574-6101).

## Study Abroad

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 and short-term study abroad in Europe, Africa, and South America. Visit the [Study Abroad website](#) ([smccd.edu/studyabroad](http://smccd.edu/studyabroad)) for current listings of countries plus global internships and community travel destinations.

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 more information, visit the [Study Abroad website \(smccd.edu/studyabroad\)](http://smccd.edu/studyabroad) (Building 10, Room 381, 738-7098).



# Student Services

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## Assessment Services

College of San Mateo Assessment Services conducts the college assessment program which includes English, Reading, ESL, and Mathematics assessment components. These assessments are intended to measure skills which research has shown to be closely related to academic success. These multiple measurements represent student strengths and capabilities.

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

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

### Alternate Assessment/Placement Testing

Assessment Services conducts the college assessment program which includes English, Reading, ESL, and Mathematics assessment components. There is no charge for placement testing. Assessment Services 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. Course placement results are posted on students' Web SMART accounts under Student Records/Placement Test Results.

Alternate Assessment/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, Alternate Assessment/Placement tests are required to enroll in English, ESL, reading, and mathematics, and other courses that have math or English prerequisites.

These assessments are designed to measure current academic readiness in English, reading, and mathematics. Students are advised to work with counselors to discuss course placement results, educational goals, and other relevant information so that counselors can assist students to develop student educational plans. For more information, visit the [Assessment Services website \(collegeofsanmateo.edu/assessment\)](http://collegeofsanmateo.edu/assessment). (Building 10, Room 370, 574-6175)

## Placement Test Preparation

It is strongly recommended to review sample test questions prior to taking the placement test. Often subject review will in result in stronger test results. Sample test questions can be viewed on the Assessment Services website.

### Placement Test Retest Policy

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

Assessment Services 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 (College Center Building 10, Room 120, 574-6438/6433).

### Using English and Math Alternate Assessment Form/Prerequisite Equivalency Form

Placement tests may not be necessary for students who have successfully completed English and/or mathematics coursework at another accredited college or university in the United States. Alternate assessment may be used for students who have successful high school CAASPP scores, AP or IBHL results, or have successfully completed specific high school course work. For more information about assessment and prerequisites and corequisites, a list of frequently asked questions and answers, course prerequisite equivalency forms, and alternate assessment forms visit the [Assessment Services \(collegeofsanmateo.edu/assessment\)](http://collegeofsanmateo.edu/assessment) and the [Prerequisites, Corequisites and Recommended Preparation \(collegeofsanmateo.edu/prerequisites\)](http://collegeofsanmateo.edu/prerequisites) websites.

## Bookstore

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

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

For hours and dates of operation, placing orders, or more information, visit the [CSM Bookstore website \(collegeofsanmateo.edu/bookstore\)](http://collegeofsanmateo.edu/bookstore). (College Center, Building 10, Second Floor, 574-6367)



## CalWORKs Program

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

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

## CARE Program/EOPS

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

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

## Career Services

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

### Self-Assessment and Career Services

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

### Student Employment

College Central Network is the online job board for students who are looking for full-time and part-time jobs, internships, and volunteer opportunities. This system

also has a resume and portfolio creator, and a career documents library and podcast library. In the fall semester, Career Services has a Major Fair, where students can network with professionals who have majors and careers students are interested. In the spring semester, Career Services has a Job Fair to connect students with local employers. There is also ongoing individual campus recruitment in the College Center, Building 10 by the main doors near the Learning Center, during the fall and spring semesters.

## Center for Student Life and Leadership Development

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

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

The Center is also one of the locations on campus where students and the general public are welcome to ask questions about any of the College's programs and services. The Center also provides services such as 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.

For more information, visit the [Center for Student Life & Leadership Development website \(collegeofsanmateo.edu/studentlife\)](http://collegeofsanmateo.edu/studentlife) (Building 12, Room 211, 574-6141)

Special services provided for students by the Center include:

### Student Activities Event Planning

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

### 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 Services, Personal Counseling & Wellness Services, Child Development Center, and community agencies for such services as legal assistance, family planning, and women's services.

### **Transportation Information**

Bus 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 12, Room 211.

### **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 \$15 student body fee are entitled to a photo I.D. student body card. After classes have begun, you may obtain your Student Body Card at the Center for Student Life & Leadership Development. This photo identification card entitles you to special discounts from 10% to 40% off at local businesses, movie theaters, shops and restaurants. On-campus discounts are available at the cosmetology salon and all athletic events. The funds collected from the student body fee help support numerous programs and services on campus including: scholarships, emergency student loans, child care, athletics, guest speakers and concerts. If you would like more information about the student body card benefits, or would like the student body fee reimbursed, please contact the Center at 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 12, Room 211, 574-6141) for more information. In order to establish a new organization, there must be a minimum of six interested students, an approved faculty/staff advisor, and a constitution that meets college requirements.

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

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

## Student Organizations

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

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

### Permanent Student Organizations

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

1. Operates under the advisory of a member of the college staff.
2. Maintains in the Center for Student Life & Leadership Development a constitution which has been approved by the members of the organization and the Student Life and Leadership Manager, and a current list of officers. Membership is limited to registered students at College of San Mateo.
3. Holds meetings regularly which are open to all students and announces its meetings through the Center for Student Life & Leadership Development and publications of general circulation on campus.
4. Deposits all organizational funds in a college account as required by the California Education Code and established college procedures.

B. Privileges: The privileges of recognized student organizations include:

1. The use of the name of College of San Mateo.
2. The use of the buildings, grounds, equipment and services of the college when available and officially scheduled.
3. Publicity through appropriate college channels.
4. Appropriate advice and assistance from the Center for Student Life & Leadership Development.

### Ad-Hoc Student Organizations

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

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

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

### Campus Facility Use by Student Organizations

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

A. Procedure for the presentation of programs:

1. Programs intended for members of recognized student organizations require approval from the faculty advisor and the Student Life and Leadership Development Manager.
2. The presentation of programs by recognized student organizations require that the sponsor adhere to the following Center for Student Life & Leadership Development procedures:
  - a. In order to obtain authorization to present the program, the sponsor is required to furnish the Student Life and Leadership Development Manager with appropriate details regarding the planned program. The information provided is to include the nature of the program, date and time, anticipated attendance, services needed (e.g., custodial, ushering, security, publicity, audio visual, etc.), equipment required, proposed facility to be utilized and all





details regarding admission charges or other funds to be collected in conjunction with the program. Upon review of this data and if the event is approved, the Student Life and Leadership Development Manager will begin the necessary paperwork to reserve the facility and place the event on the Campus Events Calendar. If approval is denied, the Student Life and Leadership Development Manager's decisions in this regard are subject to appeal and review by the Vice President, Student Services.

- b. Program plans must demonstrate that the program will not present or create an undue health or safety risk to students, staff, or the public. The Vice President, Student Services may deny or cancel programs that cannot meet this requirement.
  - c. Programs must be presented in appropriate authorized areas.
  - d. Programs will end by 1:00 pm, unless approval to extend the program time is granted by the College President.
3. Sponsors of events that involve professional performers, speakers, artisans, or such may pay these individuals for their services. This rate will be established by agreement between the performer, the sponsor, and the Student Life and Leadership Manager prior to the date of the event.
  4. Groups and individuals may be required to furnish a certificate of liability insurance as required by District and College policies.
- B. Reservation of facilities for meetings or other purposes by student groups:
1. The sponsor of an approved program must reserve the desired facility in accordance with established procedures. When necessary, the Student Life and Leadership Development Manager or their designee will work with the appropriate departments to determine availability of facilities. A list of available facilities is available from the Center for Student Life & Leadership Development.
  2. Public facilities and classrooms are normally available for special program use at during normal college business hours. Times outside of normal business hours must receive prior approval from the Vice President, Student Services.
  3. Requests for reservations for college facilities by student organizations are to be made through the Center for Student Life & Leadership Development. Details of the program being proposed must accompany the request for facilities and be submitted to the Student Life and Leadership

Development Manager for review. Once the program plans have been reviewed and the availability of the facility has been established, the facility reservation will be confirmed with the college Facilities Rental Office through the use of a facilities contract form.

4. Programs must be produced in such a manner so as not to constitute interference with the instructional program. Only at times when classes are not in session may sound amplification equipment be used out of doors. Exceptions to this policy may be granted by the Vice President, Student Services or his/her designee under any of the following specific instructions:
  - a. The program includes a prominent speaker or presentation of campus-wide interest.
  - b. The program is a response to an imminent or continuing national or local crisis.
  - c. The program is of campus-wide interest and significance.
5. Before a request for an exception may be submitted to the Vice President, Student Services, the sponsor of the program must make every effort to schedule the program into authorized facilities during hours when classes are not in session. Sponsors must also verify that it is impossible to do so.

#### Off-Campus Organizations

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

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

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

#### 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 1/2-3 years	\$72	\$62
3-5 years	\$60	\$55

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

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

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

The Child Development Center is open for the six-week summer session from 7:30 am to 5 pm, Monday through Friday. For more information, visit the [Child Development Center website \(collegeofsanmateo.edu/childcenter/\)](http://collegeofsanmateo.edu/childcenter/) (Building 33, 574-6279).

## Counseling Services

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

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

5. teach students about skills, strategies, and techniques to enhance academic and personal success
6. work with students to resolve personal concerns that may interfere with the ability to succeed in college

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

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

## Disability Resource Center (DRC)

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

Students who may benefit from disability-related academic support services are encouraged to contact the DRC. To schedule an intake appointment email [csmdrc@smccd.edu](mailto:csmdrc@smccd.edu). For more information, visit the [Disability Resource Center website \(collegeofsanmateo.edu/drc\)](http://collegeofsanmateo.edu/drc).

**Learning Disability Assessment** is an opportunity for students who have a history of learning difficulties, but do not have prior documentation, the possibility of completing diagnostic testing to determine eligibility for support



services. Students who complete this evaluation process will learn about individual strengths, weaknesses, and strategies to utilize strengths while supporting weaknesses. Support services may include study and test-taking strategies.

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

**Counseling** services include educational planning – class selection, disability management, transfer, and accommodation needs. Our counselor teaches a one-unit Counseling 111 - College Planning & Counseling 122 - Study Skills courses.

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

## Distance Education

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

Distance education courses consist of online and hybrid courses. Online courses are conducted through a class website, and 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 \(collegeofsanmateo.edu/distanceeducation\)](http://collegeofsanmateo.edu/distanceeducation) website. For those students who are able to create the right environment, have the right study habits, and understand

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

The 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. For more information, visit the [Distance Education website \(collegeofsanmateo.edu/distanceeducation\)](http://collegeofsanmateo.edu/distanceeducation) (Building 18, Room 18-206E, 574-6279).

## DREAM Center

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

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

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

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

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

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

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



## Financial Aid/Scholarships

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

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

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

There are two primary sources of financial aid - the Federal government and the State of California. For a full list of financial aid options, see the chart on the Types of Financial Aid page.

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

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

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

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

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



## Types of Financial Aid

Type of aid	Annual Awards	Eligibility	Application	Priority Deadline
Federal Pell Grant Program	\$650 to \$6,095	Need based – U.S. citizen or eligible non-citizen	Free Application for Federal Student Aid (FAFSA) supplemental documents	60 days before end of academic term
California College Promise Grant (CCPG) (State Grant to cover enrollment fee)	Covers enrollment fees.	California resident - medium income or recipient of CalWORKS, SSI, GA. New eligibility regulations effective Fall 2016. Visit smccd.edu/faprobation.	Free Application for Federal Student Aid (FAFSA) or CCPG Application CalWORKS/SSI/GA	None
Federal Supplemental Educational Opportunity Grant (FSEOG)	\$100 to \$800	Need Based – U.S. citizen or eligible non-citizen	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2
Extended Opportunity Program Services Grant (EOPS) (State Grant)	Up to \$275	Need based – Meet EOPS eligibility criteria	Free Application for Federal Student Aid (FAFSA) and supplemental document	Priority date for Fall/ Spring
Cal Grant B (State Grant)	Up to \$1,672	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 \$5,000	Applicants are required to be, or to have been, in foster care between their 16th and 18th birthdays, and to not have reached the age of 22 by July 1 of the award year.	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2



Type of aid	Annual Awards	Eligibility	Application	Priority Deadline
Federal College Work-Study Program	Varies Maximum: Up to \$10,000	Need based – U.S. citizen or eligible non-citizen	Free Application for Federal Student Aid (FAFSA) and supplemental documents	March 2
Federal Stafford Loan (Government subsidized and unsubsidized loans made by commercial lenders.)	Undergraduates up to \$3500 per year. Maximum: \$4500 total	U.S. citizen or eligible noncitizen	Free Application for Federal Student Aid (FAFSA) Stafford Application, and supplemental documents	60 days before end of academic term to receive aid for the current term
Federal Plus Loans to undergraduate students, plus loans for parents of dependent undergraduate students.	Parents: up to \$10,000 per academic year on behalf of the student	Parents must meet credit check. Loan amount may not exceed student's cost of attendance less financial aid award for loan period– U.S. citizen or eligible noncitizen	Free Application for Federal Student Aid (FAFSA) plus application and supplemental documents	60 days before end of academic term to receive aid for the current term
Scholarships	Varies	Scholarships for continuing and transferring students who have completed 12 graded units with a cumulative GPA of 2.75. Specific scholarships may require additional criteria to be met	Scholarship Application	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



## Food Service

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

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

### Food Pantry

College of San Mateo and Second Harvest have partnered together to create a Food Pantry on campus. The pantry have a variety of canned foods, dairy products, breads and cereals, fresh fruits and vegetables, and frozen meats and poultry.

Students and members of the public may use the pantry. An initial form is completed by the individual which includes a self-declaration of income level and household size. There is no proof of income or citizenship required. This form, which is required by Second Harvest, only needs to be completed once. Once done, a student/member of the public may visit the pantry on a weekly basis. Individuals visiting the pantry will be able to receive a three-day supply of food based on the size of the family.

The Food Pantry is available Monday-Thursday, 9 am - 6 pm by appointment by calling 574-6396. For additional information, visit the [CSM Food Pantry webpage \(collegeofsanmateo.edu/foodpantry\)](http://collegeofsanmateo.edu/foodpantry) (Building 1, Room 147).

## 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.

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

## Insurance

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

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

## International Education Program

College of San Mateo welcomes international students, who enrich the academic, cultural, and social life of the campus by bringing a diversity of ideas and multicultural perspectives to the classroom and by providing opportunities beyond the classroom for all CSM students to engage in conversations and activities that create a broader understanding of the global community in which we all live.

College of San Mateo's International Education Program provides extensive support services for international students including an efficient admissions process, a welcoming on-campus orientation, and ongoing counseling and advising throughout the students' enrollment at the college. Dedicated, student-centered professors, small class size, and state-of-the-art facilities create a robust instructional environment in which students grow intellectually and prepare for transfer to a four-year institution or for further training in a career. Through the development of a diverse and connected campus community, we are educating the next generation of global citizens.

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

## 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 Community (Project Change). For more information, please visit the [Learning Communities \(collegeofsanmateo.edu/learningcommunities\)](http://collegeofsanmateo.edu/learningcommunities) website.

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

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

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

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

**Umoja** is a transfer support program that focuses on the African American experience through the study of culture, history, literature, and identity. The courses offered through this program are Ethnic Studies, English, and Counseling. Students must enroll in Ethnic Studies 105 in the fall and Ethnic Studies 288 in the spring. Students are also strongly encouraged to enroll in designated Umoja English and Counseling courses. For more information, contact Jeremy

Wallace at [wallacej@smccd.edu](mailto:wallacej@smccd.edu) or visit the [Umoja website \(collegeofsanmateo.edu/umoja\)](http://collegeofsanmateo.edu/umoja).

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

## Multicultural & DREAM Center

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

## Personal Counseling and Wellness Services

Personal Counseling & Wellness Services offers free confidential 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 Health Services, Building 1, Room 125, or by calling 574-6396. For more information, visit the [Personal Counseling & Wellness Services website \(collegeofsanmateo.edu/personalcounseling\)](http://collegeofsanmateo.edu/personalcounseling).

## Transcript Evaluation Service

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 on the [District Transcript Evaluation website \(smccd.edu/transcript\)](http://smccd.edu/transcript) or in-person (College Center, Building 10, Room 310; 574-6234).

## Transfer Services

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

## Veterans Services

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

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

## Year One Promise

Beginning in Fall 2018, first-year, full-time students can attend CSM for free and receive up to \$750 towards the cost of textbooks. The Year One Promise program will pay for the fall, spring and summer terms of a student's first year.

Year One Promise helps ease your transition from high school to college by providing students with the following services and support:

- Free tuition for your first-year: Enroll in at least 12 units or more and get your tuition and fees covered.
- Money for Textbooks: Up to \$750/year covered for textbooks from the CSM Bookstore.
- Academic & Career Support: From academic counseling to career fairs to Year One Promise events, you will be joining a strong first-year community supported by Year One Promise faculty & staff.
- A Summer Experience: Get familiar with college expectations, college life, and the CSM campus by participating in our 1-week summer experiences: Pathway to College and/or Math Jam.

Students should complete the application as soon as possible. Priority deadline for consideration for the Year One Promise is May 1, 2018. To qualify, students must have completed their high school degree, GED/HSE, or Adult Education in the U.S. after October 1, 2017. The Year One Promise Scholarship is not need based - anyone can apply. Priority will be given to recent, local high school and adult school graduates. For more information, visit the [Year One Promise website \(collegeofsanmateo.edu/promise\)](http://collegeofsanmateo.edu/promise) (Building 10, Room 437, 574-6384).



## Application of External Exams (AP, IB, CLEP) to GE Areas

### Application of External Exams (AP, IB, CLEP) to General Education Areas IGETC, CSU GE, Associate Degree GE 2018-2019

#### Important Note to Students

If you plan to complete an associate degree and/or CSUGE or IGETC certification within the San Mateo County Community College District you must submit official AP, IB, or CLEP exam results to the Admissions and Records Office. **College courses (taken before or after external exams) may duplicate content. Where duplication exists between the AP course content and the college course content, students do not get credit/units for both the external exam and the college course. (Find more information under Additional Information located at the end of the document.)**

Cañada College, College of San Mateo and Skyline College apply 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 WebSMART DegreeWorks audit. The responsibility for researching if or how an external exam may be applied toward specific subjects or major requirements rests with the student.

**Students are encouraged to use the following resources for additional information, limitations, and restrictions applied to external exams:** The California State University Office of the Chancellor Coded Memorandum ASA-2018-06 dated April 11, 2018; CSU Executive Order 1036, Section 1.2.4; Standards, Policies & Procedures for Intersegmental General Education Transfer Curriculum Version 1.7, Section 7.0 Credit By Exam dated May 2017.

### International Baccalaureate Exams (IB)

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

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

**AA/AS GE:** 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	IGETC	CSU GE	AA/AS GE
IB Biology HL	Area 5B	Area B2	Natural Science Area
IB Chemistry HL	Area 5A	Area B1	Natural Science Area
IB Economics HL	Area 4	Area D	Social Science Area
IB Geography HL	Area 4	Area D	Social Science Area
IB History HL (any region)	Area 3B or Area 4	Area C2 or Area D	Humanities or Social Science Area
IB Language A: Literature (any language, except English) HL	Area 3B and Area 6A	passing score of 4 Area C2	passing score of 4 Humanities Area
IB Language A: Language and Literature (any language, except English) HL	Area 3B and Area 6A	passing score of 4 Area C2	passing score of 4 Humanities Area
IB Language A: Literature (any language) HL	Area 3B		



IB HL EXAM	IGETC	CSU GE	AA/AS GE
IB Language A: Language and Literature (any language) HL	Area 3B		
IB Language A1 HL (any language) taken Fall 2013 or after		passing score of 4 Area C2	passing score of 4 Humanities Area
IB Language A2 HL (any language) taken Fall 2013 or after		passing score of 4 Area C2	passing score of 4 Humanities Area
IB Language B HL (any language)	Area 6A	NA	NA
IB Mathematics HL	Area 2	passing score of 4 Area B4	passing score of 4 Math Competency is met. Need math placement test for placement into Math 222 and/or 251.
IB Physics HL	Area 5A	Area B1	Natural Science Area
IB Psychology HL	Area 4	Area D	Social Science Area
IB Theatre HL	Area 3A	passing score of 4 Area C1	passing score of 4 Humanities Area

## Additional Information on External Exams

1. 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 is complex and specific to the receiving transfer institution. It is up to the student to thoroughly research this information.
2. The chart does not provide information about transfer credit generated by external exams for the purpose of admissions.
3. Students who have earned credit through AP, IB, and/or CLEP should not take a comparable college course because credit will not be granted for both the external examination and the comparable college course.
4. The chart does not provide information about if or how external exam results apply to major course requirements. Applying AP, IB, or CLEP credit to meet major requirements is determined by each transfer institution.
5. 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. However, 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. Actual AP transfer credit awarded for AP exams for admission is determined by the CSU and UC. The [UC Policy for AP credit \(admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf\)](http://ucpolicyofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf) can be found online.
8. The CSU has a system-wide policy for AP and other exams for awarding transfer credit for admission. The CSU policy for AP can be found on the [CSU \(calstate.edu/app/general-ed-transfer.shtml\)](http://calstate.edu/app/general-ed-transfer.shtml) website.



9. Actual IB transfer credit awarded for IB exams for admission is determined by the CSU and UC. The UC Policy for IB credit can be found on the [UC \(admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html\)](http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html) website.
10. The CSU has a system-wide policy for IB exams for awarding transfer credit for admission. The CSU policy for IB can be found on the [CSU \(calstate.edu/app/general-ed-transfer.shtml\)](http://calstate.edu/app/general-ed-transfer.shtml) website.
11. External exam policies for UC and CSU are subject to periodic modifications. The information on this chart comes from the resources under **Important Notes for Students** above.
12. External exam credit CANNOT be applied to IGETC Area 1B and CSU GE Area A3 (Critical Thinking areas of GE).
13. Although AP credit for a subject is not considered "the same" as a specific college courses, the following list of college courses that will invalidate AP credit because the content in the AP courses and the content in the college courses overlap. If the student takes the course the student will not receive AP credit:

AP Art History (meets IGETC Area 3A or CSU GE Area C1) – ART 101, AP Biology (meets IGETC Area 5B & 5C and CSU GE Area B2 & B3) – BIOL 110, AP Chemistry (meets IGETC Area 5A & 5C and CSU GE Area B1 & B3) – CHEM 210, AP Chinese (meets IGETC Area 3B and CSU GE Area C2) – CHIN 111-134, AP Macroeconomics (meets IGETC Area 4 and CSU GE Area D) – ECON 100, AP Microeconomics (meets IGETC Area 4 and CSU GE Area D) – ECON 102, AP English Language and Composition (meets IGETC Area 1A and CSU GE Area A2) – ENGL 100 or 105, AP Literature and Composition (meets IGETC Area 1A OR 3B and CSU GE Areas A2 and C2) – ENGL 100 or 105 and ENGL 110, AP Psychology (meets IGETC Area 4 and CSU GE Area D) – PSYC 100, AP Statistics (meets IGETC Area 2A and CSU GE Area B4) – MATH 200, AP SPANISH (Meets IGETC 3B and 6A and CSU GE Area C2) – SPAN 110 and 120.

Revised May 2018

## Advanced Placement Exams (AP)

**IGETC:** With a score of 3, 4, or 5, AP credit may be applied to Intersegmental General Education Transfer Curriculum (IGETC) certification. Visit the [SMCCCD Transcript Evaluation \(smccd.edu/transeval\)](http://smccd.edu/transeval) website to view accurate credit value applied to IGETC and UC admissions.

**CSU GE:** With a score of 3, 4, or 5, AP credit may be applied to California State University General Education (CSU GE) certification. 3 semester units awarded toward GE unless otherwise indicated. Some AP results generate different credit value depending upon the date completed. For more information visit the [SMCCCD Transcript Evaluation \(smccd.edu/transeval\)](http://smccd.edu/transeval) website.

**AA/AS GE:** 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	IGETC	CSU GE	AA/AE GE
AP Art History	Area 3A or Area 3B	Area C1 or Area C2	Arts or Humanities Area
AP Art – Stu/2-D	NA	NA	NA
AP Art – Stu/3-D	NA	NA	NA
AP Art – Stu/Draw	NA	NA	NA
AP Biology	Area 5B & Area 5C	Area B2 & Area B3 - 4 semester units	Natural Science/Scientific Inquiry Area w/lab - 4 semester units
AP Chemistry Taken before Fall 2009	Area 5A & Area 5C	Area B1 & Area B3 - 6 semester units	Natural Science/ Scientific Inquiry Area - 6 semester units
AP 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



AP Exam	IGETC	CSU GE	AA/AE GE
AP Chinese - Language and Culture	Area 3B & Area 6A	Area C2	Humanities Area
AP Computer Science A & AB	NA	NA	NA
AP Computer Science Principles	NA	Area B4	
AP Economics - Macroeconomics	Area 4	Area D	Social Science Area
AP Economics - Microeconomics	Area 4	Area D	Social Science Area
AP English - Language and Composition	Area 1A	Area A2	English/Reading Basic Comp. & Written Composition
AP English - Literature and Composition	Area 1A or Area 3B	Area A2 & Area C2 - 6 semester units	English/Reading Basic Competency & Written Composition & Humanities Area - 6 semester units
AP Environmental Science Taken before Fall 2009	Area 5A & Area 5C 3 semester units only so must take a 4 semester unit courses for Area 5B for certification	Area B2 & Area B3 - 4 semester units	Natural Science/Scientific Inquiry Area w/lab - 4 semester units
AP Environmental Science Taken Fall 2009 or later	Area 5A & Area 5C 3 semester units only so must take a 4 semester unit courses for Area 5B for certification	Area B1 & Area B3 - 4 semester units	Natural Science/Scientific Inquiry Area w/lab - 4 semester units
AP French Language Taken before Fall 2009	Area 3B & Area 6A	Area C2 - 6 semester units	Humanities Area - 6 semester units
AP French Language Taken Fall 2009 and before Fall 2011	Area 3B & Area 6A	Area C2	Humanities Area
AP French - Literature Taken before Fall 2009	Area 3B & Area 6A	Area C2	Humanities Area
AP French - Language And Culture Taken Fall 2011 or after	Area 3B & Area 6A	Area C2	Humanities Area
AP German - Language Taken before Fall 2009	Area 3B & Area 6A	Area C2 - 6 semester units	Humanities Area - 6 semester units
AP German - Language - Taken Fall 2009 and before Fall 2011	Area 3B & Area 6A	Area C2	Humanities Area
AP German - Language and Culture	Area 3B & Area 6A	Area C2	Humanities Area



AP Exam	IGETC	CSU GE	AA/AE GE
AP Government - Comparative Gov/ Politics	Area 4	Area D	Social Science Area
AP Government US Government/Politics	Area 4 & US - 2 US Constitution	Area D & US - 2 US Constitution	Social Science Area US Government Specific Area
AP History - European	Area 3B or 4	Area C2 or Area D	Social Science Area or Humanities Area
AP 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
AP History - World	Area 3B or Area 4	Area C2 or Area D	Social Science Area or Humanities Area
AP Human Geography	Area 4	Area D	Social Science Area
AP Italian - Language and Culture	Area 3B & Area 6A	Area C2	Humanities Area
AP Japanese - Language and Culture	Area 3B & Area 6A	Area C2	Humanities Area
AP Latin - Literature Taken before Fall 2009	Area 3B & Area 6A	Area C2	Humanities Area
AP Latin - Vergil Taken before Fall 2012	Area 3B & Area 6A	Area C2	Humanities Area
AP Latin	Area 3B & Area 6A	Area C2	Humanities Area
AP Math - Calculus AB	Area 2A	Area B4	Math Competency & Language and Rationality/ Analytical Thinking Area
AP Math Calculus BC	Area 2A	Area B4	Math Competency & Language and Rationality/ Analytical Thinking Area
AP Math Calculus BC/AB Sub-score	Area 2A	Area B4	Math Competency & Language and Rationality/ Analytical Thinking Area
AP Music - Theory Taken before Fall 2009	NA	Area C1	Humanities Area
AP Physics 1	Area 5A & Area 5C	Area B1 & Area B3 - 4 semester units	Natural Science/ Scientific Inquiry Area - 4 semester units
AP Physics 2	Area 5A & Area 5C	Area B1 & Area B3 - 4 semester units	Natural Science/ Scientific Inquiry Area - 4 semester units
AP Physics B Taken before Fall 2009	Area 5A & Area 5C	Area B1 & Area B3 - 6 semester units	Natural Science/ Scientific Inquiry Area - 6 semester units



AP Exam	IGETC	CSU GE	AA/AE GE
AP Physics B Between Fall '09 And Fall '15	Area 5A & Area 5C	Area B1 & Area B3 - 4 semester units	Natural Science/ Scientific Inquiry Area - 4 semester units
AP Physics C Mechanics	Area 5A & Area 5C - 3 semester units only so must take a 4 semester unit course for Area 5B for certification	Area B1 & Area B3 - 4 semester units	Natural Science/ Scientific Inquiry Area - 4 semester units
AP Physics C Electricity/ Magnetism	Area 5A & Area 5C - 3 semester units only so must take a 4 semester unit course for Area 5B for certification	Area B1 & Area B3 - 4 semester units	Natural Science/ Scientific Inquiry Area - 4 semester units
AP Psychology	Area 4	Area D	Social Science Area
AP Seminar	NA	NA	NA
Spanish - Language Taken before Spring 2014	Area 3B & Area 6A	Area C2 - 6 semester units	Humanities Area - 6 semester units
Spanish Language and Culture	Area 3B & Area 6A	Area C2	Humanities Area
Spanish - Literature Taken before Spring 2013	Area 3B & Area 6A	Area C2 - 6 semester units	Humanities Area - 6 semester units
Spanish - Literature and Culture	Area 3B & Area 6A	Area C2	Humanities Area
Statistics	Area 2A	Area B4	Math Competency & Critical Thinking/Analytical Thinking Area

## College Level Examination Program (CLEP)

**CLEP cannot be applied to IGETC.**

**CSU GE:** Applied to California State University General Education (CSU GE) certification.

**AA/AS GE:** Applied to Associate Degree general education Area at Cañada College, College of San Mateo, and Skyline College.

CLEP Exam	CSU GE	AA/AS GE
CLEP American Government	passing score of 50 - Area D	passing score of 50 - Social Science Area
CLEP American Literature	passing score of 50 - Area C2	passing score of 50 - Humanities Area
CLEP Analyzing & Interpreting Lit.	passing score of 50 - Area C2	passing score of 50 - Humanities Area
CLEP Biology	passing score of 50 - Area B2	passing score of 50 - Natural Science Area



CLEP Exam	CSU GE	AA/AS GE
CLEP Calculus	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
CLEP Chemistry	passing score of 50 - Area B1	passing score of 50 - Natural Science Area
CLEP College Algebra	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
CLEP College Algebra-Trig	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
CLEP College Composition	NA	NA
CLEP College Composition - Modular	NA	NA
CLEP English Composition (no essay and with essay)	NA	NA
CLEP College Mathematics	NA	NA
CLEP English Literature taken before Fall 2011	passing score of 50 - Area C2	passing score of 50 - Humanities Area
CLEP Financial Accounting	NA	NA
CLEP French Level 1	NA	NA
CLEP French Level 2	passing score of 59 - Area C2	passing score of 59 - Humanities Area
CLEP Freshman College Composition	NA	NA
CLEP German Level 1	NA	NA
CLEP German Level 2	passing score of 60 - Area C2	passing score of 60 - Humanities Area
CLEP 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
CLEP History, United States II	passing score of 50 - Area D and US-1 US History	passing score of 50 - Social Science Area and US-1 US History
CLEP Human Growth And Development	passing score of 50 - Area E	passing score of 50 - Social Science Area
CLEP Humanities	passing score of 50 - Area C2	passing score of 50 - Humanities Area
CLEP Info Systems & Comp Applications	NA	NA
CLEP Intro Educ Psyc	NA	NA
CLEP Intro Business Law	NA	NA





CLEP Exam	CSU GE	AA/AS GE
CLEP Introductory Psychology	passing score of 50 - Area D	passing score of 50 - Social Science Area
CLEP Introductory Sociology	passing score of 50 - Area D	passing score of 50 - Social Science Area
CLEP Natural Sciences	passing score of 50 - Area B1 or B2	passing score of 50 - Natural Science Area
CLEP Pre-Calculus	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
CLEP Principles Of Accounting	NA	NA
CLEP Principles Of Macroeconomics	passing score of 50 - Area D	passing score of 50 - Social Science Area
CLEP Principles Of Management	NA	NA
CLEP Principles Of Marketing	NA	NA
CLEP Principles Of Microeconomics	passing score of 50 - Area D	passing score of 50 - Social Science Area
CLEP Social Science & History	NA	NA
CLEP Spanish Level 1	NA	NA
CLEP Spanish Level 2	passing score of 63 - Area C2	passing score of 63 - Humanities Area
CLEP Trigonometry Prior to 2006	passing score of 50 - Area B4	passing score of 50 - Math Competency & Critical Thinking/Analytical Thinking Area
CLEP Western Civilization I	passing score of 50 - Area C2 or Area D	passing score of 50 - Humanities Area or Social Science Area
CLEP Western Civilization II	passing score of 50 - Area D	passing score of 50 - Social Science Area



## Alternate Assessment

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CSM Assessment Services conducts the college assessment program which includes English, Reading, ESL, and Mathematics assessment components. These assessments are intended to measure skills which research has shown to be closely related to academic success. These multiple measurements represent student strengths and capabilities. There are multiple options for assessing English and math course placement.

1. CSM English and Math Assessment Questionnaires
2. English and Math Alternate Assessment Form
3. Computerized testing for English, Mathematics and English as a Second Language (ESL)
4. Paper/Pencil Testing for English
5. Complete a Prerequisite Equivalency Form

CSM uses both Accuplacer and Aleks computerized test for English, ESL and mathematics.

- Aleks Mathematics Test
- ACCUPLACER - ESL Reading Skills, ESL Sentence Meaning, ESL Language Use and ESL Listening (Computerized Placement Tests) (The College Board)

Interpreting course placement results. Alternate assessment and placement tests are intended to measure skills in English and Math. Students are advised to discuss course placement results with a counselor so that they can assist them to develop an educational plan.

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

### Alternate Assessment/Placement Test Results to Meet Course Prerequisites

MATH placement 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 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 Assessment used for Course Placement and/or Credit:

If English or math course placement has been identified through the use of one of the alternate methods listed below, visit the [Prerequisites \(collegeofsanmateo.edu/forms/prerequisites.asp\)](http://collegeofsanmateo.edu/forms/prerequisites.asp) forms page and complete the English and Math Alternate Assessment Form to allow for registration in the approved math or English courses.

#### For Placement into English 100:

1. CAASPP English 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 CAASPP 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 500 or higher or Writing Subject score of 660 or higher.
4. ACT English (Usage/Mechanics, Rhetorical Skills) with score of 22 or higher.
5. CSU English Placement Test with a score of 147 or higher.

#### For Placement into English 110 or 165:

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



## For Placement into Math Courses:

1. CAASPP Math 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 your are eligible for Math 252 and/or Math 268; with a score of 4 or 5 you are eligible for Math 253 and/or Math 270.
4. IB Math HL (International Baccalaureate Exam) results with a score of 4 or higher meet the associate degree math competency requirement and allow placement into Math 125, 130, 145, 200, or 241.

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

# Transfer Planning

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

## Course Identification Numbering System (C-ID)

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

The C-ID numbering system is useful for students attending more than one community college. It is also an important part of the Associate Degrees for Transfer (AA-T, AS-T). All AA/AS-T degrees include course requirements that are part of the C-ID system. As you review the chart below, be advised that courses are being added to the CSM C-ID list on an ongoing basis. For more information, meet with a College Counselor.

College of San Mateo Course	C-ID Number
Accounting 121	C-ID ACCT 110
Accounting 131	C-ID ACCT 120
Administration of Justice 100	C-ID AJ 110
Administration of Justice 102	C-ID AJ 200

College of San Mateo Course	C-ID Number
Administration of Justice 104	C-ID AJ 120
Administration of Justice 106	C-ID AJ 124
Administration of Justice 108	C-ID AJ 160
Administration of Justice 120	C-ID AJ 140
Administration of Justice 125	C-ID AJ 220
Administration of Justice 185	C-ID AJ 150
Anthropology 110	C-ID ANTH 120
Anthropology 125	C-ID ANTH 110
Anthropology 127	C-ID ANTH 115L
Anthropology 350	C-ID ANTH 150
Art 101	C-ID ARTH 110
Art 102 & Art 103	C-ID ARTH 120
Art 204	C-ID ARTS 110
Art 205	C-ID ARTS 205
Art 207	C-ID ARTS 200
Art 214	C-ID ARTS 270
Art 223	C-ID ARTS 210
Art 225	C-ID ARTS 210
Art 231	C-ID ARTS 210
Art 301	C-ID ARTS 100
Art 401	C-ID ARTS 101
Biology 210 & Biology 220	C-ID BIOL 130S
Biology 230	C-ID BIOL 190
Biology 250	C-ID BIOL 110B



College of San Mateo Course	C-ID Number
Biology 260	C-ID BIOL 120B
Biology 310	C-ID NUTR 110
Business 100	C-ID BUS 110
Business 201	C-ID BUS 125
Business 295	C-ID BUS 140
Chemistry 210	C-ID CHEM 110
Chemistry 210 & Chemistry 220	C-ID CHEM 120S
Chemistry 231	C-ID CHEM 150
Chemistry 231 & 232	C-ID CHEM 160S
Communication Studies 110	C-ID COMM 110
Communication Studies 130	C-ID COMM 130
Communication Studies 140	C-ID COMM 140
Communication Studies 150	C-ID COMM 150
Communication Studies 170	C-ID COMM 170
Computer Information Systems 110	C-ID IT IS 120
Computer Information Systems 255	C-ID COMP 122
Computer Information Systems 256	C-ID COMP 132
Computer Information Systems 264	C-ID COMP 142
Computer Information Systems 278	C-ID COMP 122
Computer Information Systems 279	C-ID COMP 132
Digital Media 100	C-ID JOUR 100
Digital Media 103	C-ID ARTS 100
Economics 100	C-ID ECON 202

College of San Mateo Course	C-ID Number
Economics 102	C-ID ECON 201
Engineering 210	C-ID ENGR 150
Engineering 270	C-ID ENGR 140B
English 100	C-ID ENGL 100
English 105	C-ID ENGL 100
English 110	C-ID ENGL 120
English 161	C-ID ENG 200
English 165	C-ID ENGL 105
Fire 715	C-ID FIRE 100
Fire 720	C-ID FIRE 110
Fire 730	C-ID FIRE 140
Fire 740	C-ID FIRE 130
Fire 745	C-ID FIRE 120
Geography 100	C-ID GEOG 110
Geography 110	C-ID GEOG 120
Geography 150	C-ID GEOG 125
Geology 100	C-ID GEOL 100
Geology 101	C-ID GEOL 100L
History 100	C-ID HIST 170
History 101	C-ID HIST 180
History 201	C-ID HIST 130
History 202	C-ID HIST 140
Kinesiology 101	C-ID KIN 100
Kinesiology 119	C-ID KIN 101
Literature 201	C-ID ENGL 130
Literature 202	C-ID ENGL 135
Literature 231	C-ID ENGL 160
Literature 232	C-ID ENGL 165
Math 125	C-ID MATH 130



College of San Mateo Course	C-ID Number
Math 200	C-ID MATH 110
Math 222	C-ID MATH 155
Math 241	C-ID MATH 140
Math 251	C-ID MATH 210
Math 252	C-ID MATH 220
Math 253	C-ID MATH 230
Math 268	C-ID MATH 160
Math 270	C-ID MATH 250
Math 275	C-ID MATH 240
Music 100	C-ID MUS 110
Music 111	C-ID MUS 125
Music 112	C-ID MUS 135
Music 113	C-ID MUS 145
Music 114	C-ID MUS 155
Music 131	C-ID MUS 120
Music 132	C-ID MUS 130
Music 133	C-ID MUS 140
Music 134	C-ID MUS 150
Music 202	C-ID MUS 100
Music 290 + 291	C-ID CMUS 100X
Music 291 + 290	C-ID CMUS 100X
Music 430	C-ID MUS 180
Music 452	C-ID MUS 180
Music 470	C-ID MUS 180
Music 501	C-ID MUS 160
Music 502	C-ID MUS 160
Music 503	C-ID MUS 160
Music 504	C-ID MUS 160
Paleontology 110	C-ID GEOL 110

College of San Mateo Course	C-ID Number
Paleontology 111	C-ID GEOL 110L
Philosophy 100	C-ID PHIL 100
Philosophy 160	C-ID PHIL 130
Philosophy 175	C-ID PHIL 140
Philosophy 200	C-ID PHIL 110
Philosophy 244	C-ID PHIL 120
Physics 210 & 220	C-ID PHYS 100S
Physics 210	C-ID PHYS 105
Physics 220	C-ID PHYS 110
Physics 250	C-ID PHYS 205
Physics 260	C-ID PHYS 210
Physics 270	C-ID PHYS 215
Physics 250 & 260 & 270	C-ID PHYS 200S
Political Science 100	C-ID POLS 150
Political Science 110	C-ID POLS 130
Political Science 130	C-ID POLS 140
Political Science 150	C-ID POLS 120
Political Science 200	C-ID POLS 110
Psychology 100	C-ID PSY 110
Psychology 110	C-ID SOCI 130
Psychology 120	C-ID PSY 200
Psychology 120	C-ID POLS 160
Psychology 121	C-ID SOCI 125
Psychology 200	C-ID PSY 180
Psychology 201	C-ID CDEV 100
Psychology 220	C-ID PSY 150
Psychology 300	C-ID PSY 170
Psychology 410	C-ID PSY 120
Sociology 100	C-ID SOCI 110



College of San Mateo Course	C-ID Number
Sociology 105	C-ID SOCI 115
Sociology 110	C-ID SOCI 130
Sociology 121	C-ID POLS 160
Sociology 121	C-ID SOCI 120
Sociology 141	C-ID SOCI 150

## Transfer of Credit

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

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

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

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

On page 104 find a list of current Associate Degrees for Transfer available at College of San Mateo. They are noted as "AA-T or AS-T" on the list.

## CSM Transfer Services

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

Students with a clear transfer objective stand the best chance of meeting requirements in a timely manner. They can make the best use of their time and course work by deciding on a transfer institution and major as soon as possible. Students unable to make these decisions when they enter College of San Mateo may follow a general

transfer pattern of courses while taking advantage of Transfer Services resources in making transfer plans.

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

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

## Requirements for Transfer Students

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

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

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

The UC and CSU systems ask community college transfer students to provide verification of completion of lower division general education requirements. To accomplish this, students must request the Admissions and Records Office (the request can be made on WebSMART) to send a





CSU GE or IGETC Certification with the final transcript to the transfer institution. This certification is used by the transfer destination, in addition to the official transcripts, to confirm full or partial completion of CSU GE or IGETC requirements.

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

## Transfer Admission Procedures

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

1. Request an application from the Admissions Office of the transfer institution approximately one year in advance of planned transfer. Applications for the University of California and the California State University are available online at the following websites: [UC \(admission.universityofcalifornia.edu\)](http://admission.universityofcalifornia.edu) website [CSU \(calstate.edu/apply\)](http://calstate.edu/apply) website
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. Please visit our Transcript Evaluation Services page or in-person (College Center Building 10, Room 310; 574-6234) or visit the [District Transcript Evaluation \(smccd.edu/transeval\)](http://District Transcript Evaluation (smccd.edu/transeval)) webpage.

## California State University

The California State University offers instruction to undergraduate and master's degree students in the liberal

arts and sciences, applied fields, and professions, including teaching. Nearly 1,500 degree programs in 240 subject areas are offered. CSU assigns high priority to California community college transfer students who have completed the first two years of their baccalaureate program, including those applying for impacted programs.

The California State University has twentythree campuses: Bakersfield, California Maritime Academy, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, East Bay (Hayward), Humboldt, Long Beach, Los Angeles, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma and Stanislaus.

## University of California

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

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

While all of the campuses have similar requirements for undergraduate admission, they differ in size, enrollment, and in academic programs offered. In addition, the campuses vary in styles of campus life, with student populations reflecting a variety of cultures from the United States and abroad. The University of California includes nine general campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. A tenth campus in San Francisco offers graduate and professional programs in the health sciences.

## California Independent Colleges and Universities

There are more than 300 privately supported (or independent) degree-granting colleges and universities in California. Independent institutions enroll about one-quarter of all students attending four-year colleges and universities in California. The most distinctive feature of California's accredited independent colleges and



universities is their diversity of character, academic emphasis, and programs. They include both religious and secular institutions, non-profit and profit-making institutions, and professional schools that offer only a single occupational specialty as well as universities offering a full array of bachelor's, master's, and doctoral degree programs.

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

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

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

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

- Lists, by catalog year, of CSM courses that are 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 meet the CSU graduation requirement for US History, Constitutions, and California State and Local government
- C-ID course designations for CSM

**IMPORTANT:** There are instances when a CSM course is approved for a CSU GE area or lower division major preparation but the same course at one of our sister colleges (Skyline College or Cañada College) is not approved and does not carry the same articulation. View the CSU information for the college in which you are enrolled in the course to confirm the articulation.

**Accounting:** ACTG 100, 103, 106, 107, 108, 118, 119, 121, 131, 144, 145, 175, 176, 181, 182, 183, 262, 263, 264, 265, 276, 277, 278, 665s, 680-690

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

**American Sign Language:** ASL 100, 110

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

**Architecture:** ARCH 100, 120, 140, 146, 210, 220, 225, 666, 680-690

**Art:** ART 101, 102, 103, 104, 105, 124, 200, 203, 204, 205, 206, 207, 208, 209, 213, 214, 215, 216, 223, 224, 225, 226, 230, 231, 232, 233, 243, 244, 247, 251, 252, 253, 254, 255, 301, 348, 350, 351, 352, 353, 381, 383, 384, 385, 388, 391, 392, 393, 394, 396, 397, 398, 399, 400.1-400.4, 401, 405, 406, 409, 410, 411, 412, 417, 418, 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, 136, 150, 171, 173, 174, 176, 177, 178, 179, 180, 201, 295, 315, 316, 317, 401, 672, 680-690

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

**Career and Life Planning:** CRER 126, 127, 155

**Chemistry:** CHEM 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:** COMM 110, 115, 130, 140, 150, 170, 171, 690

**Computer and Information Science:** CIS 110, 111, 113, 114, 117, 121, 125, 127, 128, 129, 132, 133, 135, 137, 138, 140, 145, 151, 200, 254, 255, 256, 264, 278, 279, 363, 364, 379, 380, 479, 680-690

**Counseling:** COUN 111, 112, 114, 115, 120, 121, 122, 128, 129, 240

**Dance:** DANC 100, 116.1-116.4, 117.1-117.4, 121.1-121.4, 128.1-128.4, 130.1-130.4, 140.1-140.4, 151.1-151.4, 167.1-167.4, 330.1-330.4, 390, 391, 400.1-400.4, 680-690

**Dental Assisting:** DENT 753

**Digital Media:** DGME 100, 101, 102, 103, 104, 110, 111, 112, 113, 118, 119, 122, 128, 143, 164, 165, 166, 167, 168, 169, 170, 211, 215, 216, 220, 230, 250, 680-690

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

**Economics:** ECON 100, 102, 680-690

**Electronics Technology:** ELEC 111, 112, 144, 231, 232, 405, 421, 422, 424, 441, 442, 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, 106, 107, 108, 109, 122, 123, 265, 288, 300, 585, 680-690

**Film:** FILM 100, 120, 121, 122, 123, 130, 135, 140, 145, 153, 200, 215, 680-690

**Fire Technology:** FIRE 680-690, 714, 715, 720, 725, 730, 740, 745, 748, 796, 797

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

**Geology:** GEOL 100, 101, 680-690

**Global Studies:** GBST 101, 102, 680-690

**Health Science:** HSCI 100, 680-690

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

**Interdisciplinary Studies:** IDST 101, 102, 103, 104, 110

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

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

**Kinesiology-Fitness:** FITN 112.1-112.4, 116.1-116.4, 134, 201.1-201.4, 220, 225, 226, 235.1-235.4, 237, 301.1-301.4, 332.1-332.4, 334.1-334.4, 335.1-335.4, 336, 336.1-336.4. 339

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

**Kinesiology:** KINE 101, 102, 103, 104, 106, 110, 119, 125, 126, 127, 130, 131, 135, 136, 190, 191, 200, 201, 202, 203, 204, 205, 206, 300

**Kinesiology-Physical Education:** P.E. 101, 102, 103, 104, 106, 680-690

**Kinesiology-Team Sports:** TEAM 105, 111.1-111.4, 116, 118, 119, 135, 148.1-148.4, 150, 158, 165, 171.1-171.4, 180, 182, 186, 680s

**Kinesiology-Intercollegiate:** VARS 100, 105, 110, 130, 133, 134, 160, 172, 185, 300, 320, 340, 400

**Learning Center:** LCTR 100, 105, 240

**Library Studies:** LIBR 100, 680-690

**Literature:** LIT. 101, 105, 113, 115, 150, 151, 154, 155, 156, 201, 202, 220, 221, 231, 232, 251, 266, 430, 680-690

**Mathematics:** MATH 125, 130, 145, 200, 222, 225, 241, 242, 251, 252, 253, 268, 270, 275, 280, 680-690

**Management:** MGMT 100, 215, 220, 235, 265, 306, 680-690

**Music:** MUS. 100, 111, 112, 113, 114, 124, 125, 131, 132, 133, 134, 202,210, 231, 232, 233, 234, 250, 275, 290, 291, 292, 293, 296, 297, 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, 466.1, 466.2, 467.1, 467.2, 468.1, 468.2, 470, 501, 502, 503, 504, 665, 680-690

**Nursing:** NURS 211, 212, 221, 222, 225, 231, 232, 235, 241, 242, 245, 610, 615, 620, 630, 666, 680-690

**Oceanography:** OCEN 100, 680-690

**Paleontology:** PALN 110, 111, 680-690

**Philosophy:** PHIL 100, 103, 160, 175, 200, 244, 300, 680-690

**Physics:** PHYS 100, 101, 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, 106, 110, 120, 121, 200, 201, 220, 225, 230, 300, 301, 310, 320, 330, 410, 680-690

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

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

**Social Science:** SOSOC 301, 302, 304, 307, 308, 310, 313, 314, 315, 316, 317, 319, 321, 325, 333, 680-690

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

**Spanish:** SPAN 110, 112, 120, 122, 131, 132, 140, 680-690

## CSU GE Advising

### California State University General Education (CSU GE)

Transfer students should review the [ASSIST \(assist.org\)](https://assist.org) website for the most accurate list of approved CSU GE courses and for a list of lower division courses required for a major. In addition, use counseling services to review all transfer requirements—general education, major, units, campus/major selection criteria, and GPA, and to determine if an Associate Degree for Transfer/SB 1440 is suggested to improve transfer success. (See page 68 for more information about the Associate Degree for Transfer/SB1440.) Full CSU GE CERTIFICATION provides official recognition that the GE portion of transfer requirements has been completed and it permits students to transfer from College of San Mateo to any California State University campus without having to take additional lower-division general education courses after transfer. As the last step in the transfer process, students should request a CSU GE CERTIFICATION be sent with the final transcript to the transfer destination. The Office of Enrollment Services is responsible for transcripts and certifications. Students with coursework from other colleges or universities within the United States should use the CSM Transcript Evaluation service to determine if and how prior coursework can be applied to CSU GE certification.

To track the courses you have completed for certification, the [CSU GE Worksheet \(collegeofsanmateo.edu/forms/docs/counseling/CSUGE\\_Worksheet\\_18-19.pdf\)](https://collegeofsanmateo.edu/forms/docs/counseling/CSUGE_Worksheet_18-19.pdf) is available online.



## Use DegreeWorks to monitor progress to CSU GE completion

Within [WebSMART \(collegeofsanmateo.edu/webSMART\)](http://collegeofsanmateo.edu/webSMART) under Student Services, students can find DegreeWorks. DegreeWorks is a web-based tool to help students monitor progress toward multiple educational goals.

### Important information regarding CSU GE

1. Request a CSU GE CERTIFICATION, through the Admissions and Records Office to be sent to your transfer destination with your final transcript.
2. Courses listed in more than one area can be used to satisfy only one area, except for courses listed for 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 the [ASSIST \(assist.org\)](http://assist.org) and [CSU \(calstate.edu/apply\)](http://calstate.edu/apply) websites as resources.



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

**Some courses appear in more than one CSU GE AREA but can be applied to only one area.**

		C	IP
<ul style="list-style-type: none"> <li>To apply AP, IB, or CLEP Exam Results to CSU GE use the charts in the CSM Catalog. C = Completed; IP = In Progress</li> <li>ALWAYS use <a href="http://www.assist.org">www.assist.org</a> for the most accurate list of approved CSU GE courses and <u>lower division major course requirements</u> for transfer.</li> <li>If you have completed coursework outside of the San Mateo County Community College District, submit a Transcript Evaluation Request (available in WebSMART) to determine if any of the coursework can be applied to CSU GE certification.</li> <li>IMPORTANT! 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!! On ASSIST view the CSU GE list for <u>the college</u> in which you are enrolled in the course to confirm CSU GE applicability.</li> </ul>			
<b>AREA A: COMMUNICATION SKILLS &amp; CRITICAL THINKING</b> <b>9 units</b>		A1	
One course required from each area - A1, A2, and A3. Grades of "C" or better required in all Area A coursework		A2	
<b>A1 Oral Communication</b> <u>COMM</u> 110, 130, 140, 150 Course from other college _____		A3	
<b>A2 Written Communication</b> <u>ENGL</u> 100, 105, 110 AP Score of 3, 4 or 5 in ENGL/LANG or ENGL/LIT Course from other college _____ AP _____			
<b>A3 Critical Thinking</b> <u>ENGL</u> 100, 110, 165 <u>PHIL</u> 103, 200 Course from other college _____			
<b>AREA B: NATURAL SCIENCE &amp; MATHEMATICS</b> <span style="float: right;"><b>9-10 units</b></span>		B1	
One course each from B1-Physical Science, B2-Life Science, and B4-Math Concepts. One of the science courses completed for B1 or B2 must include a lab (B3) as part of the course or as a separate lab section as identified by *		B2	
<b>B1 Physical Science</b> <u>ASTR</u> 100, 101*, 103*, 115, 125, 200 <u>CHEM</u> 210*, 220*, 231*, 232*, 250*, 410*, 420* <u>GEOG</u> 100 <u>GEOL</u> 100,101* <u>OCEN</u> 100 <u>PALN</u> 110, 111* <u>PHYS</u> 100, 210*, 220*, 250*, 260*, 270* AP Score of 3, 4 or 5 in CHEM or ENV SCI or PHYSICS - meets B1 and B3		B3	
Course from other college _____ AP/IB/CLEP _____		B4	
<b>B2 Life Science</b> <u>ANTH</u> 125, 127* <u>BIOL</u> 100, 102, 110*, 130, 132*, 145, 184, 195*, 210*, 220*, 230*, 240*, 250*, 260* <u>OCEN</u> 100 <u>PALN</u> 110, 111* <u>PSYC</u> 105, 220 AP Score of 3, 4 or 5 in BIOLOGY - meets B2 and B3			
Course from other college _____ AP/IB/CLEP _____			
<b>B3 Lab Courses identified by *</b> Course from other college _____ AP Score of 3, 4 or 5 in BIO or CHEM or ENV SCI or PHYSICS			
<b>B4 Math Concepts</b> <u>CIS</u> 278 <u>MATH</u> 125, 130, 145, 200, 222, 225, 241, 242, 251, 252, 253, 268, 270, 275 <u>PSYC</u> 121 (Grade of "C" or better in B4) AP Score of 3, 4 or 5 in CALC AB or CALC BC or STATISTICS			
Course from other college _____ AP/IB/CLEP _____			
<b>AREA C: ARTS, LITERATURE, PHILOSOPHY &amp; LANGUAGES</b> <span style="float: right;"><b>9 units</b></span>		C1	
One course from C1, one course from C2, one course from C1 or C2.		C2	
<b>C1 Arts</b> <u>ARCH</u> 100 <u>ART</u> 101, 102, 103, 104, 105, 207, 351 <u>DANC</u> 100, <u>DGME</u> 215 <u>ETHN</u> 288, 585 <u>FILM</u> 100, 120, 121 122, 123, 130, 135, 140, 145, 200, 215 <u>MUS</u> 100, 131, 202, 250, 275 AP Score of 3, 4 or 5 in ARTHIST or MUST		C1 OR C2	
Course from other college _____ AP/IB _____			
<b>C2 Humanities</b> <u>ANTH</u> 180 <u>ASL</u> 100,110 <u>CHIN</u> 111,112,121,122,131,132 <u>COMM</u> 170,171 <u>ENGL</u> 110,161,162,163 <u>ETHN</u> 104,105,106,265, <u>FILM</u> 153, 277 <u>HIST</u> 100, 101, 201, 202, 260, 310 <u>LIT</u> 101, 105, 113, 115,150,151,155,156, 201, 202, 220, 231, 232, 251, 266, 277,430 <u>PHIL</u> 100, 160,175,244, 300 <u>SPAN</u> 110, 111, 112, 120, 121, 122, 131, 132, 140 AP Score of 3, 4 or 5 in ART HIST or HIST or FOREIGN LANG.			
Course from other college _____ AP/IB/CLEP _____			
<b>AREA D: SOCIAL, POLITICAL &amp; ECONOMIC INSTITUTIONS</b> <b>9 units</b>		D	
3 courses selected from at least two disciplines		D	
<u>ADMJ</u> 100 <u>ANTH</u> 110,180, 350 <u>BUS</u> 125 <u>COMM</u> 130 <u>DGME</u> 100, 102 <u>ECON</u> 100, 102 <u>ETHN</u> 101,103,104,105, 106,300 <u>GEOG</u> 110, 150 <u>GBST</u> 101 <u>HIST</u> 100, 101, 201, 202, 260, 310, <u>KINE</u> 103 <u>PLSC</u> 100, 110, 130, 150, 200, 210, 215, 310 <u>PSYC</u> 100, 105, 110, 120, 200, 201, 220, 225, 300, 410 <u>SOCI</u> 100, 105, 110, 121, 141 AP Score of 3,4or 5 in ECON or GOV or HIST or GEOG or PSYC		D	
Course from other college _____ AP /IB/CLEP _____			
SEE U.S. HISTORY, U.S. CONSTITUTION, CALIFORNIA STATE AND LOCAL GOVERNMENT INFORMATION BELOW			
<b>AREA E: LIFELONG UNDERSTANDING &amp; SELF DEVELOPMENT</b> <span style="float: right;"><b>3 units</b></span>		E1	
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.		E2	
<b>E1</b> <u>BIOL</u> 310 <u>COUN</u> 111,120,121,128,140 <u>CRER</u> 126 <u>HSCI</u> 100 <u>IDST</u> 110 <u>KINE</u> 101,119,200 <u>LCTR</u> 240 <u>PSYC</u> 100,110,200,201,300 <u>SOCI</u> 110 Course from other college _____			
<b>E2</b> <u>ADAP</u> 100, 110, 140, 155 <u>AQUA</u> 109.1-109.4, 127.1-127.4, 133.1-133.4, 135.1-135.4 <u>DANC</u> 116.1-116.4,117.1-117.4, 121.1-121.4, 128.1-128.4,130.1-130.4,140.1-140.4, 151.1-151.4, 167.1-167.4, 330.1-330.4, 390 <u>FITN</u> 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, 336.1-336.4, 339 <u>INDV</u> 121.1-121.4, 251.1-251.4 <u>TEAM</u> 105, 111.1-111.4, 116, 118, 119, 148.1-148.4, 150, 158, 165, 171.1-171.4,180,182 <u>VARS</u> 100,105, 130, 133, 134, 160, 172,185, 300, 320, 340, 400 Course from other college _____			

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

# CSU ADVISING FORM

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (CSU GE) 2018-2019

Due to periodic revision of transfer requirements, use [www.assist.org](http://www.assist.org) for the most current CSU GE info.

## Directions to students:

1. You must request an official CSU GE Certification to be sent with your final transcripts to your transfer destination in your last term of enrollment at CSM. Failure to do so may affect your transfer.
2. Use **DEGREE WORKS AUDIT** to identify how courses completed at CSM, Skyline, or Cañada are applied to CSU GE
3. **IMPORTANT!!** There are instances where a course at CSM is approved for CSU GE but the same course at Skyline or Canada is NOT approved for CSU GE (or visa versa). Use [www.ASSIST.com](http://www.ASSIST.com) and select the COLLEGE where you are taking the course to determine if that the course (at that college) is approved for GE!
4. If you plan to complete your transfer requirements at CSM and have completed courses at other colleges or universities in the United States you must have an OFFICIAL transcript evaluation via the SMCCCD Transcript Evaluation Service. For more information go to [www.smccd.edu/transeval](http://www.smccd.edu/transeval). You can submit a REQUEST for an official transcript evaluation in your WebSMART

## Important information regarding CSU GE

1. Request a **CSU GE Certification** be sent with your final transcript to your transfer destination.
2. Courses listed in more than one area can be used to satisfy only one area, **except** courses completed to meet the U.S. History, U.S. Constitution and California State and Local Government requirement may also be applied to a GE area.
3. Completion of CSU GE does not guarantee admission to any CSU campus.
4. A maximum of 39/40 units of lower division general education units required by CSU can be completed at College of San Mateo. Of the 39/40 units, a maximum of 30/31 can be certified in Areas B, C, D, and E.
5. Courses applied to meet areas A1, A2, A3, and B4 must be completed with a grade of C- or higher. 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.
6. Transfer students pursuing a high unit major that requires extensive lower-division major preparation may not be able to complete all lower division general education requirements prior to transfer. Speak with a counselor about course selections.
7. Students who have completed coursework at colleges or universities outside of the San Mateo County Community College District but within the United States should use the SMCCCD Transcript Evaluation Service ([www.smccd.edu/transeval](http://www.smccd.edu/transeval)) within the first semester of attendance to determine how prior coursework can be applied to CSU GE certification. You can find all California Community College transfer course information on [www.assist.org](http://www.assist.org).
8. PASS ALONG policy: CSM can certify coursework completed at another California community college, at an independent institution that participates in certifying GE coursework to the CSU, or at a CSU campus, only if the courses are on the approved certification list at the college when and where they were completed. Coursework from other accredited colleges/universities that do not have established articulation with the CSU system may be approved as long as the courses meet CSU GE 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. CSU campuses urge transfer students to complete all lower division general education and pre-major courses prior to transfer. Use [www.assist.org](http://www.assist.org) and [www.csumentor.edu](http://www.csumentor.edu) as resources.
10. **BE ADVISED—what you don't know WILL HURT you! It is your responsibility to do necessary transfer research!** To successfully transfer be sure to use Transfer Services, attend "how to transfer" workshops, and meet with a counselor to develop an educational plan for your SPECIFIC transfer destination and major!

## Intersegmental General Education Transfer Curriculum (IGETC)

### Standards, Policies, and Procedures

Students are advised to use the information below in consultation with a community college counselor.

Completion of the IGETC will permit a student to transfer from a California Community College to a California State University or University of California campus without the need, after transfer, to take additional lowerdivision, general education courses to satisfy campus general education requirements. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion. However, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education. A list of those UC colleges and majors can be found on the [UC \(admission.universityofcalifornia.edu\)](http://admission.universityofcalifornia.edu) website.

Students transferring to a CSU with a completed IGETC will still need to complete 9 semester units of upper division general education and may be held to other campus specific graduation requirements outside of general education and major coursework.

Completion of IGETC is not an admissions requirement or admission guarantee for transfer, nor is it the only way to fulfill lowerdivision general education requirements prior to transfer. For student applying only to the CSU system, the CSU GE pattern is a better choice. For the UC system, each school and college at every campus has its own set of requirements, accounting for more than 40 general education patterns within the UC system. Using IGETC is often the better option, especially for those applying to more than one UC campus or for students applying both to CSU and UC campuses. Engineering students and students completing majors that have high lower division unit requirements are advised to focus on completing the premajor requirements while meeting minimum admissions requirements and to speak with a community college counselor.

It is the student's responsibility to request IGETC Certification. A student may be IGETC certified if he/she has completed coursework at the California Community College(s) without regard to current enrollment status or number of units accrued at a CCC. The last CCC attended for a regular (fall or spring) semester/quarter provides the certification upon request.

Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return

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

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

A course must have a minimum unit value of 3 semester or 4 quarter units to meet IGETC requirements. A minimum "C" grade is required in each college course for IGETC. The [ASSIST \(assist.org\)](http://assist.org) website identifies how coursework completed at any California Community College is applied to IGETC certification. Courses from all other United States regionally accredited institutions are carefully reviewed for equivalency (course content, prerequisites, texts, units), and placed, if approved, in the same subject areas as those for the community college completing the certification. Usually, IGETC Area 1B is not met with courses completed outside of the California Community College system since few courses meet the specific composition and critical thinking components unique to this requirement.

Full certification is defined as successfully completing all IGETC area courses required by the specific transfer system (UC or CSU). Partial certification is defined as completing all but two courses on the IGETC pattern. The student petitions for certification and the complete or partial certification is sent by the CCC to the UC or CSU. It is the responsibility of the UC or CSU campus to inform a student that has submitted a partial certified IGETC of the specific timelines, conditions, and courses needed to complete the IGETC. The UC or CSU is then responsible for verifying that the missing IGETC course(s) have been completed.

Area 6, Language Other Than English (LOTE), competence may be demonstrated through one of the following mechanisms and official documentation is required.

1. Satisfactory completion to two years of high school coursework of the same language other than English, with a grade of C or better in each course.
2. Completion of an coursework approved to meet competency listed on the community college IGETC pattern under area 6.
3. Satisfactory completion, with C grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.



4. Satisfactory score on the SATII: Subject Test in languages other than English. Before May 1995 use the first score and if taken after May 1995 use the 2nd score:  
 Chinese with listening: 500/520  
 Hebrew (Modern): 500/470  
 Korean/Korean with listening: /500  
 French/French with listening: 500/540  
 Italian: 500/520  
 Latin: 500/530  
 German/German with listening: 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 the ASSIST website and the university website.

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

***At the time of the publishing of the Catalog, the UC Transfer Course Agreement (UC TCA) for 2018-2019 was not available. The following is the 2017-2018 UC TCA. Courses for 2018-2019 approval are submitted in June 2018 and are available on the ASSIST website in September.***

Use the [ASSIST \(assist.org\)](http://assist.org) website as the most reliable and up-to-date resource to determine how course credit earned at College of San Mateo can be applied when transferred to the UC system and individual colleges within the system. The UC TCA will also note course and credit limitations. An example of a UC TCA limitation that is noted on the ASSIST website is "no credit is granted for Biology 100 or 110 if taken after Biology 230." On the ASSIST website the following information is essential for transfer planning:

- Lists, by catalog year, of CSM courses that are transferable to UC
- Lists, by catalog year, of CSM courses that can be applied to IGETC (Intersegmental General Education Transfer Curriculum) for UC and CSU General Education 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

**IMPORTANT:** There are instances when a CSM course is approved for an IGETC area or lower division major preparation but the same course at one of our sister colleges (Skyline College or Cañada College) is not approved and does not carry the same articulation. View the UC information for the college in which you are enrolled in the course to confirm the articulation.

**Accounting:** ACTG 121, 131

**Administration of Justice:** ADMJ 100, 102, 104, 108, 125





**American Sign Language:** ASL 100, 110

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

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

**Art:** ART 101, 102, 103, 104, 105, 203, 204, 205, 206, 207, 208, 209, 213, 214, 215, 216, 223, 224, 225, 226, 230, 231, 232, 233, 243, 244, 247, 251, 252, 301, 315, 316, 317, 348, 350, 351, 352, 353, 381, 383, 384, 385, 388, 391, 392, 393, 394, 396, 397, 398, 399, 400.1-400.4, 401, 405, 406, 409, 410, 411, 412, 417, 418

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

**Biology:** BIOL 100, 102, 110, 130, 132, 145, 184, 195, 210, 220, 230, 240, 250, 260, 310

**Business:** BUS. 100, 125, 136, 178, 201

**Career and Life Planning:** CRER 155

**Counseling:** COUN 111, 120, 128, 240

**Chemistry:** CHEM 100, 192, 210, 220, 231, 232, 250

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

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

**Computer and Information Science:** CIS 110, 111, 113, 114, 117, 121, 125, 127, 128, 132, 133, 135, 137, 140, 145, 151, 254, 255, 256, 264, 278, 279, 363, 364, 379, 380, 479

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

**Digital Media:** DGME 100, 102, 103, 164, 211, 215, 216

**Drafting Technology:** DRAF 121, 122, 130

**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, 106, 265, 288, 300, 585

**Film:** FILM 100, 120, 121, 122, 130, 135, 140, 145, 200, 215

**Geography:** GEOG 100, 110, 150

**Geology:** GEOL 100, 101

**Global Studies:** GBST 101

**Health Science:** HSCI 100

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

**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-Fitness:** FITN 112.1-112.4, 116.1-116.4, 134, 201.1-201.4, 220, 225, 235.1-235.4, 237, 301.1-301.4, 332.1-332.4, 334.1-334.4, 335.1-335.4, 336.1-336.4, 339

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

**Kinesiology:** KINE 101, 102, 103, 104, 110, 119, 190, 191, 300

**Kinesiology-Physical Education:** P.E. 101, 102, 103, 104, 106

**Kinesiology-Team Sports:** TEAM 105, 111.1-111.4, 116, 118, 119, 135, 148.1-148.4, 150, 158, 165, 171.1-171.4, 180, 182

**Kinesiology-Intercollegiate:** VARS 100, 105, 130, 133, 134, 160, 172, 185, 300, 320, 340, 400

**Learning Center:** LCTR 240

**Library Studies:** LIBR 100

**Literature:** LIT. 101, 105, 113, 115, 150, 151, 155, 156, 201, 202, 220, 231, 232, 251, 266, 430

**Mathematics:** MATH 125, 145, 200, 222, 225, 241, 242, 251, 252, 253, 268, 270, 275

**Music:** MUS. 100, 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, 466.1, 466.2, 467.1, 467.2, 468.1, 468.2, 470, 501, 502, 503, 504

**Oceanography:** OCEN 100

**Paleontology:** PALN 110, 111

**Philosophy:** PHIL 100, 103, 160, 175, 200, 244, 300

**Physics:** PHYS 100, 101, 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:** SPAN 110, 112, 120, 122, 131, 132, 140

## WHEN TO APPLY FOR ADMISSION TO THE UNIVERSITY OF CALIFORNIA AS A TRANSFER STUDENT

To ensure that you will be considered for admission to the UC campus you want to attend, you must file your online\* application for admission during the appropriate filing period. You may apply to any number of the ten undergraduate campuses using a single application. For further transfer information, visit [Transfer Services \(collegeofsanmateo.edu/transfer\)](http://collegeofsanmateo.edu/transfer) website (College Center Building 10, Room 340; (650) 358-6839). For UC transfer information visit the [UC Admission Transfer \(admission.universityofcalifornia.edu/transfer\)](http://admission.universityofcalifornia.edu/transfer) website.

\*Note: To apply for admission visit the [UC Admission Apply \(universityofcalifornia.edu/apply\)](http://ucadmissionapply.universityofcalifornia.edu/apply) website.

## IGETC Advising Form Information

### Intersegmental General Education Transfer Curriculum (IGETC)

Transfer students should review the [ASSIST \(assist.org\)](http://assist.org) website 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.

To track the courses you have completed for certification, the [IGETC Worksheet \(collegeofsanmateo.edu/forms/docs/counseling/IGETC\\_Worksheet\\_18-19.pdf\)](http://collegeofsanmateo.edu/forms/docs/counseling/IGETC_Worksheet_18-19.pdf) is available online.

### Use DegreeWorks to monitor progress to IGETC completion

Within [WebSMART \(collegeofsanmateo.edu/websmart\)](http://collegeofsanmateo.edu/websmart) under "Student Services," students can find DegreeWorks. DegreeWorks is a web-based tool to help students monitor progress 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.



Name: \_\_\_\_\_ CSM ID#: G \_\_\_\_\_  
 Last name First name  
 Major: \_\_\_\_\_ Transfer destination: \_\_\_\_\_

Some courses are listed in more than one IGETC AREA but can be applied to one area only!

1. USE <a href="http://www.ASSIST.org">www.ASSIST.org</a> for the most ACCURATE list of approved IGETC courses and LOWER DIVISION MAJOR requirements for transfer. 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! 3. If you have completed course work outside of CSM, CAÑADA, and/or SKYLINE, submit a TRANSCRIPT EVALUATION REQUEST FORM on WebsSMART. 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.			C	IP
		C=COMPLETED IP=IN PROGRESS	C	IP
<b>AREA 1: ENGLISH COMMUNICATION</b> <span style="float: right;"><b>6 - 9 units</b></span> CSU – 3 courses required, one from each group below UC – 2 courses required, one from Group A & B A: <b>English Composition</b> ENGL 100, 105 AP Score of 3, 4 or 5 in ENGL/LANG or ENGL/LIT Course from other college _____ AP _____ B: <b>Critical Thinking-English Composition</b> ENGL 110, 165 AP DOES NOT meet this requirement Course from other college _____ C: <b>Oral Communication (CSU requirement only)</b> COMM 110, 130,140,150 AP DOES NOT meet this requirement Course from other college _____			1A	
			1B	
			1C	
<b>AREA 2: MATHEMATICAL CONCEPTS &amp; QUANTITATIVE REASONING</b> <span style="float: right;"><b>3 units</b></span> MATH 125, 145, 200, 222, 225, 241, 242, 251, 252, 253, 268, 270, 275 PSYC 121 AP Score of 3, 4 or 5 in CALC AB or CALC BC or STATS Course from other college _____ AP/IB _____			2A	
<b>AREA 3: ARTS &amp; HUMANITIES</b> <span style="float: right;"><b>9 units</b></span> 3 courses. One from 3A Arts, one from 3B Humanities, one from 3A or 3B. A: <b>Arts</b> ARCH 100 ART 101, 102, 103, 104, 105 DANC 100 DGME 215 ETHN 288, 585 FILM 100, 120, 121, 122, 130, 135, 140, 145, 200, 215 MUS 100, 131, 202, 250, 275 AP Score of 3, 4 or 5 in ART HIST Course from other college _____ AP/IB _____ B: <b>Humanities</b> ASL 110 CHIN 131, 132 ENGL 110 ETHN 104, 105, 106, 265 FILM 277 HIST 100, 101, 201, 202, 260, 310 LIT 101,105, 113, 115, 150, 151, 155, 156, 201, 202, 220, 231, 232, 251,266, 277, 430 PHIL 100, 160, 175, 244, 300 SPAN 131, 132, 140 Course from other college _____ AP Score of 3, 4 or 5 in ART HIST or ENGL/LIT or HIST or FOR LANG AP/IB _____			3A	
			3B	
			3A or 3B	
<b>AREA 4: SOCIAL &amp; BEHAVIORAL SCIENCES</b> <span style="float: right;"><b>9 units</b></span> 3 courses selected from at least two disciplines ADMJ 100 ANTH 110, 180, 350 BUS 125 DGME 100, 102 ECON 100, 102 ETHN 101,103,104,105,106, 300 GEOG 110,150 GBST 101 HIST 100, 101, 201, 202, 260 310 KINE 103 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 _____			4	
			4	
			4	
<b>AREA 5: PHYSICAL &amp; BIOLOGICAL SCIENCES</b> <span style="float: right;"><b>7 units</b></span> 2 courses, one from Group A, one from Group B. One of the two courses must incorporate a laboratory, Group C. A: <b>Physical Science</b> 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 _____ B: <b>Biological Science</b> ANTH 125, 127* BIOL 100,102,110#,130, 132*, 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 _____ C: <b>Science Laboratory</b> 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 _____			5A	
			5B	
			5C	
<b>AREA 6: LANGUAGE OTHER THAN ENGLISH (LOTE)</b> <span style="float: right;"><b>(UC requirement only)</b></span> View the college catalog for a complete list of options to satisfy Area 6. Any course from the list below satisfies Area 6. If your native language is not English, courses in your native language may not be accepted by the UC system. The LOTE requirement may be satisfied by successful completion of two years of high school study in the same language. High school transcripts required. Completed at high school _____ OR At CSM—ASL 100, 110 CHIN 122, 131, 132, 140 SPAN 120, 122, 131, 132, 140 OR AP results of 3, 4 or 5 in any FOREIGN LANG Course from other college _____ AP/IB _____			6A	

NOT PART OF IGETC - CSU GRADUATION REQUIREMENTS

JUNE 1, 2018

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 PLSC 210#
- Area 2: US CONSTITUTION HIST 201#, 202#, 260# PLSC 200\*\*, 210#, 215 # meets Areas 1 & 2
- Area 3: CA STATE/LOCAL GOV. ETHN 101 HIST 310 PLSC 200\*\*, 310 \*\* meets Areas 2 & 3

# IGETC ADVISING FORM

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2018-19 EDITION

Due to periodic revision of transfer requirements, use [www.assist.org](http://www.assist.org) for the most current IGETC info.

1. You must request an official IGETC Certification to be sent with your final transcripts to your transfer destination in your last term of enrollment at CSM. Failure to do so will affect your transfer admissions status.
2. Use DEGREE WORKS in WebSmart to view how courses completed are applied to IGETC requirements.
3. **IMPORTANT!** There are instances when a course at CSM is approved for IGETC but THE SAME COURSE at SKYLINE or CAÑADA is not approved for IGETC (or visa versa). Remember to look at the IGETC list for the college at which you are enrolled in the class to confirm IGETC applicability.
4. If you request IGETC Certification at CSM and have completed courses at colleges outside of the San Mateo College District, you must have your transcripts officially evaluation by the SMCCCD Transcript Evaluation Service. For more information go to [www.smccd.edu/transeval](http://www.smccd.edu/transeval) .

### Important information regarding completing IGETC

1. It is **IMPORTANT** that you request a IGETC Certification to be sent with your final transcript to your transfer destination. Make this request through your WebSMART under "Transcripts." 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 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 and 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 to the Admissions and Records Office prior to certification.
8. **Students who have completed coursework at colleges or universities outside the San Mateo County Community College District but within the United States should use the CSM Transcript Evaluation Service within the first semester of attendance to determine how prior coursework can be applied to IGETC certification.**
9. 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).**
10. The IGETC is not advisable for all transfer students.
  - UC Berkeley - Haas School of Business and colleges of Engineering, Environmental Design and Chemistry have extensive prescribed major prerequisites and IGETC is not appropriate preparation for majors in these colleges.
  - UC Los Angeles - The Henry Samueli School of Engineering and Applied Science does not accept IGETC.
  - UC Riverside - The Marlan and Rosemary Bourns College of Engineering accepts completion of IGETC but additional breadth coursework may be required after enrollment at Bourns.
  - UC San Diego - Eleanor Roosevelt and Revelle Colleges do not accept IGETC.
  - UC Santa Cruz - Transfer students pursuing any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC as it will not provide them with lower division preparation for their majors.

## University of California

The following is a listing of contact information for the individual campuses comprising the University of California system. For information about the UC system in general, visit the [UC \(ucop.edu\)](http://UC(ucop.edu)) website.

### Berkeley

University of California  
Berkeley, CA 94720-1500  
(510) 642-6000  
[www.berkeley.edu](http://www.berkeley.edu)

### Davis

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

### Irvine

University of California  
Irvine, CA 92697  
(949) 824-5011  
[www.uci.edu](http://www.uci.edu)

### Los Angeles

University of California  
Los Angeles, CA 90095-1405  
(310) 825-4321  
[www.ucla.edu](http://www.ucla.edu)

### Merced

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

### Riverside

University of California  
Riverside, CA 92521  
(951) 827-1012  
[www.ucr.edu](http://www.ucr.edu)

### San Diego

University of California  
La Jolla, CA 92093-0005  
(858) 534-3135  
[www.ucsd.edu](http://www.ucsd.edu)

### San Francisco

University of California  
San Francisco, CA 94143-0402  
(415) 476-9000  
[www.ucsf.edu](http://www.ucsf.edu)

### Santa Barbara

University of California  
Santa Barbara, CA 93106  
(805) 893-8000  
[www.ucsb.edu](http://www.ucsb.edu)

### Santa Cruz

University of California  
1156 High Street  
Santa Cruz, CA 95064  
(831) 459-0111  
[www.ucsc.edu](http://www.ucsc.edu)

## California State University (CSU)

The following is a listing of contact information for the individual campuses comprising the California State University system. System-wide information is available on the [CSU Mentor \(calstate.edu/apply\)](http://CSU Mentor(calstate.edu/apply)) webpage and [CalState \(calstate.edu\)](http://CalState(calstate.edu)) webpage.

### California State University, Bakersfield

9001 Stockdale Highway  
Bakersfield, CA 93311-1099  
(661) 654-2782  
[www.csub.edu](http://www.csub.edu)

### California State University, Channel Islands

One University Drive  
Camarillo, CA 93012  
(805) 437-8520  
[www.csuci.edu](http://www.csuci.edu)

### California State University, Chico

400 W. First Street  
Chico, CA 95929-0722  
(530) 898-4636  
[www.csuchico.edu](http://www.csuchico.edu)

### California State University, Dominguez Hills

1000 East Victoria Street  
Carson, CA 90747  
(310) 243-3696  
[www.csudh.edu](http://www.csudh.edu)

### California State University, East Bay

25800 Carlos Bee Blvd.  
Hayward, CA 94542-3035  
(510) 885-3000  
[www.csueastbay.edu](http://www.csueastbay.edu)

### California State University, Fresno

5150 North Maple Avenue  
Fresno, CA 93740-0057  
(559) 278-4240  
[www.csufresno.edu](http://www.csufresno.edu)

### California State University, Fullerton

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

### Humboldt State University

1 Harpst Street  
Arcata, CA 95521-4957  
(707) 826-4402  
[www.humboldt.edu](http://www.humboldt.edu)



**California State University, Long Beach**

1250 Bellflower Blvd.  
 Long Beach, CA 90840-0106  
 (562) 985-4111  
[www.csulb.edu](http://www.csulb.edu)

**California State University, Los Angeles**

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

**California Maritime Academy**

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

**California State University, Monterey Bay**

100 Campus Center Drive  
 Seaside, CA 93955-8001  
 (831) 582-5100  
[www.csumb.edu](http://www.csumb.edu)

**California State University, Northridge**

18111 Nordhoff Street  
 Northridge, CA 91330-8207  
 (818) 677-1200  
[www.csun.edu](http://www.csun.edu)

**California State Polytechnic University, Pomona**

3801 West Temple Ave.  
 Pomona, CA 91768-4003  
 (909) 869-7659  
[www.cpp.edu](http://www.cpp.edu)

**California State University, Sacramento**

6000 J Street  
 Sacramento, CA 95819-6048  
 (916) 278-6011  
[www.csus.edu](http://www.csus.edu)

**California State University, San Bernardino**

5500 University Parkway  
 San Bernardino, CA 92407-2397  
 (909) 537-5000  
[www.csusb.edu](http://www.csusb.edu)

**San Diego State University**

5500 Campanile Drive  
 San Diego, CA 92182-7455  
 (619) 594-5200  
[www.sdsu.edu](http://www.sdsu.edu)

**San Francisco State University**

1600 Holloway Ave.  
 San Francisco, CA 94132-4002  
 (415) 338-1111  
[www.sfsu.edu](http://www.sfsu.edu)

**San Jose State University**

One Washington Square  
 San Jose, CA 95192-0009

(408) 924-1000  
[www.sjsu.edu](http://www.sjsu.edu)

**California Polytechnic State University, San Luis Obispo**

San Luis Obispo, CA 93407  
 (805) 756-1111  
[www.calpoly.edu](http://www.calpoly.edu)

**California State University, San Marcos**

333 S. Twin Oaks Valley Road  
 San Marcos, CA 92096-0001  
 (760) 750-4848  
[www.csusm.edu](http://www.csusm.edu)

**Sonoma State University**

1801 East Cotati Ave.  
 Rohnert Park, CA 94928-3609  
 (707) 664-2880  
[www.sonoma.edu](http://www.sonoma.edu)

**California State University, Stanislaus**

801 West Monte Vista Ave.  
 Turlock, CA 95382  
 (209) 667-3122  
[www.csustan.edu](http://www.csustan.edu)



# Associate Degree Requirements

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## AA/AS Degree Requirements

The awarding of an associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Graduation from College of San Mateo with the Associate in Arts or Science degree is based upon the completion of 60 units of lower-division college-level work. A student pursuing an associate degree must declare a major field of study. The major is comprised of specific courses within a discipline or related discipline as specified by the appropriate division and recorded in the college catalog. A list of College of San Mateo degree programs, with courses and units required for each major, can be found in the catalog. A minimum of 18 units must be completed in a major. Some majors require more than 18 units. Courses applied to the major may also be applied to meet general education requirements. A 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).

To track the courses you have completed for certification, the [Associate in Arts/Science Degree Requirements Worksheet](https://collegeofsanmateo.edu/forms/docs/counseling/AAAS_DegreeWorksheet_18-19.pdf) ([collegeofsanmateo.edu/forms/docs/counseling/AAAS\\_DegreeWorksheet\\_18-19.pdf](https://collegeofsanmateo.edu/forms/docs/counseling/AAAS_DegreeWorksheet_18-19.pdf)) is available online.

## 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.



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 Degrees for Transfer (AA-T/AS-T)**

**IMPORTANT directions to students:** Use Degree Works in your 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 must request an OFFICIAL TRANSCRIPT EVALUATION within the first semester of attendance to determine how prior coursework can be applied to AA/AS and AA/AS-T degrees, CSUGE, and IGETC requirements. Request an official transcript evaluation from the SMCCD Transcript Evaluation Service in WEBSMART. For more information about the San Mateo County Community College District Transcript Evaluation Service go to : [www.smccd.edu/transeval](http://www.smccd.edu/transeval).

<p><b>A—RESIDENCE</b>                  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.</p>	<p><b>COMPLETED: YES _____</b></p>
<p><b>B—SCHOLARSHIP</b>                  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.</p>	<p><b>COMPLETED: YES _____</b></p>
<p><b>C—COMPETENCY REQUIREMENTS</b>  <b>C1: <u>Math/Quantitative Reasoning- Math 120 Intermediate Algebra</u></b>                  May be satisfied with any of the following:                  A. Completion of SMCCCD math placement test with 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                  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*</p> <p><b>COMPLETED: YES _____ No _____</b></p> <p><b>C2: <u>English – English 100/105</u></b>                  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*</p> <p><b>COMPLETED: YES _____ No _____</b></p>	<p><b>C3: <u>Information Competency</u></b>                  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, COUN 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 <a href="http://collegeofsanmateo.edu/library">collegeofsanmateo.edu/library</a>                  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.</p> <p><b>COMPLETED: YES _____ No _____</b>                  *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 <a href="http://www.smccd.edu/transeval">www.smccd.edu/transeval</a></p>

**D—MAJOR**  
 Major requirements are a minimum of 18 units. Use the College Catalog for the 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	<b>C</b>	<b>IP</b>
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<p><b>E—GENERAL EDUCATION</b>  <b>AREA E1: AMERICAN HISTORY &amp; INSTITUTIONS, CA STATE &amp; LOCAL GOVERNMENT (AH&amp;I)</b></p> <p>This requirement may be satisfied by completing one of the three options below (3—9 units). Option 1 courses are those that have been approved to meet two of the three AH&amp;I areas—US-1 US History, US-1 US Constitutions, and US-3 CA State &amp; Local Government:</p> <p><b>Option 1:</b> <u>PLSC 200</u> (US-2, US-3) or <u>PLSC 210</u> (US-1, US-2) or <u>HIST 201</u> (US-1, US-2) or <u>HIST 202</u> (US-1, US-2) or <u>HIST 260</u> (US-1, US-2)  <b>Option 2:</b> select one of the options in Group 1 and one course in Group 2:  <b>Group 1: American History and Institutions</b>  <u>PLSC 215</u>, or <u>HIST 100 &amp; 102</u>, or <u>HIST 101 &amp; 102</u>, or <u>HIST 201 &amp; 202</u>, or <u>HIST 201 &amp; 260</u>, or <u>HIST 202 &amp; 260</u>                  Course from other college _____  <b>Group 2: CA State and Local Government</b>  <u>ETHN 101</u> or <u>HIST 310</u> or <u>PLSC 310</u>                  Course from other college _____</p> <p><b>Option 3:</b> complete the U.S. History &amp; American Ideals, U.S. Constitution, California State and Local Government requirement as approved by CSU to meet the CSU graduation requirement at a California Community College or a California State University campus. <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>                  Courses from other college _____</p>	<p><b>E1.1</b></p> <p><b>or</b></p> <p><b>E1.2</b></p> <p><b>or</b></p> <p><b>E1.3</b></p>	
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Name: \_\_\_\_\_ CSM ID#: G \_\_\_\_\_  
 Last name First name  
 Major: \_\_\_\_\_ Date: \_\_\_\_\_

Mark X in the appropriate column for each category: C = Completed; IP = In Progress		C	IP
<b>AREA E2: LANGUAGE AND RATIONALITY</b> <span style="float: right;"><b>6 to 9 units</b></span>			
<b>a) English Composition - 3 units</b> (If using ENGL 100 or 105 for area 2a, you must select a different course to meet area 2b) <u>ENGL</u> 838, 848, 100, 105 <u>ESL</u> 400 Course from other college _____ AP _____	<b>E2a</b>		
<b>b) English, Literature, Speech Communication - 3 units</b> (Courses marked with an asterisk (*) can also be used to meet 2c which allows completion of 2a, 2b, and 2c with 6 units of coursework) <u>COMM</u> 110*, 115, 130*, 140*, 150, 170, 171 <u>ENGL</u> 100*, 105* 110*, 161, 162, 163, 165* <u>ESL</u> 400* <u>DGME</u> 128 <u>FILM</u> 277* <u>LIT.</u> 101*, 105*, 113*, 115*, 150*, 151*, 154, 155*, 156*, 201*, 202*, 220*, 221, 231*, 232*, 251*, 266*, 277*, 430* Course from other college _____ AP _____	<b>E2b</b>		
<b>c) Communication and Analytical Thinking - 3 units</b> (Courses marked with an asterisk (*) can also be used to meet 2b which allows completion of 2a, 2b, and 2c with 6 units of coursework) <u>ART</u> 200 <u>BUS.</u> 115, 295, 401 <u>CIS</u> 110, 125, 135, 137, 138, 254, 255, 278 <u>COMM</u> 110*, 115, 130*, 140* <u>DGME</u> 102 <u>ELEC</u> 445 <u>ENGL</u> 100*, 105*, 110*, 165* <u>ESL</u> 400* <u>FILM</u> 277* <u>LIT.</u> 101*, 105*, 113*, 115*, 150*, 151*, 154, 155*, 156*, 201*, 202*, 220*, 221, 231*, 232*, 251*, 266*, 277*, 430* <u>MATH</u> 120, 123, 125, 130, 145, 190, 200, 222, 225, 241, 251 <u>PHIL</u> 103, 160, 175, 200 <u>PSYC</u> 120 Course from other college _____ AP/IB _____	<b>E2c</b>		
<b>Courses used to meet Area 2a, 2b, and/or 2c cannot be used to satisfy other general education requirements.</b>			
<b>AREA E3: HEALTH SCIENCE— EFFECTIVE FALL 2010, HEALTH SCIENCE IS NO LONGER AN ASSOCIATE DEGREE REQUIREMENT.</b>			
<b>AREA E4: PHYSICAL EDUCATION ACTIVITY CLASSES</b> <span style="float: right;"><b>1 to 2 units (two activity classes)</b></span>			
Students must complete <b>two activity courses in Physical Education or Dance.</b> Lecture courses in Physical Educ. will not satisfy this requirement.  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 _____ Course from other college _____	<b>PE Class 1</b>		
	<b>PE Class 2</b>		
<b>AREA E5: ADDITIONAL GENERAL EDUCATION REQUIREMENTS</b> <span style="float: right;"><b>12 units</b></span>			
<b>A 3 unit course in each area is required. Courses listed in multiple areas cannot be used in more than one area.</b>			
<b>a) Natural Science -</b> <u>ANTH</u> 125, 127* <u>ASTR</u> 100, 101*, 103*, 115, 125, 200 <u>BIOL</u> 100, 102, 110, 130, 132*, 145, 184, 195*, 210, 220, 230, 240, 250, 260, 310 <u>CHEM</u> 192, 210, 220, 231, 232, 250, 410, 420 <u>ELEC</u> 111 <u>GEOG</u> 100 <u>GEOL</u> 100, 101* <u>OCEN</u> 100 <u>PALN</u> 110, 111* <u>PHYS</u> 100, 210, 220, 250, 260, 270 <u>PSYC</u> 105, 220 *these are one unit lab courses and combined with other one-unit lab courses do not meet the 3 unit requirement in Natural Science. Course from other college _____ or AP/IB _____	<b>E5a</b>		
<b>b) Social Science -</b> <u>ADMJ</u> 100 <u>ANTH</u> 110, 180, 350 <u>BUS.</u> 100, 125 <u>DGME</u> 100, 102 <u>ECON</u> 100, 102 <u>ETHN</u> 101, 103, 104, 105, 106, 107, 108, 109, 122, 300 <u>GEOG</u> 110, 150 <u>GBST</u> 101, 102 <u>HIST</u> 100, 101, 201, 202, 260, 310 <u>KINE</u> 103, 104 <u>PLSC</u> 100, 110, 130, 150, 200, 210, 215, 310 <u>PSYC</u> 100, 105, 106, 110, 120, 200, 201, 220, 230, 225, 300, 301, 310, 320, 330, 410 <u>SOSC</u> 310, 321 <u>SOCI</u> 100, 105, 110, 121, 141 Course from other college _____ or AP/IB _____	<b>E5b</b>		
<b>c) Humanities -</b> <u>ANTH</u> 180 <u>ARCH</u> 100 <u>ART</u> 101, 102, 103, 104, 105, 204, 205, 207, 350, 351, 401 <u>ASL</u> 100, 110 <u>CHIN</u> 111, 112, 121, 122, 131, 132, 134, 140, 211, 212, 221 <u>COMM</u> 170, 171 <u>DANC</u> 100 <u>DGME</u> 215 <u>ENGL</u> 110 <u>ETHN</u> 104, 105, 106, 265, 288, 585 <u>FILM</u> 100, 120, 121, 122, 123, 130, 135, 140, 145, 153, 200, 215, 277 <u>GBST</u> 101, 102 <u>HIST</u> 100, 101, 201, 202, 260, 310 <u>KINE</u> 200 <u>LIT.</u> 101, 105, 113, 115, 150, 151, 154, 155, 156, 201, 202, 220, 221, 231, 232, 251, 266, 277, 430 <u>MUS.</u> 100, 131, 202, 210, 250, 275 <u>PHIL</u> 100, 160, 175, 244, 300 <u>SPAN</u> 110, 112, 120, 122, 131, 132, 140 Course from other college _____ or AP/IB _____	<b>E5c</b>		
<b>d) Career Exploration and Self-Development -</b> <u>ADMJ</u> 100 <u>ARCH</u> 666 <u>ART</u> 200 <u>BIOL</u> 126, 127, 128, 310 <u>BLDG</u> 700 <u>BUS.</u> 201, 315, 316, 317 <u>BUSW series</u> <u>CIS</u> 110 <u>HSCI</u> 100 <u>COUN</u> 111, 112, 114, 115, 120, 121, 122, 128, 129, 240 <u>CRER</u> 126, 127, 155 <u>COMM</u> 110, 115, 130, 140, 150 <u>DGME</u> 101, 103, 104, 211, 212, 230, <u>DRAF</u> 110 <u>ENGR</u> 100 <u>ELEC</u> 445 <u>ETHN</u> 122, 123 <u>FIRE</u> 715 <u>IDST</u> 110 <u>KIN</u> 101, 102, 106, 110, 130, 135, 136, <u>KIN</u> 201, 202 <u>LCTR</u> 240 <u>LIBR</u> 100 <u>MGMT</u> 100 <u>MUS</u> 296, 297 <u>NURS</u> 666, 242 <u>PHYS</u> 126, 127, 128 <u>PSYC</u> 310, 320, 330 <u>R.E</u> 100 <u>SOSC</u> 301, 333 Course from other college _____	<b>E5d</b>		

## Additional Associate Degrees and Certificates

A student may earn multiple associate degrees and certificates from College of San Mateo. Each additional degree and Certificate of Achievement will be posted to the student's academic record and the student will receive diplomas for each degree and Certificate of Achievement earned. For additional degrees and certificates any course used to meet the prescribed graduation requirements may count toward more than one degree and certificate. Courses used for one major may be used to meet requirements for additional majors. Courses used to meet the competency requirements and general education requirements for the first degree may be used to fulfill these requirements for additional degrees, provided the student has maintained "continuous enrollment" (see Graduation Requirements and Student Catalog Rights). If a break in enrollment occurs, a student must comply with the competency, general education, and major requirements in effect at the time the student resumes attendance or those in effect in subsequent years of the student's enrollment.

Students are strongly advised to use the transcript evaluation service to determine how course work from other colleges/universities can help them pursue an associate degree from College of San Mateo in addition to their bachelor degree. Please visit our Transcript Evaluation Services page or in-person (College Center Building 10, Room 310; 574-6234) or visit the [District Transcript Evaluation \(smccd.edu/transcript\)](http://smccd.edu/transcript) website.

## Bachelor Degree to Associate Degree

### A pathway to the associate degree for students who have already achieved a bachelor degree

Students who wish to pursue an associate degree at College of San Mateo and have already been awarded a bachelor 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 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.

Students are strongly advised to use the transcript evaluation service to determine how course work from other colleges/universities can help them earn multiple associate degrees and certificates from College of San Mateo. Please visit our Transcript Evaluation Services page or in-person (College Center Building 10, Room 310; 574-6234) or visit the [District Transcript Evaluation \(smccd.edu/transeval\)](http://smccd.edu/transeval) webpage.

## Course Substitutions for Associate Degree and Certificate Requirements

Courses required to meet certificate programs and associate degrees are listed in the College Catalog. Course substitutions are not approved if the required courses or course options are available and offered on a regular or rotating basis. A course substitution would be appropriate if the student has catalog rights for an earlier catalog and the required course listed in the earlier catalog is no longer offered. For more information go to the [Counseling Forms \(collegeofsanmateo.edu/forms/counseling.asp\)](http://collegeofsanmateo.edu/forms/counseling.asp) webpage and view the Course Substitution Form.

## Associate Degrees for Transfer (AA-T or AS-T) at College of San Mateo

As a result of the Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749), California community colleges now offer associate degrees for transfer to the California State University (CSU) system. These degrees are referred to as Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T). The degrees are designed to provide students with a clear educational planning pathway to a CSU major and baccalaureate degree. California community college students who are awarded an AA-T or AS-T degree



are guaranteed admission to a California State University campus with junior standing and given priority admission consideration to their local CSU campus and to a program that is deemed similar to their AA-T or AS-T major. This priority does not guarantee admission to any specific majors or campuses within the CSM system. In addition to transfer priority, the SB 1440/AA/AS-T opportunity, allows students who have been awarded an AA-T or AS-T the guarantee that, to complete their remaining requirements for the 120-unit baccalaureate degree, they need only to complete an additional selected 60 semester units of course work at the CSU.

Currently available AA/AS-T degrees are listed on AA/AS Degree and the Certificate Programs page.

For more information about SB 1440 – Associate Degrees for Transfer go to the [California Community Colleges \(sb1440.org\)](http://sb1440.org) website.

## AA/AS Degree Requirements

Directions to students: Use Degree Works in [WebSMART \(collegeofsanmateo.edu/websmart\)](http://collegeofsanmateo.edu/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 must request an Official Transcript Evaluation within the first semester of attendance to determine how prior coursework can be applied to AA/AS and AA/AS-T degrees, CSUGE, and IGETC requirements. Request an official transcript evaluation from the SMCCCD Transcript Evaluation Service in WEBSMART. Information about the Transcript Evaluation Service is available on the [Transcript Evaluation \(smccd.edu/transcript\)](http://smccd.edu/transcript) website.

<b>A. Residence</b>
A minimum of 60 degree applicable units are required. At least 12 units must be completed at College of San Mateo.
<b>B. Scholarship</b>
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.
<b>C. Competency Requirements</b>
<p><b>C1: Math/Quantitative Reasoning - Math 120 Intermediate Algebra</b></p> <p>May be satisfied with any of the following:</p> <ul style="list-style-type: none"> <li>• Completion of SMCCCD math placement test with eligibility for a math course higher than Math 120</li> <li>• Grade of C or higher in Math 120, or in both Math 122 and Math 123</li> <li>• Score of 3, 4 or 5 on College Board Advanced Placement Tests (AP): Calculus AB, or Calculus BC, or Statistics</li> <li>• Score of 4 or higher on International Baccalaureate Exam (IB): Mathematics HL</li> <li>• Grade of C or higher in a course equivalent to Math 120 taken outside the SMCCCD*</li> <li>• Grade of C or higher in a course with a prerequisite of intermediate algebra or higher*</li> </ul>
<p><b>C2: English - English 100/105</b></p> <p>May be satisfied with any of the following:</p> <ul style="list-style-type: none"> <li>• Grade of C or higher in English 100 or 105</li> <li>• Score of 3, 4, or 5 on one of the following College Board Advanced Placement Tests (AP): English Language and Composition, English Literature and Composition</li> <li>• Grade of C or higher in a course equivalent to English 100 taken outside the SMCCCD*</li> </ul>
<p><b>C3: Information Competency</b></p> <p>May be satisfied with any of the following:</p> <ul style="list-style-type: none"> <li>• ENGL 100 or 105 if completed FALL 2015 or later.</li> <li>• Grade of C/P in one of the following CSM courses: NURS 242, LIBR 100, BUSW 530, CIS 110, DGME 100, DGME 102, MATH 145, COUN 129</li> <li>• Grade of C/P in LSCI 100/Skyline or LIBR 100/Cañada</li> <li>• Score of 70 percent or higher on the CSM Information Competency Proficiency Exam. For more information on the exam see <a href="http://collegeofsanmateo.edu/library/info_comp.php">Information Competency at CSM (collegeofsanmateo.edu/library/info_comp.php)</a>.</li> <li>• Grade of C or higher in an equivalent course taken outside of the SMCCCD that meets CSM standards for information competency. Use the <a href="http://collegeofsanmateo.edu/forms/admissions.asp">Information Competency Equivalency Petition (collegeofsanmateo.edu/forms/admissions.asp)</a>.</li> </ul>
<p>*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 <a href="http://collegeofsanmateo.edu/forms/prerequisites.asp">Course Prerequisite Equivalency Form (collegeofsanmateo.edu/forms/prerequisites.asp)</a> or the Official Transcript Evaluation Service on the <a href="http://smccd.edu/transcript">Transcript Evaluation (smccd.edu/transcript)</a> website.</p>



## D. Major

Major requirements are a minimum of 18 units. Use the CSM Catalog for the 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.

*Specific requirements for majors may be found under [Degrees & Certificates](#).*

## E. General Education

### Area E1: American History & Institutions, CA State & Local Government

This requirement may be satisfied by completing one of the **three options below** (3-9 units). **Option 1 courses are those that have been approved to meet two of the three AH&I areas—US-1 US History, US-1 US Constitutions, and US-3 CA State & Local Government:**

**Option 1: PLSC 200** (US-2, US-3) or **PLSC 210** (US#1, US#2) or **HIST 201** (US-1, US-2) or **HIST 202** (US#1, US#2) or **HIST 260** (US-1, US-2)

**Option 2:** Select one of the options in Group 1 and one course in Group 2:

#### Group 1: American History and Institutions

**PLSC 215**, or **HIST 100 & 102**, or **HIST 101 & 102**, or **HIST 201 & 202**, or **HIST 201 & 260**, or **HIST 202 & 260**

#### Group 2: CA State and Local Government

**ETHN 101** or **HIST 310** or **PLSC 310**

**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.

*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).*

### AREA E2: Language and Rationality (6 to 9 units)

#### a) English Composition - 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**

#### b) English, Literature, Speech Communication - 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**; **LIT. 101\***, 105\*, 113\*, 115\*, 150\*, 151\*, 155\*, 156\*, 201\*, 202\*, 220\*, 231\*, 232\*, 251\*, 266\*, 430\*

#### c) Communication and Analytical Thinking - 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, 137, 138, 254, 255, 278**; **COMM 110\***, 130\*, 140\*; **DGME 102**; **ELEC 445**; **ENGL 100\***, 105\*, 110\*, 165\*; **ESL 400\***; **LIT. 101\***, 105\*, 113\*, 115\*, 150\*, 151\*, 155\*, 156\*, 201\*, 202\*, 220\*, 231\*, 232\*, 251\*, 266\*, 430\*; **MATH 120, 123, 125, 130, 145, 190, 200, 222, 225, 241, 251**; **PHIL 103, 160, 175, 200**; **PSYC 120**

*Courses that are used to meet Area 2a, 2b, and/or 2c cannot be used to satisfy other general education requirements.*

### 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.

This requirement may be waived for students in any of the following categories:

- Graduates of accredited community colleges or other accredited colleges and universities.
- Veterans of the U.S. Armed Forces with one or more years of active service.
- Persons excused for medical reasons. Approved medical waiver must be filed in the Office of Admissions & Records.

**AREA E5: Additional General Education Requirements (12 units)**

A 3 unit course in each area is required. Courses listed in multiple areas cannot be used in more than one area.

**a) Natural Science**

**ANTH** 125, 127\*; **ASTR** 100, 101\*, 103\*, 115, 125, 200; **BIOL** 100, 102, 110, 130, 132\*, 145, 184, 195\*, 210, 220, 230, 240, 250, 260, 310; **CHEM** 100, 192, 210, 220, 231, 232, 250, 410, 420; **ELEC** 111; **GEOG** 100; **GEOL** 100, 101\*; **OCEN** 100; **PALN** 110, 111\*; **PHYS** 100, 210, 220, 250, 260, 270; **PSYC** 105, 220

\*These are one unit lab courses and combined with other one-unit lab courses do not meet the 3 unit requirement in Natural Science.

**b) Social Science**

**ADMJ** 100; **ANTH** 110, 180, 350; **BUS.** 100, 125; **DGME** 100, 102; **ECON** 100, 102; **ETHN** 101, 103, 104, 105, 106, 107, 108, 109, 122, 300; **GEOG** 110, 150; **GBST** 101, 102; **HIST** 100, 101, 201, 202, 260, 310; **KINE** 103, 104; **PLSC** 100, 110, 130, 150, 200, 210, 215, 310; **PSYC** 100, 105, 110, 120, 200, 201, 220, 225, 300, 301, 310, 320, 330, 410; **SOSC** 310, 321; **SOCI** 100, 105, 110, 121, 141

**c) Humanities**

**ANTH** 180; **ARCH** 100; **ART** 101, 102, 103, 104, 105, 204, 205, 207, 350, 351, 401; **ASL** 100, 110; **CHIN** 111, 112, 121, 122, 131, 132, 134, 140, 211, 212, 221; **COMM** 170, 171; **DANC** 100; **DGME** 215; **ENGL** 110; **ETHN** 104, 105, 106, 265, 288, 585; **FILM** 100, 120, 121, 122, 123, 130, 135, 140, 145, 153, 200, 215; **GBST** 101, 102; **HIST** 100, 101, 201, 202, 260, 310; **KINE** 200; **LIT.** 101, 105, 113, 115, 221, 150, 151, 155, 156, 201, 202, 220, 231, 232, 251, 266, 430; **MUS.** 100, 131, 202, 210, 250, 275; **PHIL** 100, 160, 175, 244, 300; **SPAN** 110, 112, 120, 122, 131, 132, 140

**d) Career Exploration and Self-Development**

**ADMJ** 100; **ARCH** 666; **ART** 200; **BIOL** 126, 127, 128, 310; **BLDG** 700; **BUS.** 201, 315, 316, 317; **BUSW** series; **CIS** 110; **HSCI** 100; **COUN** 111, 112, 114, 115, 120, 121, 122, 128, 129, 240; **CRER** 126, 127, 155; **COMM** 110, 115, 130, 140, 150; **DGME** 101, 103, 104, 211, 212, 230; **DRAF** 110, 120; **ENGR** 100; **ELEC** 445; **ETHN** 122, 123; **FIRE** 715; **IDST** 110; **MUS.** 296, 297; **KINE** 101, 102, 106, 110, 130, 135, 136, 201, 202, 301; **LCTR** 240; **LIBR** 100; **MGMT** 100; **NURS** 666, 242; **PHYS** 126, 127, 128; **PSYC** 310, 320, 330; **R.E.** 100; **SOSC** 301, 333

This requirement may be satisfied by completing one of the three options below (3-9 units). Option 1 courses are those that have been approved to meet two of the three AH&I areas—US-1 US History, US-1 US Constitutions, and US-3 CA State & Local Government:



# Career and Technical Education

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## Career and Technical Education

Career and Technical Education programs are offered in many fields (visit AA/AS Degree and the Certificate Programs page for full list) for students planning to prepare for gainful employment. Advisory committees composed of representatives from the business and industrial community provide consultation to college faculty and staff.

## Two-Year Career and Technical Programs: AA or AS Degree

Most two-year programs lead to an Associate in Arts or Associate in Science degree. Many of the units earned in career and technical programs are accepted by four-year colleges as meeting certain requirements.

## Certificate Programs

Certificates are awarded upon successful completion of selected career and technical programs and upon application to the Office of Admissions and Records. Some certificates require less than two years of full-time study. To be eligible for a certificate, a student must pass all required certificate courses with a grade of C or higher, unless specified otherwise (see specific program) a maximum of 6 units from courses in which the student has elected a Pass/No Pass option may be applied toward a certificate. At least 50% of the units required for a certificate must be taken at College of San Mateo.

Certificate requirements for an individual student are those listed in the College of San Mateo Catalog of the year in which the student begins studies at CSM. Those requirements may be followed throughout the student's course of study. However, if a break in attendance occurs before the certificate is earned, the certificate requirements shall become those listed in the College Catalog which is current at the time studies are resumed.

Certificates may be earned through day or evening part-time or full-time enrollment.

## Certificates of Achievement

The higher of the two levels of certificates, Certificates of Achievement, are awarded upon successful completion of 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 the [Degrees & Certificates \(collegeofsanmateo.edu/degrees\)](http://collegeofsanmateo.edu/degrees) website.

## Program Planning and Enrollment Management

Students enrolling at College of San Mateo should plan a program of study that will meet their educational and career goals. All enrolled students have access to counseling services and should consult with a counselor early in the educational process for guidance and academic planning assistance. Students often have multiple goals and plan to complete a college certificate, an Associate degree, and/or transfer to a university to complete a Baccalaureate degree.

If in the course of enrollment at College of San Mateo, students find it advisable to change their program of study or educational goal, they may do so. These changes should be discussed with a counselor and students should be aware that any changes may result in extending the time necessary to fulfill the certificate or degree or transfer requirements. Ultimately, students maintain full responsibility for planning their educational programs and for their enrollment management.

Students are responsible to maintain current and accurate information in their [WebSMART \(collegeofsanmateo.edu/webSMART\)](http://collegeofsanmateo.edu/webSMART) accounts and update personal contact information, educational goal information, manage registration and enrollment, retrieve grades and placement test results, and monitor academic standing.



## Transfer Opportunities: Subject Areas and Majors

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### **Transfer Opportunities: Subject Areas and Majors**

College of San Mateo enables students to complete lower-division preparation (i.e., the first two years of the baccalaureate degree) in the following subject areas and majors offered at California's public and private universities, including all campuses of the University of California (UC) and the California State University (CSU). Upon completion of lower division requirements, CSM students are eligible for transfer admission to colleges and universities that offer these programs and majors. The following is only a partial list. For more information about transfer majors, please visit the [Transfer Services \(collegeofsanmateo.edu/transfer\)](http://collegeofsanmateo.edu/transfer) website, the [California Postsecondary Education Commission \(cpec.ca.gov/CollegeGuide/CollegeGuide.asp\)](http://cpec.ca.gov/CollegeGuide/CollegeGuide.asp) website or the [ASSIST \(assist.org\)](http://assist.org) website.





<p><b>Biological &amp; Life Sciences</b>            Aquatic Biology            Biotechnology            Cell Biology            Developmental Biology            Ecology            Ecosystems            Entomology            Genetics &amp; Plant Biology            Horticulture            Integrative Biology            Kinesiology            Marine Biology            Microbiology            Molecular &amp; Cell Biology            Neurobiology &amp; Physiology            Neuroscience            Plant Sciences            Zoology</p> <p><b>Business &amp; Public Administration</b>            Accounting            Agricultural Business            Business Administration            Business Economics            Healthcare Management            Hotel &amp; Restaurant Management            Information Systems            Management            Marketing            Marketing &amp; Wine Business Strategies            Public Administration            Recreation Administration            Taxation</p> <p><b>Communication</b>            Broadcast and Electronic Media            Communication Studies            Film            Interpersonal Communication            Journalism            Mass Communication            Public Relations            Radio-Television            Technical &amp; Professional Writing            TV, Film &amp; Media Production</p>	<p><b>Computer Science, Engineering &amp; Technology</b>            Aeronautical Science &amp; Engineering            Aerospace Engineering            Architecture            Artificial Intelligence            Biomedical Engineering            Chemical Engineering            Civil Engineering            Computer Science/Engineering            Construction Management            Electrical Engineering            Fire Protection Administration            Industrial Design            Manufacturing Technology            Marine Transportation            Materials Science &amp; Engineering            Mechanical Engineering            Software Systems</p> <p><b>Environmental Studies &amp; Agriculture</b>            Animal Science            Botany &amp; Plant Sciences            Earth &amp; Environmental Sciences            Environmental Sciences            Fisheries            Forestry            Horticulture            Resource Management            Soil &amp; Water Science            Wildlife &amp; Conservation Biology</p> <p><b>Ethnic &amp; Area Studies</b>            African American Studies            American Studies            Asian American/Asian Studies            Celtic Studies            Chicano Studies            Chinese Studies            Global Cultures            Japanese Studies            Jewish Studies            Latin American Studies            Middle Eastern Studies            Native American Studies            Russian Studies            World Cultures</p>
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<p><b>Health Professions, Education &amp; Counseling</b></p> <ul style="list-style-type: none"> <li>Alcohol &amp; Drug Studies</li> <li>Child Development</li> <li>Counseling</li> <li>Dental Hygiene</li> <li>Education</li> <li>Gerontology</li> <li>Nursing</li> <li>Nutritional Sciences</li> <li>Rehabilitation Counseling</li> <li>Special Education</li> <li>Speech Pathology</li> <li>Teaching ESL</li> </ul> <p><b>Humanities, Art &amp; Foreign Languages</b></p> <ul style="list-style-type: none"> <li>Art</li> <li>Art History</li> <li>Arts Management</li> <li>Classical Civilizations</li> <li>Comparative Literature</li> <li>Dance</li> <li>Design/Media Arts</li> <li>Dramatic Art</li> <li>English</li> <li>Ethnomusicology</li> <li>Film &amp; Digital Media</li> <li>Humanities</li> <li>Linguistics</li> <li>Medieval Studies</li> <li>Music</li> <li>Music History</li> <li>Philosophy</li> <li>Photography</li> <li>Religious Studies</li> <li>Renaissance Studies</li> <li>Rhetoric</li> <li>Sculpture</li> <li>Studio Art</li> <li>Chinese</li> <li>Italian</li> <li>Japanese</li> <li>Spanish</li> </ul>	<p><b>Mathematics &amp; Physical Sciences</b></p> <ul style="list-style-type: none"> <li>Astrophysics</li> <li>Chemistry</li> <li>Earth &amp; Planetary Science</li> <li>Earth Systems Science</li> <li>Fiber &amp; Polymer Science</li> <li>Financial Mathematics &amp; Statistics</li> <li>Geology/Geological Sciences</li> <li>Geophysics</li> <li>Mathematics</li> <li>Paleobiology</li> <li>Pharmacological Chemistry</li> <li>Physics</li> <li>Statistics</li> </ul> <p><b>Pre-Professional</b></p> <ul style="list-style-type: none"> <li>Pre-Chiropractic</li> <li>Pre-Dentistry</li> <li>Pre-Law</li> <li>Pre-Medicine</li> <li>Pre-Optometry</li> <li>Pre-Pharmacy</li> <li>Pre-Physical Therapy</li> <li>Pre-Veterinary</li> </ul> <p><b>Social Sciences</b></p> <ul style="list-style-type: none"> <li>Administration of Justice/Criminology</li> <li>Anthropology</li> <li>Archeology</li> <li>Cognitive Science</li> <li>Economics</li> <li>Geography</li> <li>History</li> <li>Human Development</li> <li>Human Sexuality</li> <li>Law &amp; Society</li> <li>Liberal Studies</li> <li>Multicultural Studies</li> <li>Peace &amp; Conflict Studies</li> <li>Political Science</li> <li>Psychology</li> <li>Public Policy</li> <li>Social Welfare</li> <li>Sociology/Social Science</li> <li>Women's Studies</li> </ul>
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## Degrees & Certificates

For information regarding CSM transfer programs, please refer to [Transfer Opportunities: Subject Areas and Majors](#). In addition, meet with a CSM counselor/advisor and use the resources of [Transfer Services \(collegeofsanmateo.edu/transfer\)](http://collegeofsanmateo.edu/transfer) to develop an educational plan leading to transfer in your specific area of study. For information about Gainful Employment, see [Gainful Employment Disclosure Information](#).

Degree or Certificate Program	Award Type	Units
<b>ACCOUNTING</b>		
Accounting	AA	60 units
Accounting	CA	22 units
Accounting Assistant	CS	8.5 units
Accounting Essentials for Business Professionals	CS	6 units
CPA Exam Prep: Auditing and Attestation (AUD)	CS	17 units
CPA Exam Prep: Business Environment and Concepts (BEC)	CS	16 units
CPA Exam Prep: Financial Accounting and Reporting (FAR)	CS	17 units
CPA Exam Prep: Regulation (REG)	CS	16 units
Enrolled Agent Exam Preparation	CS	17 units
Individual Tax Professional	CS	15.5 units
Personal Financial Planning	CS	6 units
Preparation for a Master's Degree in Accounting	CS	14 units
Preparation for a Master's Degree in Taxation	CS	14 units
Tax Preparer I	CS	9.5 units
Tax Preparer II	CS	17.5 units
<b>ADDICTION STUDIES</b>		
Addiction Studies	AA	60 units
Addiction Studies	CA	39 units
Co-Occurring Disorders	CS	15 units
<b>ADMINISTRATION OF JUSTICE</b>		
Administration of Justice	AS	60 units
Administration of Justice	AS-T	60 units
Administration of Justice	CA	24 units
Basic Police Academy (AJPS)	CA	22 units
<b>ANTHROPOLOGY</b>		
Anthropology	AA-T	60 units
<b>ARCHITECTURE</b>		
Architecture	AS	60 units
<b>ART</b>		
Art: Art History	AA	60 units
Art: Photography	AA	60 units



Degree or Certificate Program	Award Type	Units
Fine Arts: General Studio Art	AA	60 units
Art History	AA-T	60 units
Studio Art	AA-T	60 units
Art History	CA	18 units
<b>ASTRONOMY</b>		
Astroimaging and Observatory Operation (AIOC)	CA	27 - 31 units
<b>BIOLOGY</b>		
Biology	AS	60 units
Biology: Pre-Nursing	AS	60 units
Biology	AS-T	60 units
Nutrition and Dietetics	AS-T	60 units
Biotechnology	CS	10 - 11 units
<b>BUILDING INSPECTION TECHNOLOGY</b>		
Building Inspection	AS	60 units
Building Inspection	CA	34.5 - 36.5 units
Commercial Building Inspection	CS	13.5 units
Residential Building Inspection	CS	15 units
<b>BUSINESS</b>		
Business Administration, Option 1	AA	60 units
Business Administration, Option 2	AA	60 units
Business Information Processing Option 1: Microcomputer/Office Assistant	AA	60 units
Business Information Processing Option 2: Microcomputer/Data Base and Spreadsheet Functions	AA	60 units
Business Administration	AS-T	60 units
Business Information Processing Option 1: Microcomputer/Office Assistant	CA	21.5 - 23 units
Business Information Processing Option 2: Microcomputer/Data Base and Spreadsheet Functions	CA	24 units
Business Information Worker	CS	15 units
Entrepreneurship: From Idea to Success	CS	16.5 units
Office Assistant I	CS	8 - 9.5 units
Office Assistant II	CS	11 units
<b>CHEMISTRY</b>		
Chemistry	AS	60 units
<b>COMMUNICATION STUDIES</b>		
Communication Studies	AA	60 units
Communication Studies	AA-T	60 units
Communication Studies	CS	12 units
<b>COMPUTER AND INFORMATION SCIENCE</b>		



Degree or Certificate Program	Award Type	Units
Computer Science Applications and Development	AS	60 units
Computer and Information Science	AS	60 units
Web and Mobile Application Development	AS	60 units
Computer Science Applications and Development	CA	30 - 34 units
Web and Mobile Application Development	CA	32 - 35 units
C++ Programming	CS	8 units
Data Science and Big Data	CS	14 - 16 units
Database Programming	CS	14 - 15 units
DevOps	CS	17 units
Internet of Things (IoT) Programming	CS	15 units
Java Programming	CS	8 units
Web Programming	CS	14 - 17 units
Web/Mobile App Development	CS	15 units
<b>COSMETOLOGY</b>		
Cosmetology	AA	81 units
Cosmetology	CA	57 units
<b>DENTAL ASSISTING</b>		
Dental Assisting	AS	60 units
Dental Assisting	CA	33 units
<b>DIGITAL MEDIA</b>		
Digital Media: Broadcast and Electronic Media	AA	60 units
Digital Media: Graphic Design	AA	60 units
Digital Media: Web Design/Multimedia	AA	60 units
Film, Television, and Electronic Media	AS-T	60 units
Digital Media: Graphic Production	CA	21 units
Digital Media: Web Design/Multimedia	CA	18 units
Digital Media: Applied Audio and Video Production	CS	12 units
Digital Media: Broadcast and Electronic Media	CS	12 units
Digital Media: Web Design/Multimedia	CS	12 units
<b>DRAFTING TECHNOLOGY</b>		
CAD/Drafting Technology	AS	60 units
CAD/Drafting Technology	CA	18 units
Computer-Aided Design	CS	16.5 units
<b>ECONOMICS</b>		
Economics	AA-T	60 units
<b>ELECTRICAL APPRENTICESHIP</b>		
Apprenticeship: Electrical Technology: Inside Wireman	AS	60 units



Degree or Certificate Program	Award Type	Units
Apprenticeship: Electrical Technology: Inside Wireman	CA	35 units
<b>ELECTRONICS TECHNOLOGY</b>		
Industrial Electronics Technology	AS	60 units
Electrical Technology: Electrical Power Systems and Instrumentation	CA	19 units
Advanced Electrical Power Systems and Instrumentation	CS	16 units
Electrical Technology: Electrical Power Systems and Instrumentation	CS	16 units
Fundamentals of Smart Building Systems	CS	15 units
Telecommunications Fundamentals	CS	8 units
<b>ENGINEERING</b>		
Engineering	AS	60 units
Engineering Technology: General	AS	60 units
<b>ENGLISH</b>		
English	AA	60 units
English	AA-T	60 units
<b>ETHNIC STUDIES</b>		
Ethnic Studies	AA	60 units
Critical Pacific Islands and Oceania Studies	CA	18 - 20 units
Critical Pacific Islands and Oceania Studies	CS	15 - 16 units
<b>FILM</b>		
Film	AA	60 units
<b>FIRE TECHNOLOGY</b>		
Fire Technology	AS	60 units
Fire Technology	CA	33 - 35 units
<b>GEOLOGY</b>		
Geological Science	AS	60 units
Geology	AS-T	60 units
<b>HISTORY</b>		
History	AA-T	60 units
<b>INTERDISCIPLINARY STUDIES</b>		
Interdisciplinary Studies, Option 1: Intercultural Studies	AA	60 units
Interdisciplinary Studies, Option 2: Contemporary Issues	AA	60 units
Interdisciplinary Studies, Option 3: Science and Society	AA	60 units
<b>KINESIOLOGY</b>		
Dance	AA	60 units
Kinesiology	AA-T	60 units
Specialized Pilates Instructor	CA	18 - 21 units
Athletic Coaching	CS	9.5 - 11 units



Degree or Certificate Program	Award Type	Units
Comprehensive Pilates Instructor	CS	13 units
Group Fitness Instructor	CS	6 units
Pilates Mat Instructor	CS	7 units
Pilates Mat and Reformer Instructor	CS	10 units
Yoga Instructor	CS	8 units
Yoga Teacher Training - 300 Hour	CS	14 units
<b>MANAGEMENT</b>		
Management: Business Management	AA	60 units
Management: Marketing Management	AA	60 units
Management: Retail Management	AA	60 units
Business Management	CA	24 units
Marketing Management	CA	24 units
Retail Management	CA	25 - 26 units
Facility Management	CS	16 - 17 units
Human Resources Management	CS	9 units
Project Management	CS	12 units
<b>MATHEMATICS</b>		
Mathematics	AS	60 units
Mathematics	AS-T	60 units
<b>MUSIC</b>		
Electronic Music	AA	60 units
Music	AA	60 units
Music	AA-T	60 units
Electronic Music	CA	21 units
<b>NURSING</b>		
Nursing	AS	78.5-79.5 units
<b>PHILOSOPHY</b>		
Philosophy	AA-T	60 units
<b>PHYSICAL SCIENCE</b>		
Physical Science	AS	60 units
<b>PHYSICS</b>		
Physics	AS	60 units
Physics	AS-T	60 units
<b>POLITICAL SCIENCE</b>		
Political Science	AA-T	60 units
<b>PSYCHOLOGY</b>		
Psychology	AA-T	60 units



Degree or Certificate Program	Award Type	Units
Psychology: Pre-Counseling	CS	6 units
<b>REAL ESTATE</b>		
Real Estate	AA	60 units
Real Estate Salesperson	CS	9 units
<b>SOCIAL SCIENCE</b>		
Social Science	AA	60 units
<b>SOCIOLOGY</b>		
Sociology	AA-T	60 units
<b>SPANISH</b>		
Spanish	CS	12 units
<b>UNIVERSITY TRANSFER</b>		
University Transfer Option 1: California State University General Education Certification (CSUGE)	CA	39 units
University Transfer Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU)	CA	37 units
University Transfer Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)	CA	34 units





## ACCOUNTING

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

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

For students who wish to transfer as a Business Administration major, refer to Business.

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### AA Associate in Arts Degree Program

Accounting..... 60 units

### CA Certificate of Achievement

Accounting..... 22 units

### CS Certificate of Specialization

Accounting Assistant..... 8.5 units  
Accounting Essentials for Business Professionals..... 6 units  
CPA Exam Prep: Auditing and Attestation (AUD)..... 17 units  
CPA Exam Prep: Business Environment and Concepts (BEC)..... 16 units  
CPA Exam Prep: Financial Accounting and Reporting (FAR)..... 17 units  
CPA Exam Prep: Regulation (REG)..... 16 units  
Enrolled Agent Exam Preparation..... 17 units  
Individual Tax Professional..... 15.5 units  
Personal Financial Planning..... 6 units  
Preparation for a Master's Degree in Accounting..... 14 units  
Preparation for a Master's Degree in Taxation..... 14 units  
Tax Preparer I..... 9.5 units  
Tax Preparer II..... 17.5 units

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### Recommended high school preparation

Coursework in Mathematics, English, and use of microcomputers, including spreadsheet and word processing applications.

### University Transfer Program

Use Assist to identify lower division major preparation for Business and Accounting for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs

to locate this information. Transfer Services can assist you to gather this information.



## AA Accounting

The associate degree in Accounting prepares students for a variety of positions in the accounting field. Many students find part-time employment after completing the initial accounting courses in the program and continue to work while fulfilling program requirements.

Lower division accounting courses are required for all business administration degree programs. These accounting courses provide an important foundation for students who plan to transfer to a four-year bachelor's degree program.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major Requirements

Required Core Courses: 16 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUSW 415	Spreadsheet I Using Excel for Windows	1.5 units

### Required Selective Courses: 6 units

A minimum of 6 units of any other ACTG courses or any BUS. courses.

### Total Required Major Units: 22

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Accounting

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/actg-ca-accounting.html\)](http://collegeofsanmateo.edu/gedi/docs/actg-ca-accounting.html).

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

#### Required Core Courses: 16 units

Required Core Courses: 16 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUSW 415	Spreadsheet I Using Excel for Windows	1.5 units

#### Required Selective Courses: 6 units

A minimum of 6 units of any other ACTG courses or any BUS. courses.

### Total Required Units: 22

## CS Accounting Assistant

### Program Learning Outcomes

Students completing this program will be able to:

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



**Requirements**

<b>Required Core Courses: 8.5 units</b>		<b>Units</b>
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUSW 415	Spreadsheet I Using Excel for Windows	1.5 units
CRER 127	Career Choices II: Job Search	0.5 units

**Total Required Units: 8.5**

## **CS** Accounting Essentials for Business Professionals

This certificate will give non-business majors an understanding of the essential concepts of accounting and finance needed to communicate effectively with accounting and finance professionals.

**Career Opportunities**

The classes in this certificate will enable non-business majors, such as program managers or business developers, to succeed in a business career.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Understand the concepts of accounting and finance needed to effectively communicate with accounting and finance professionals.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

**Requirements**

<b>Required Core Courses: 6 units</b>		<b>Units</b>
ACTG 106	Accounting Cycle Survey	1 unit
ACTG 107	Time Value of Money Survey	1 unit
ACTG 108	Financial Statement Analysis Survey	1 unit
ACTG 169	Accounting Ethics	3 units

**Total Required Units: 6**

## **CS** CPA Exam Prep: Auditing and Attestation (AUD)

This certificate prepares students for the Auditing and Attestation (AUD) section of the CPA exam. The courses in this certificate cover 80% or more of the topics on the AUD exam.

College of San Mateo offers the courses you need to prepare for the CPA exam. The CPA Exam Prep certificates identify the courses that prepare you for each of the four sections of the CPA exam. Each certificate covers 80% or more of the topics that will be tested on the related section of the CPA exam.

CSM offers the following CPA Exam Prep certificates:

- Auditing and Attestation (AUD)
- Business Environment and Concepts (BEC)
- Financial Accounting and Reporting (FAR)
- Regulation (REG)

All CSM accounting courses qualify as accounting units to sit for the CPA exam and to meet the 150-semester hour requirement for licensure in California.

For more information about how to prepare for the CPA exam visit the CSM accounting department website at <http://collegeofsanmateo.edu/accounting/>

**Career Opportunities**

Passing the CPA exam prepares students for a career with a CPA firm or in the accounting or finance department of a business, nonprofit agency, or governmental entity.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Understand the concepts, calculations, and reporting requirements needed to pass the Auditing and Attestation (AUD) section of the CPA exam.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

**Requirements**

<b>Required Core Courses: 17 units</b>		<b>Units</b>
ACTG 106	Accounting Cycle Survey	1 unit
ACTG 107	Time Value of Money Survey	1 unit
ACTG 108	Financial Statement Analysis Survey	1 unit
ACTG 161	Intermediate Accounting I	4 units
ACTG 162	Intermediate Accounting II	4 units



ACTG 163	Auditing	3 units
ACTG 169	Accounting Ethics	3 units

**Total Required Units: 17**

## **CS** CPA Exam Prep: Business Environment and Concepts (BEC)

This certificate prepares students for the Business Environment and Concepts (BEC) section of the CPA exam. The courses in this certificate cover 80% or more of the topics on the BEC exam.

College of San Mateo offers the courses you need to prepare for the CPA exam. The CPA Exam Prep certificates identify the courses that prepare you for each of the four sections of the CPA exam. Each certificate covers 80% or more of the topics that will be tested on the related section of the CPA exam.

CSM offers the following CPA Exam Prep certificates:

- Auditing and Attestation (AUD)
- Business Environment and Concepts (BEC)
- Financial Accounting and Reporting (FAR)
- Regulation (REG)

All CSM accounting courses qualify as accounting units to sit for the CPA exam and to meet the 150-semester hour requirement for licensure in California.

For more information about how to prepare for the CPA exam visit the CSM accounting department website at <http://collegeofsanmateo.edu/accounting/>

### **Career Opportunities**

Passing the CPA exam prepares students for a career with a CPA firm or in the accounting or finance department of a business, nonprofit agency, or governmental entity.

### **Program Learning Outcomes**

Students completing this program will be able to:

1. Understand the concepts, calculations, and reporting requirements needed to pass the Business Environment and Concepts (BEC) section of the CPA exam.

### **Requirements**

<b>Required Core Courses: 16 units</b>		<b>Units</b>
ACTG 106	Accounting Cycle Survey	1 unit
ACTG 107	Time Value of Money Survey	1 unit

ACTG 108	Financial Statement Analysis Survey	1 unit
ACTG 131	Managerial Accounting	4 units
ACTG 165	Cost Accounting	3 units
ACTG 168	Financial Management for Accountants	3 units
ECON 100	Principles of Macroeconomics	3 units

**Total Required Units: 16**

## **CS** CPA Exam Prep: Financial Accounting and Reporting (FAR)

This certificate prepares students for the Financial Accounting and Reporting (FAR) section of the CPA exam. The courses in this certificate cover 80% or more of the topics on the FAR exam.

College of San Mateo offers the courses you need to prepare for the CPA exam. The CPA Exam Prep certificates identify the courses that prepare you for each of the four sections of the CPA exam. Each certificate covers 80% or more of the topics that will be tested on the related section of the CPA exam.

CSM offers the following CPA Exam Prep certificates:

- Auditing and Attestation (AUD)
- Business Environment and Concepts (BEC)
- Financial Accounting and Reporting (FAR)
- Regulation (REG)

All CSM accounting courses qualify as accounting units to sit for the CPA exam and to meet the 150-semester hour requirement for licensure in California.

For more information about how to prepare for the CPA exam visit the CSM accounting department website at <http://collegeofsanmateo.edu/accounting/>

### **Career Opportunities**

Passing the CPA exam prepares students for a career with a CPA firm or in the accounting or finance department of a business, nonprofit agency, or governmental entity.

### **Program Learning Outcomes**

Students completing this program will be able to:

1. Understand the concepts, calculations, and reporting requirements needed to pass the Financial Accounting and Reporting (FAR) section of the CPA exam.



**Requirements**

<b>Required Core Courses: 17 units</b>		<b>Units</b>
ACTG 106	Accounting Cycle Survey	1 unit
ACTG 107	Time Value of Money Survey	1 unit
ACTG 161	Intermediate Accounting I	4 units
ACTG 162	Intermediate Accounting II	4 units
ACTG 164	Governmental & Nonprofit Accounting	3 units
ACTG 167	Advanced Accounting	4 units

**Total Required Units: 17****CS CPA Exam Prep: Regulation (REG)**

This certificate prepares students for the Regulation (REG) section of the CPA exam. The courses in this certificate cover 80% or more of the topics on the REG exam.

College of San Mateo offers the courses you need to prepare for the CPA exam. The CPA Exam Prep certificates identify the courses that prepare you for each of the four sections of the CPA exam. Each certificate covers 80% or more of the topics that will be tested on the related section of the CPA exam.

CSM offers the following CPA Exam Prep certificates:

- Auditing and Attestation (AUD)
- Business Environment and Concepts (BEC)
- Financial Accounting and Reporting (FAR)
- Regulation (REG)

All CSM accounting courses qualify as accounting units to sit for the CPA exam and to meet the 150-semester hour requirement for licensure in California.

For more information about how to prepare for the CPA exam visit the CSM accounting department website at <http://collegeofsanmateo.edu/accounting/>

**Career Opportunities**

Passing the CPA exam prepares students for a career with a CPA firm or in the accounting or finance department of a business, nonprofit agency, or governmental entity.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Understand the concepts, calculations, and reporting requirements needed to pass the Regulation (REG) section of the CPA exam.

2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

**Requirements**

<b>Required Core Courses: 16 units</b>		<b>Units</b>
ACTG 169	Accounting Ethics	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	3 units

**Total Required Units: 16****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).

**Program Learning Outcomes**

Students completing this program will be able to:

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

**Requirements**

<b>Required Core Courses: 17 units</b>		<b>Units</b>
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

**Total Required Units: 17**

## CS Individual Tax Professional

The Certificate of Specialization in Individual Tax Professional Program provides students with the knowledge that is essential for being successful in preparation of taxes for individuals and bookkeeping for a small business.

### Career Opportunities

This certificate prepares students to start their own tax preparation business or to work as specialized tax preparers in CPA and EA firms.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

Required Core Courses: 14.5 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 175	Volunteer Income Tax Preparation	2.5 units
ACTG 181	Taxation of Individuals Using Tax Software	4 units
ACTG 262	Depreciation, Business & Repair Expenses	0.5 units
ACTG 263	Sole Proprietorships	0.5 units
ACTG 264	Lacerte Tax Software Basics	0.5 units
ACTG 265	Taxation of Rental Real Estate	1 unit
ACTG 276	VITA Intermediate	1 unit

*It is recommended that students take ACTG 181 prior to or concurrently with the other courses in this certificate.*

Required Selective Courses: 1 unit (select from the following courses)		Units
ACTG 277	VITA Advanced	1 unit
ACTG 278	VITA Supervisory	1 unit

**Total Required Units: 15.5**

## CS Personal Financial Planning

This certificate is designed to help students reach two goals:

- Learn the financial planning skills needed to develop a personal financial plan for one's own benefit.
- Provide the background to succeed in the future course work required to sit for the CFP® Board's CFP® Certification Examination. For more information about becoming a Certified Financial Planner (CFP®), visit the CFP Board at [www.cfp.net](http://www.cfp.net).

### Career Opportunities

The courses in this certificate will give students the background they need to succeed in future course work to become a financial planner and sit for the CFP® Board's CFP® Certification Examination.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the concepts and calculations needed to prepare a personal financial plan.

### Requirements

Required Core Courses: 6 units		Units
ACTG 118	Personal Investing	3 units
ACTG 119	Personal Financial Planning	3 units

**Total Required Units: 6**

## CS Preparation for a Master's Degree in Accounting

This certificate prepares students with a bachelor's degree in any discipline to apply for a master's in accounting program. The courses in this certificate prepare students for the rigorous course work found in a master's program. This certificate includes the classes commonly required as prerequisites for a master's program.

All CSM accounting courses qualify as accounting units to sit for the CPA exam and to meet the 150-semester hour requirement for licensure in California. For more information about how to prepare for the CPA exam visit the CSM accounting department website at <http://collegeofsanmateo.edu/accounting/>

### Program Learning Outcomes

Students completing this program will be able to:



1. Understand the concepts, calculations, and reporting requirements needed to prepare for a master's in accounting program.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

### Requirements

Required Core Courses: 14 units		Units
ACTG 106	Accounting Cycle Survey	1 unit
ACTG 107	Time Value of Money Survey	1 unit
ACTG 108	Financial Statement Analysis Survey	1 unit
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ACTG 169	Accounting Ethics	3 units

**Total Required Units: 14**

## CS Preparation for a Master's Degree in Taxation

This certificate prepares students with a bachelor's degree in any discipline to apply for a master's in taxation program. The courses in this certificate prepare students for the rigorous course work found in a master's program. This certificate includes the classes commonly required as prerequisites for a master's program.

All CSM accounting courses qualify as accounting units to sit for the CPA exam and to meet the 150-semester hour requirement for licensure in California. For more information about how to prepare for the CPA exam visit the CSM accounting department website at

<http://collegeofsanmateo.edu/accounting/>

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand the concepts, calculations, and reporting requirements needed to prepare for a master's in taxation program.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations.

### Requirements

Required Core Courses: 14 units		Units
ACTG 106	Accounting Cycle Survey	1 unit

ACTG 169	Accounting Ethics	3 units
ACTG 181	Taxation of Individuals Using Tax Software	4 units
ACTG 182	Taxation of Business Entities Using Tax Software	4 units
ACTG 183	Taxation of Trusts, Gifts, and Estates Using Tax Software	2 units

**Total Required Units: 14**

## CS Tax Preparer I

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

Required Core Courses: 9.5 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 181	Taxation of Individuals Using Tax Software	4 units
BUSW 415	Spreadsheet I Using Excel for Windows	1.5 units
CRER 127	Career Choices II: Job Search	0.5 units

**Total Required Units: 9.5**

## CS Tax Preparer II

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

### Program Learning Outcomes

Students completing this program will be able to:



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

### Requirements

Required Core Courses: 17.5 units		Units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 121	Financial Accounting	4 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
<b>OR</b>		
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
ACTG 181	Taxation of Individuals Using Tax Software	4 units
ACTG 182	Taxation of Business Entities Using Tax Software	4 units
ACTG 183	Taxation of Trusts, Gifts, and Estates Using Tax Software	2 units
BUSW 415	Spreadsheet I Using Excel for Windows	1.5 units

**Total Required Units: 17.5**

## ADDICTION STUDIES

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

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

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#### **AA Associate in Arts Degree Program**

Addiction Studies.....60 units

#### **CA Certificate of Achievement**

Addiction Studies.....39 units

#### **CS Certificate of Specialization**

Co-Occurring Disorders..... 15 units

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### University Transfer Program

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

#### **About the program**

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

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

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





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

## AA Addiction Studies

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

### Career Opportunities

Career opportunities in this field include Primary Addiction Counselor/ Supervisor, Case Manager, Program Director, Prevention Educator, Mental Health Dual Diagnosis Counselor, Crisis Intervention Specialist, Incarceration Counselor, and Assessment/Placement Specialist. Other opportunities include working with adolescents, seniors, multicultural populations, and those who have been affected by HIV/ AIDS. Persons who are awarded the certificate may be employed by in-patient and out-patient treatment clinics, transitional housing centers, mental health clinics, job training/placement programs, shelters for various homeless populations, detoxification units, crisis intervention centers, incarceration facilities, and education/prevention programs in the schools and community. The certificate program conforms to the Proposed Guidelines for Addiction Studies Programs within Higher Education prepared by the Department of Education and meets the accreditation standards set forth by the California Association for Alcohol/Drug Educators (CAADE).

### Program Learning Outcomes

Students completing this program will be able to:

1. Explain a variety of models and theories of addiction; the social political, economic, and cultural context; risk and resiliency factors; the behavioral, psychological, physical health, and social effects of psychoactive substances.
2. Describe the philosophies, practices, policies, and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and the interdisciplinary approach to addiction treatment.
3. Demonstrate the use of specific diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care and apply treatment

services appropriate to the personal and cultural identity and language of the client.

4. Demonstrate the professional readiness of the counselor to apply their understanding of diverse cultures into clinical practice, the importance of self-awareness in one's own personal, professional, and cultural life, adherence to addiction professional's ethical and behavioral standards of conduct, importance of ongoing supervision and understand procedures for handling crisis or dangerous situations.

### Major Requirements

#### Required Core Courses (Foundation Core Courses): 15 units

		Units
SOSC 301	Introduction to Alcohol and Other Drug Studies	3 units
SOSC 302	Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse	3 units
SOSC 304	Intervention, Treatment and Recovery	3 units
SOSC 319	Co-Occurring Disorders I: Recognition and Referral	3 units
SOSC 333	Laws and Ethics in Addiction Studies	3 units

#### Required Core Courses (Skill Building Courses): 15 units

		Units
SOSC 307	Family Systems in Addiction	3 units
SOSC 308	Group AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 310	Special Population Groups in Addiction Studies	3 units
SOSC 314	Individual AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 317	Case Management	3 units

#### Required Core Courses (Field Study Courses): 6 units

		Units
SOSC 315	Field Studies and Seminar I	3 units
SOSC 316	Field Studies and Seminar II	3 units

#### Required Selective Courses: Select 3 units from the following:

		Units
PSYC 100	General Psychology	3 units



PSYC 410	Abnormal Psychology	3 units
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**Additional recommended courses (not required for degree)**

		Units
SOSC 321	Adolescent/Youth Substance Use Prevention, Interventions and Treatment	3 units
SOSC 325	Co-Occurring Disorders II: Management and Treatment	3 units

**Total Required Major Units: 39**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Addiction Studies

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/aods-ca-add.html\)](http://collegeofsanmateo.edu/gedi/docs/aods-ca-add.html).

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

### Career Opportunities

Career opportunities in this field include Primary Addiction Counselor/ Supervisor, Case Manager, Program Director, Prevention Educator, Mental Health Dual Diagnosis Counselor, Crisis Intervention Specialist, Incarceration Counselor, and Assessment/Placement Specialist. Other opportunities include working with adolescents, seniors, multicultural populations, and those who have been affected by HIV/ AIDS. Persons who are awarded the certificate may be employed by in-patient and out-patient treatment clinics, transitional housing centers, mental health clinics, job training/placement programs, shelters for various homeless populations, detoxification units, crisis intervention centers, incarceration facilitates, and education/prevention programs in the schools and community. The certificate program conforms to the Proposed Guidelines for Addiction Studies Programs within Higher Education prepared for the California State Department of Education and meets the accreditation standards set forth by the California Association for Alcohol/ Drug Educators (CAADE).

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

#### Required Core Courses (Foundation Core Courses): 15 units

		Units
SOSC 301	Introduction to Alcohol and Other Drug Studies	3 units
SOSC 302	Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse	3 units
SOSC 304	Intervention, Treatment and Recovery	3 units
SOSC 319	Co-Occurring Disorders I: Recognition and Referral	3 units
SOSC 333	Laws and Ethics in Addiction Studies	3 units

#### Required Core Courses (Skill Building Courses): 15 units

		Units
SOSC 307	Family Systems in Addiction	3 units
SOSC 308	Group AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 310	Special Population Groups in Addiction Studies	3 units
SOSC 314	Individual AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 317	Case Management	3 units



**Required Core Courses (Field Study Courses): 6 units**

		Units
SOSC 315	Field Studies and Seminar I	3 units
SOSC 316	Field Studies and Seminar II	3 units

**Required Selective Courses: Select 3 units from the following:**

		Units
PSYC 100	General Psychology	3 units
PSYC 410	Abnormal Psychology	3 units

**Additional recommended courses (not required for certificate)**

		Units
SOSC 321	Adolescent/Youth Substance Use Prevention, Interventions and Treatment	3 units
SOSC 325	Co-Occurring Disorders II: Management and Treatment	3 units

**Total Required Units: 39**

**CS Co-Occurring Disorders**

**Program Learning Outcomes**

Students completing this program will be able to:

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

of conduct, importance of ongoing supervision and understand procedures for handling crisis or dangerous situations.

**Requirements**

**Required Core Courses: 15 units**

		Units
PSYC 410	Abnormal Psychology	3 units
SOSC 302	Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse	3 units
SOSC 314	Individual AOD (Alcohol and Other Drug) Counseling Process	3 units
SOSC 319	Co-Occurring Disorders I: Recognition and Referral	3 units
SOSC 325	Co-Occurring Disorders II: Management and Treatment	3 units

**Total Required Units: 15**

**ADMINISTRATION OF JUSTICE**

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

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

California State University  
University of California  
Independent Colleges and Universities

**AS Associate in Science Degree Program**

Administration of Justice..... 60 units

**AS-T Associate in Science Degree for Transfer**

Administration of Justice..... 60 units

**CA Certificate of Achievement**

Administration of Justice..... 24 units

Basic Police Academy (AJPS)..... 22 units

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. Transfer majors may be listed as Administration of Justice, Criminal Justice, Criminology, Law and Society, or other listings. For independent or out-of-state colleges and universities use



their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

The Administration of Justice Program prepares students for jobs in the field of criminal justice. The program at CSM is designed to educate students on the many aspects of justice administration – from the human, social and moral problems to the larger scope of justice systems.

Through the expertise of the faculty and the exposure to professional personnel from the criminal justice system, students can expect to be prepared for a career in various fields including criminal justice, law enforcement, corrections, social services, probation, and law.

The criminal justice system offers employment in various municipal, county and state agencies in California, to individuals who have the ability to work well with all types of people, observe details others might miss, and make sound decisions in times of crisis.

The two-year degree covers a broad range of information and professional skills in criminal law, corrections, and the American justice system. While this degree is intended for transfer, it also may lead to employment or advancement within the justice system. Students planning to transfer to a four-year university should complete the Associate Degree.

## AS Administration of Justice

The Administration of Justice Program prepares students for jobs in the field of criminal justice. The program at CSM is designed to educate students on the many aspects of justice administration " from the human, social and moral problems to the larger scope of justice systems.

The two-year degree covers a broad range of information and professional skills in criminal law, corrections, and the American justice system. While this degree is intended for transfer, it also may lead to employment or advancement within the justice system. Students planning to transfer to a four-year university should complete the Associate Degree.

### Career Opportunities

Through the expertise of the faculty and the exposure to professional personnel from the criminal justice system, students can expect to be prepared for a career in various fields including criminal justice, law enforcement, corrections, social services, probation, and law. The criminal justice system offers employment in various municipal, county and state agencies in California, to individuals who have the ability to work well with all types of people, observe details others might miss, and make sound decisions in times of crisis.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify and classify the various components and goals of the Criminal Justice System, and explain how the components function as a team.
2. Recognize and discuss the development and practical application of law in society.
3. Explain and demonstrate the importance of developing interpersonal and written communication skills necessary to function within the Criminal Justice System and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in law enforcement careers.

### Major Requirements

#### Required Core Courses: 15 units

Units

ADMJ 100	Introduction to the Criminal Justice System	3 units
ADMJ 102	Principles and Procedures of the Criminal Justice System	3 units
ADMJ 104	Concepts of Criminal Law	3 units
ADMJ 106	Legal Aspects of Evidence	3 units
ADMJ 120	Criminal Investigation	3 units

#### Required Selective Courses: 6 units from the courses listed below:

Units

ADMJ 108	Community Relations and the Justice System	3 units
ADMJ 125	Juvenile Procedures	3 units
ADMJ 185	Introduction to Forensic Science	3 units

#### Total Required Major Units: 21

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS-T Administration of Justice

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



## Career Opportunities

The Administration of Justice Program prepares students for jobs in the field of criminal justice. The program at CSM is designed to educate students on the many aspects of justice administration – from the human, social and moral problems to the larger scope of justice systems. Through the expertise of the faculty and the exposure to professional personnel from the criminal justice system, students can expect to be prepared for a career in various fields including criminal justice, law enforcement, corrections, social services, probation, and law. The criminal justice system offers employment in various municipal, county and state agencies in California, to individuals who have the ability to work well with all types of people, observe details others might miss, and make sound decisions in times of crisis.

## Program Learning Outcomes

Students completing this program will be able to:

1. Identify and classify the various components and goals of the Criminal Justice System, and explain how the components function as a team.
2. Recognize and discuss the development and practical application of law in society.
3. Explain and demonstrate the importance of developing interpersonal and written communication skills necessary to function within the Criminal Justice System and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in law enforcement careers.

## Major Requirements

Required Core Courses: 6 units		Units
ADMJ 100	Introduction to the Criminal Justice System	3 units
ADMJ 104	Concepts of Criminal Law	3 units

Required Selective Courses: Select 6 units from the following courses:		Units
ADMJ 102	Principles and Procedures of the Criminal Justice System	3 units
ADMJ 106	Legal Aspects of Evidence	3 units
ADMJ 108	Community Relations and the Justice System	3 units
ADMJ 120	Criminal Investigation	3 units
ADMJ 125	Juvenile Procedures	3 units
ADMJ 185	Introduction to Forensic Science	3 units

## Required Selective Courses: Select 6 units from the following courses:

		Units
COMM 130	Interpersonal Communication	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
PSYC 121	Basic Statistical Concepts	3 units
<b>OR</b>		
MATH 200	Elementary Probability and Statistics	4 units

## Total Required Major Units: 18 - 19

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Administration of Justice

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/admj-ca-aj.html\)](http://collegeofsanmateo.edu/gedi/docs/admj-ca-aj.html).

## Program Learning Outcomes

Students completing this program will be able to:

1. Identify and classify the various components and goals of the Criminal Justice System, and explain how the components function as a team.
2. Recognize and discuss the development and practical application of law in society.
3. Explain and demonstrate the importance of developing interpersonal and written communication skills necessary to function within the Criminal Justice System and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in law enforcement careers.



**Requirements**

<b>Required Core Courses: 18 units</b>		<b>Units</b>
ADMJ 100	Introduction to the Criminal Justice System	3 units
ADMJ 102	Principles and Procedures of the Criminal Justice System	3 units
ADMJ 104	Concepts of Criminal Law	3 units
ADMJ 106	Legal Aspects of Evidence	3 units
ADMJ 120	Criminal Investigation	3 units
Completion of IGETC GE requirement under Area 1, Group A: English Composition		3 units

<b>Required Selective Courses: 6 units from the courses listed below:</b>		<b>Units</b>
ADMJ 108	Community Relations and the Justice System	3 units
ADMJ 125	Juvenile Procedures	3 units
ADMJ 185	Introduction to Forensic Science	3 units

**Total Required Units: 24****CA Basic Police Academy (AJPS)**

The Basic Police Academy includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Cultural Diversity, Report Writing, Arrest and Control Techniques, Firearms, Leadership, Ethics, Community Policing, Police Vehicle Operations, and First Aid/CPR. The course also includes a physical conditioning requirement that will prepare academy students for police service. The Basic Police Academy satisfies the California Commission on Peace Officer Standards and Training (POST) minimum training requirements for entry-level peace officer positions in California. Upon completion the student can apply to law enforcement agencies as a Regular Police Officer, Reserve Police Officer, or Peace Officer.

**Career Opportunities**

Regular Police Officer; Reserve Police Officer; Peace Officer

**Program Learning Outcomes**

Students completing this program will be able to:

1. Recognize crime elements, classifications and associated concepts relating to criminal law, property crimes, crimes against persons, general crime statutes, crimes against children, sex crimes, juvenile law, alcohol and controlled substances,

domestic violence, crimes against the justice system, and weapons violations.

2. Discuss the principles and procedures of the criminal justice system as they relate to constitutional rights, juvenile law, laws of arrest, search and seizure, presentation of evidence, management of crime scenes and the collection of evidence, use of force, and custody.
3. Demonstrate effective communication (verbal, non-verbal, and written) for composing investigative reports, testifying in court, requesting information, and interactions with peers, superiors and the community.
4. Demonstrate the prescribed competencies for psychomotor skills, including vehicle operations, arrest and control techniques, first aid/CPR, Firearms and Chemical Agents, as determined by the Commission on Peace Officer Standards and Training (POST).
5. Demonstrate the appropriate physical conditioning and lifestyle choices required for a career in law enforcement.

**Requirements**

<b>Required Core Course: 22 units</b>		<b>Units</b>
AJPS 107	Basic Police Academy	22 units

**Total Required Units: 22****ANTHROPOLOGY**

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

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

California State University  
University of California  
Independent Colleges and Universities

**AA-T Associate in Arts Degree for Transfer**

Anthropology.....60 units

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. Transfer majors may be listed as Anthropology or other listings. For independent or out-of-state colleges and universities use their catalogs to



locate this information. Transfer Services can assist you to gather this information.

## AA-T Anthropology

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

### Career Opportunities

Students majoring in Anthropology have opportunities in archeology, cultural resource management, environmental impact analysis, ethnic relations, ethnology, exhibit design, expeditions, film ethnography, health research, linguistics, museum curatorship, population analysis, public information, recreation, redevelopment, social gerontology, social services consultation, transcultural nursing, travel consultation, and urban planning.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze anthropological concepts and theories
2. Evaluate diverse viewpoints and evidence related to the human population.
3. Produce evidence-based arguments.

### Major Requirements

Required Core Courses: 9 units		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Physical Anthropology	3 units
ANTH 350	Introduction to Archaeology and World Prehistory	3 units

Required Selective Courses: List A: Select 3-4 units from the following:		Units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 121	Basic Statistical Concepts	3 units

Required Selective Courses: List B: Select 3-7 units from the following:		Units
ANTH 127	Physical Anthropology Laboratory	1 unit
BIOL 250	Human Anatomy	4 units

GEOL 100	Survey of Geology	3 units
GEOL 101	Geology Laboratory	1 unit
PSYC 120	Introduction to Research Methods	3 units
SOCI 121	Introduction to Research Methods	3 units

### Required Selective Courses: Select 3 units from the following:

		Units
ANTH 180	Magic, Science and Religion	3 units
COMM 150	Intercultural Communication	3 units
GEOG 110	Cultural Geography	3 units
MUS. 250	World Music	3 units
PHIL 300	Introduction to World Religions	3 units
SOCI 141	Race and Ethnic Relations	3 units

### Total Required Major Units: 18 - 23

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## ARCHITECTURE

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

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Architecture..... 60 units

### Recommended high school preparation



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

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for Architecture, Architectural Engineering, or Landscape, City, and Regional Planning for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AS Architecture

### Career Opportunities

Most architecture majors, after completing their studies and obtaining their Professional Degree, will choose to obtain their license to practice architecture and go into private practice as owners of their own firm. As practitioners, they will service a wide variety of clientele: private, business, institutional, and governmental. Others may elect to find employment in existing architectural firms, as members of their teams, in the design and development of the built environment. Some may elect to do advance work in fields such as art, historic restoration, product development, government, politics, business administration, law, education, medicine, research, land development, the military, etc. Others find opportunities in related fields that utilize the technical and problem-solving skills obtained from their architectural education.

### Program Learning Outcomes

Students completing this program will be able to:

1. Use basic architectural principles in elementary two & three dimensional design problem-solving.
2. Use graphics, including freehand drawing and computer applications, and physical models to communicate three dimensional design concepts and alternatives throughout a basic project design process.
3. Describe architectural precedents and traditions, in particular the influences of the 20th/21st century, as well as elementary climatic, technological, socioeconomic, and other cultural factors that impact the built environment and the practice of environmental design
4. Successfully carry out both individual and collaborative work as a part of a design team.

### Major Requirements

Required Core Courses: 16 units		Units
ARCH 100	Survey of Modern Architecture	3 units

ARCH 120	Architecture + Design Drawing I: Drawing and Visual Thinking	2 units
ARCH 140	Architecture + Design Drawing II: Design Communication	2 units
ARCH 210	Design I: Introduction to Architecture, Environmental Design, and the Design Process	4 units
ARCH 220	Design II: Architecture Design, Form and the Built Environment	4 units
ARCH 666	Introduction to Architecture	1 unit

### Required Selective Courses: 3 units selected from the following courses:

		Units
ART 204	Drawing I	3 units
ART 205	Drawing II	3 units
ART 301	Two-Dimensional Design	3 units
ART 350	Visual Perception	3 units
DRAF 121	Computer-Aided Drafting I	3 units
DRAF 122	Computer-Aided Drafting II	3 units

### Total Required Major Units: 19

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## ART

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

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Art: Art History..... 60 units  
Art: Photography..... 60 units  
Fine Arts: General Studio Art..... 60 units

### AA-T Associate in Arts Degree for Transfer

Art History..... 60 units  
Studio Art..... 60 units





**CA Certificate of Achievement**

Art History..... 18 units

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for Art and Art History for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**About the Program**

Art majors find employment in a variety of fields, which include advertising, manufacturing, industrial design, public relations, and communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, or story illustration.

Career opportunities include advertising manager, antique dealer, architect, art administrator, art therapist, art critic, art dealer, art historian, cartoonist, ceramicist, commercial ceramicist, community artist, computer artist, computer graphics illustrator, computer publisher, design consultant, curator, display designer/manager, fashion/floral/interior designer, educator, gallery director, graphic artist, illustrator, jewelry designer, layout artist, muralist, museum technician, painter, photographer, police artist, printmaker, set designer, sculptor, and visual information specialist.

**AA Art: Art History**

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

**Career Opportunities**

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

**Program Learning Outcomes**

Students completing this program will be able to:

1. Identify major monuments and movements in the history of art.
2. Identify and describe stylistic characteristics in order to place works of art in their historical and stylistic context.
3. Apply critical analysis to compare and contrast works of art.
4. Relate works of art to the societies in which they were created.
5. Critique in an original manner, using the appropriate language of art, the form and content of works of art.

**Major Requirements****Required Core Courses: 15 units****Units**

ART 101	Art and Architecture from the Ancient World to Medieval Times (c. 1400)	3 units
ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 104	Modern Art	3 units
ART 204	Drawing I	3 units

**Required Selective Courses: Select 3 units from the following:****Units**

ART 105	Art of Asia and the Near East	3 units
ART 124	Old Masters' Aesthetics and Techniques	3 units
ART 206	Expressive Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units
ART 214	Color	3 units
ART 223	Oil Painting I	3 units
ART 301	Two-Dimensional Design	3 units
ART 350	Visual Perception	3 units
ANTH 110	Cultural Anthropology	3 units
FILM 100	Introduction to Film	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Art: Photography

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Utilize the photographic medium as a means of self-expression.
2. Create effective photographic compositions using design principles.
3. Demonstrate the ability to produce a fine print and create a professional presentation.
4. Critically analyze and evaluate a photographic exhibit.

### Major Requirements

Required Core Courses: 15 units		Units
ART 351	Beginning Black and White Photography	3 units
ART 352	Intermediate Black and White Photography	3 units
ART 391	Experimental Photography 1	3 units
ART 381	Beginning Digital Photography	3 units
ART 383	Intermediate Digital Photography	3 units

Required Selective Courses: Select 3 units from the following:		Units
ART 353	Advanced Black and White Photography	3 units

ART 384	Advanced Digital Photography	3 units
ART 396	Documentary Photography 1	3 units

### Total Required Major Units: 18

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Fine Arts: General Studio Art

Students gain historical and contemporary perspectives on the creation of art, the ability to analyze and understand compositional structure, and hands-on skills working in a variety of media. Art majors find employment in a variety of fields, which include advertising, manufacturing, industrial design, public relations, and communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, or story illustration. Career opportunities include advertising manager, antique dealer, architect, art administrator, art therapist, art critic, art dealer, art historian, cartoonist, ceramicist, commercial ceramicist, community artist, computer artist, computer graphics illustrator, computer publisher, design consultant, curator, display designer/manager, fashion/floral/interior designer, educator, gallery director, graphic artist, illustrator, jewelry designer, layout artist, muralist, museum technician, painter, photographer, police artist, printmaker, set designer, sculptor, and visual information specialist.

### Career Opportunities

Job prospects for art majors are at an all-time high. According to the Bureau of Labor Statistics, the revolution in electronic communications, multimedia and entertainment has created a growing need for highly skilled artists and designers. Employment of visual artists is expected to grow faster than average for all occupations over the next decade. Career opportunities include animator, architect, art therapist, cartoonist, community artist, computer artist, computer graphics illustrator, design consultant, display designer/manager, fashion/floral/interior designer, fine artist, educator, game design, gallery director, graphic artist, illustrator, industrial design jewelry designer, layout artist, muralist, museum technician, painter, police artist, visual information specialist and web design.

### Program Learning Outcomes

Students completing this program will be able to:

1. Exhibit visual literacy and critical thinking through communication, analysis, and reflection on artworks and the concepts and influences from which artworks originate.



2. Possess physical/technical skills within an art/design based medium to be used as tools for creative expression.

### Major Requirements

#### Required Core Courses: 18 - 18.5 units Units

ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
<b>OR</b>		
ART 124	Old Masters' Aesthetics and Techniques	3 units
ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 204	Drawing I	3 units
ART 214	Color	3 units
ART 301	Two-Dimensional Design	3 units

#### And select one of the following: Units

ART 200	Portfolio Preparation	3 units
ART 385	Master Portfolio - Digital Photography	3.5 units
ART 388	Master Photography Portfolio	3.5 units

#### Required Selective Courses: Select 12 units from any of the following courses.

#### Drawing: Units

ART 205	Drawing II	3 units
ART 206	Expressive Figure Drawing and Portraiture	3 units
ART 230	Expressive Figure Drawing and Portraiture II	3 units
ART 207	Life Drawing	3 units
ART 213	Life Drawing II	3 units
ART 208	Portrait Drawing I	3 units
ART 209	Portrait Drawing II	3 units
ART 215	Portraiture III	3 units
ART 216	Portraiture IV	3 units

#### Painting: Units

ART 223	Oil Painting I	3 units
ART 224	Oil Painting II	3 units

ART 244	Oil Painting III	3 units
ART 247	Oil Painting IV	3 units
ART 225	Acrylic Painting I	3 units
ART 226	Acrylic Painting II	3 units
ART 251	Acrylic Painting III	3 units
ART 252	Acrylic Painting IV	3 units
ART 231	Watercolor I	3 units
ART 232	Watercolor II	3 units
ART 233	Watercolor III	3 units
ART 243	Watercolor IV	3 units
ART 203	Plein Air Painting	3 units
ART 253	Plein Air Painting II	3 units
ART 254	Plein Air Painting III	3 units
ART 255	Plein Air Painting IV	3 units

#### Ceramics and Sculpture: Units

ART 401	Three-Dimensional Design	3 units
ART 405	Sculpture I	3 units
ART 406	Sculpture II	3 units
ART 409	Sculpture III Extended Expertise	3 units
ART 410	Sculpture IV Advanced Expression	3 units
ART 411	Ceramics I	3 units
ART 412	Ceramics II	3 units
ART 417	Ceramics Glaze	3 units
ART 418	Ceramics III	3 units

#### Digital Art: Units

DGME 211	Introduction to Graphic Design	3 units
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#### Photography (Darkroom): Units

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



ART 393	Experimental Photography 3	3 units
ART 394	Experimental Photography 4	3 units

<b>Digital Photography:</b>		<b>Units</b>
ART 350	Visual Perception	3 units
ART 381	Beginning Digital Photography	3 units
ART 383	Intermediate Digital Photography	3 units
ART 384	Advanced Digital Photography	3 units
ART 396	Documentary Photography 1	3 units
ART 397	Documentary Photography 2	3 units
ART 398	Documentary Photography 3	3 units
ART 399	Documentary Photography 4	3 units

*For students who wish to explore career options in arts organizations or art education, it is recommended to take ART 420 Art Internship.*

**Total Required Major Units: 30 - 30.5**

***And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.***



## AA-T Art History

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify major monuments and movements in the history of art.
2. Identify and describe stylistic characteristics in order to place works of art in their historical and stylistic context.
3. Apply critical analysis to compare and contrast works of art.
4. Relate works of art to the societies in which they were created.
5. Critique in an original manner, using the appropriate language of art, the form and content of works of art.

### Major Requirements

Required Core Courses: 12 units		Units
ART 101	Art and Architecture from the Ancient World to Medieval Times (c. 1400)	3 units
ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 204	Drawing I	3 units

### Required Selective Courses: List A: Select 3 units:

		Units
ART 105	Art of Asia and the Near East	3 units

### Required Selective Courses: List B: Select 3 units:

		Units
ART 206	Expressive Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units
ART 223	Oil Painting I	3 units
ART 301	Two-Dimensional Design	3 units
ART 350	Visual Perception	3 units
ART 401	Three-Dimensional Design	3 units
ART 405	Sculpture I	3 units
ART 411	Ceramics I	3 units

### Required Selective Courses: List C: Select 3 units

		Units
Any List B course not already used		
ARCH 100	Survey of Modern Architecture	3 units
ART 104	Modern Art	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
PHIL 300	Introduction to World Religions	3 units

### Total Required Major Units: 21

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*



## AA-T Studio Art

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The Associate in Arts in Studio Arts for Transfer will prepare students for transfer into bachelor's degree programs in Studio Arts and similar majors. Students gain historical and contemporary perspectives on the creation of art, the ability to analyze and understand compositional structure, and hands-on skills working in a variety of media.

Art majors find employment in a variety of fields, which include advertising, manufacturing, industrial design, public relations, and communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, or story illustration.

### Career Opportunities

Career opportunities include advertising manager, antique dealer, architect, art administrator, art therapist, art critic, art dealer, art historian, cartoonist, ceramicist, commercial ceramicist, community artist, computer artist, computer graphics illustrator, computer publisher, design consultant, curator, display designer/manager, fashion/floral/interior designer, educator, gallery director, graphic artist, illustrator, jewelry designer, layout artist, muralist, museum technician, painter, photographer, police artist, printmaker, set designer, sculptor, and visual information specialist.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major Requirements

Required Core Course: 15 units	Units
ART 102 Art of Renaissance and Baroque (c. 1300-1700)	3 units

ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 204	Drawing I	3 units
ART 301	Two-Dimensional Design	3 units
ART 401	Three-Dimensional Design	3 units

### Required Selective Courses: List A: Art History Restricted Electives. Select 3 units from the following:

	Units
ART 101 Art and Architecture from the Ancient World to Medieval Times (c. 1400)	3 units
ART 104 Modern Art	3 units
ART 105 Art of Asia and the Near East	3 units

### Required Selective Courses: Select a maximum of one course from any of the following areas to total 9 units:

#### Area 1: Drawing Units

ART 205	Drawing II	3 units
ART 206	Expressive Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units

#### Area 2: Painting Units

ART 223	Oil Painting I	3 units
ART 225	Acrylic Painting I	3 units
ART 231	Watercolor I	3 units
ART 203	Plein Air Painting	3 units

#### Area 3: Color Units

ART 214	Color	3 units
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#### Area 4: Photography Units

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

#### Area 5: Ceramics Units

ART 411	Ceramics I	3 units
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**Area 6: Sculpture****Units**

ART 405	Sculpture I	3 units
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**Area 7: Advanced Courses****Units**

ART 200	Portfolio Preparation	3 units
ART 224	Oil Painting II	3 units
ART 226	Acrylic Painting II	3 units
ART 232	Watercolor II	3 units
ART 253	Plein Air Painting II	3 units
ART 208	Portrait Drawing I	3 units
ART 209	Portrait Drawing II	3 units
ART 213	Life Drawing II	3 units
ART 230	Expressive Figure Drawing and Portraiture II	3 units
ART 352	Intermediate Black and White Photography	3 units
ART 383	Intermediate Digital Photography	3 units
ART 391	Experimental Photography 1	3 units
ART 392	Experimental Photography 2	3 units
ART 396	Documentary Photography 1	3 units
ART 397	Documentary Photography 2	3 units
ART 406	Sculpture II	3 units
ART 412	Ceramics II	3 units

**Total Required Major Units: 27**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**CA Art History**

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/art-ca-arthistory.html\)](http://collegeofsanmateo.edu/gedi/docs/art-ca-arthistory.html).

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

**Career Opportunities**

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

**Program Learning Outcomes**

Students completing this program will be able to:

1. Identify major monuments and movements in the history of art.
2. Identify and describe stylistic characteristics in order to place works of art in their historical and stylistic context.
3. Apply critical analysis to compare and contrast works of art.
4. Relate works of art to the societies in which they were created.

**Requirements****Required Core Courses: 15 units****Units**

ART 101	Art and Architecture from the Ancient World to Medieval Times (c. 1400)	3 units
ART 102	Art of Renaissance and Baroque (c. 1300-1700)	3 units
ART 103	Art of Europe and America: Neoclassical (c. 1750-Present)	3 units
ART 104	Modern Art	3 units
ART 204	Drawing I	3 units

**Required Selective Courses: Select 3 units from the following:****Units**

ART 105	Art of Asia and the Near East	3 units
ART 124	Old Masters' Aesthetics and Techniques	3 units



ART 206	Expressive Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units
ART 214	Color	3 units
ART 223	Oil Painting I	3 units
ART 301	Two-Dimensional Design	3 units
ART 350	Visual Perception	3 units
ANTH 110	Cultural Anthropology	3 units
FILM 100	Introduction to Film	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units

**Total Required Units: 18**

## ASTRONOMY

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

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

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### CA Certificate of Achievement

Astroimaging and Observatory Operation (AOC).....27 - 31 units

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### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## CA Astroimaging and Observatory Operation (AOC)

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/astr-ca-aoc.html\)](http://collegeofsanmateo.edu/gedi/docs/astr-ca-aoc.html).

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.

### Career Opportunities

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.

### Program Learning Outcomes

Students completing this program 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.

### Requirements

#### Required Core Courses: 19 units

#### Units

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

#### Physics Requirement: 8 units

#### Units

PHYS 210	General Physics I	4 units
	<b>AND</b>	
PHYS 220	General Physics II	4 units
	<b>OR</b>	
PHYS 250	Physics with Calculus I	4 units
	<b>AND</b>	
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 Requirement: 0-4 units

#### Units

MATH 130 Analytical Trigonometry OR placement in MATH 222 or MATH 251	0 - 4 units
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*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.*

**Total Required Units: 27 - 31**



## 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

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#### AS Associate in Science Degree Program

Biology.....60 units  
Biology: Pre-Nursing.....60 units

#### AS-T Associate in Science Degree for Transfer

Biology.....60 units  
Nutrition and Dietetics.....60 units

#### CS Certificate of Specialization

Biotechnology.....10 - 11 units

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#### Recommended high school preparation

One year of Biology, Chemistry, Physics, four years of Mathematics, English

#### University Transfer Program

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

#### About the Program

Career opportunities for those who major in the Biological Sciences and obtain a Bachelor's or advanced degree include a variety of interesting occupations related mainly to biology, agriculture or medicine. Biological professions include anatomist, aquatic biologist, bacteriologist, biologist, biotechnologist, botanist, cytogeneticist, cytologist, ecologist, embryologist, entomologist, geneticist, herpetologist, ichthyologist, mammalogist, marine biologist, microbiologist, molecular biologist, morphologist, mycologist, ornithologist, paleobotanist, paleozoologist, parasitologist, pathologist, pharmacologist, photobiologist, phycologist, physiologist, protozoologist, systematist, taxonomist, toxicologist, tropical biologist, virologist, wildlife biologist, and zoologist.

Many biologists are educators as well as scientists. Biologists are also employed as forensic scientists,

illustrators, museum specialists, naturalists, photographers, and science writers/editors. Agricultural professions include agricultural biologist, agrigeneticist, animal scientist, apiculturist, farmer/farm manager, field crop manager, fish and game warden, food technologist, foresters/forestry technicians, horticulturist, plant and animal breeder, plant and animal physiologist, plant quarantine/ pest control inspector, range scientist, and soil scientist/conservationist.

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

## AS Biology

The Biology AS degree satisfies requirements for students to transfer into bachelor's degree programs in most Biology majors at U. C. campuses. Students should be sure to check the UC website for an explanation of IGETC for STEM.

#### Career Opportunities

Career opportunities for those who major in the Biological Sciences and obtain a Bachelor's or advanced degree include a variety of interesting occupations related mainly to biology, agriculture or medicine. Biological professions include anatomist, aquatic biologist, bacteriologist, biologist, biotechnologist, botanist, cytogeneticist, cytologist, ecologist, embryologist, entomologist, geneticist, herpetologist, ichthyologist, mammalogist, marine biologist, microbiologist, molecular biologist, morphologist, mycologist, ornithologist, paleobotanist, paleozoologist, parasitologist, pathologist, pharmacologist, photobiologist, phycologist, physiologist, protozoologist, systematist, taxonomist, toxicologist, tropical biologist, virologist, wildlife biologist, and zoologist. Many biologists are educators as well as scientists. Biologists are also employed as forensic scientists, illustrators, museum specialists, naturalists, photographers, and science writers/editors. Agricultural professions include agricultural biologist, agrigeneticist, animal scientist, apiculturist, farmer/farm manager, field crop manager, fish and game warden, food technologist, foresters/forestry technicians, horticulturist, plant and animal breeder, plant and animal physiologist, plant quarantine/ pest control inspector, range scientist, and soil scientist/conservationist. Medical professions include audiologist, chiropractor, coroner, dentist, exercise physiologist, health care administrator, medical laboratory technologist/technician, medical librarian, nurse, nutritionist, optometrist, pharmacist, physician, podiatrist,



public/ environmental health specialist, sanitarian, speech pathologist, and veterinarian. Additional medical careers include specialists in sports medicine, and manual arts, music, occupational, physical, and recreational therapists.

### Program Learning Outcomes

Students completing this program will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principle of evolution as a fundamental process of all biology.
3. Describe how structure and function are related at all levels of life.
4. Demonstrate proficiency in basic lab skills and analysis.

### Major Requirements

#### Required Core Courses: 24 units

#### Units

BIOL 210	General Zoology	5 units
BIOL 220	General Botany	5 units
BIOL 230	Introductory Cell Biology	4 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units

*Students with little or no high school preparation should complete BIOL 110, CHEM 192, MATH 110, and PHYS 100 prior to beginning major coursework.*

#### Total Required Major Units: 24

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS Biology: Pre-Nursing

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

Note that for College of San Mateo's Nursing Program CHEM 410 is the specific chemistry prerequisite. Be sure to check the specific prerequisites for other Nursing Programs.

### Career Opportunities

Career opportunities for those who major in the Biological Sciences and obtain a Bachelor's or advanced degree include a variety of interesting occupations related mainly

to biology, agriculture or medicine. Biological professions include anatomist, aquatic biologist, bacteriologist, biologist, biotechnologist, botanist, cytogeneticist, cytologist, ecologist, embryologist, entomologist, geneticist, herpetologist, ichthyologist, mammalogist, marine biologist, microbiologist, molecular biologist, morphologist, mycologist, ornithologist, paleobotanist, paleozoologist, parasitologist, pathologist, pharmacologist, photobiologist, phycologist, physiologist, protozoologist, systematist, taxonomist, toxicologist, tropical biologist, virologist, wildlife biologist, and zoologist. Many biologists are educators as well as scientists. Biologists are also employed as forensic scientists, illustrators, museum specialists, naturalists, photographers, and science writers/editors. Agricultural professions include agricultural biologist, agrigeneticist, animal scientist, apiculturist, farmer/farm manager, field crop manager, fish and game warden, food technologist, foresters/forestry technicians, horticulturist, plant and animal breeder, plant and animal physiologist, plant quarantine/ pest control inspector, range scientist, and soil scientist/conservationist. Medical professions include audiologist, chiropractor, coroner, dentist, exercise physiologist, health care administrator, medical laboratory technologist/technician, medical librarian, nurse, nutritionist, optometrist, pharmacist, physician, podiatrist, public/ environmental health specialist, sanitarian, speech pathologist, and veterinarian. Additional medical careers include specialists in sports medicine, and manual arts, music, occupational, physical, and recreational therapists.

### Program Learning Outcomes

Students completing this program will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principles of evolution as a fundamental process of all biology.
3. Describe how structure and function contribute to homeostasis at all levels of human biology.
4. Demonstrate proficiency in basic lab skills and analysis.
5. Demonstrate knowledge of common and current clinical issues.

### Major Requirements

#### Required Core Courses: 13 units

#### Units

BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units



**Required Selective Courses: 8 or 10 units from one of the following groups:**

**Group 1**

**Units**

CHEM 210	General Chemistry I	5 units
<b>AND</b>		
CHEM 220	General Chemistry II	5 units

**Group 2**

**Units**

CHEM 410	Health Science Chemistry I	4 units
<b>AND</b>		
CHEM 420	Health Science Chemistry II	4 units

**Total Required Major Units: 21 - 23**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS-T Biology

The Biology AS Degree prepares students for transfer into bachelor's degree programs in Biology. Completion of the AS-T in Biology meets minimum eligibility for transfer to the California State University System.

### Program Learning Outcomes

Students completing this program will be able to:

1. Explain the scientific method and its applications, and use the scientific method in a laboratory setting.
2. Explain the principle of evolution as a fundamental process of all biology.
3. Describe how structure and function are related at all levels of life.
4. Demonstrate proficiency in basic lab skills and analysis.

### Major Requirements

**Required Core Courses: 14 units**

**Units**

BIOL 230	Introductory Cell Biology	4 units
BIOL 210	General Zoology	5 units
BIOL 220	General Botany	5 units

**Required Selective Courses: 23 units**

**Units**

CHEM 210	General Chemistry I	5 units
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CHEM 220	General Chemistry II	5 units
MATH 251	Calculus with Analytic Geometry I	5 units
PHYS 210	General Physics I	4 units
<b>AND</b>		
PHYS 220	General Physics II	4 units
<b>OR</b>		
PHYS 250	Physics with Calculus I	4 units
<b>AND</b>		
PHYS 260	Physics with Calculus II	4 units

**Total Required Major Units: 37**

**General Education** - certified completion of Intersegmental General Education Transfer Curriculum (IGETC/CSU) for STEM pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## AS-T Nutrition and Dietetics

The AS-T major in Nutrition and Dietetics prepares students for transfer into bachelor's degree programs in Nutrition and Dietetics and similar areas. Completion of this AS-T meets minimum eligibility for transfer to the California State University system.

### Career Opportunities

Careers opportunities in health clubs, hospital and clinics, public and private schools, government organizations, health and welfare agencies, health and welfare promotion organizations, businesses, industry, research facilities, and teaching, are available to graduates in the field of Nutrition and Dietetics.

### Program Learning Outcomes

Students completing this program will be able to:

1. Explain the principles of nutrition and their effect on health.
2. Demonstrate a fundamental understanding of health behaviors on nutritional and health status.
3. Assess the impact of age, culture and gender on diet and nutrition.
4. Describe food preparation, preservation, serving, and storage techniques that prevent food poisoning.
5. Design meal plans based on current nutritional guidelines.
6. Interpret current nutrition research.



**Major Requirements**

<b>Required Core Courses: 15 units</b>		<b>Units</b>
BIOL 310	Nutrition	3 units
PSYC 100	General Psychology	3 units
CHEM 210	General Chemistry I	5 units
BIOL 240	General Microbiology	4 units

**Required Selective Courses: List A: Select 8-10 units from the following courses:**

		<b>Units</b>
CHEM 220	General Chemistry II	5 units
BIOL 260	Human Physiology	5 units
MATH 200	Elementary Probability and Statistics	4 units
<b>OR</b>		
PSYC 121	Basic Statistical Concepts	3 units

**Required Selective Courses: List B: Select 3-4 units from the following courses:**

		<b>Units</b>
BIOL 250	Human Anatomy	4 units
ECON 100	Principles of Macroeconomics	3 units
SOCI 100	Introduction to Sociology	3 units

**Total Required Major Units: 26 - 29**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**CS Biotechnology**

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/biol-cs-biotechnology.pdf](http://collegeofsanmateo.edu/gedi/docs/biol-cs-biotechnology.pdf)

**Program Learning Outcomes**

Students completing this program will be able to:

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

**Requirements**

<b>Required Core Courses: 6 units</b>		<b>Units</b>
BIOL 123	Biotechnology Workshop	1 unit
CHEM 210	General Chemistry I	5 units
<b>OR</b>		
CHEM 220	General Chemistry II	5 units

**Required Selective Courses: Select one course from the following:**

		<b>Units</b>
BIOL 110	General Principles of Biology	4 units
BIOL 210	General Zoology	5 units
BIOL 220	General Botany	5 units
BIOL 230	Introductory Cell Biology	4 units
BIOL 240	General Microbiology	4 units

**Total Required Units: 10 - 11****BUILDING INSPECTION TECHNOLOGY**

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

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

California State University  
University of California  
Independent Colleges and Universities

**AS Associate in Science Degree Program**

Building Inspection..... 60 units

**CA Certificate of Achievement**

Building Inspection..... 34.5 - 36.5 units

**CS Certificate of Specialization**

Commercial Building Inspection..... 13.5 units

Residential Building Inspection..... 15 units



## AS Building Inspection

Building Inspection is a critical component in the construction and maintenance of residential, commercial, multi-unit and specialty buildings within California. Each area critical to the proper quality of construction, safety of operation and durability over an appropriate time, is separately inspected, tested and certified as compliant with the International Building Code.

The responsibilities of building inspectors are reflected in the importance of their role in ensuring the safety of inhabitants during earthquakes, floods, and other emergency situations. The safety of firefighters entering buildings is increased by compliance with the building code requirements for proper installation of fire sprinklers and other safety measures. Employment is primarily within city, county and state agencies with some opportunities with larger real estate or construction organizations and has remained steady during the last decade.

### Career Opportunities

Typical of real estate/construction related occupations, building inspection has some ebb and flow with economic cycles. However, this specialty area does not suffer the extreme peaks and valleys of employment found in general for real estate related industries. The need for building inspection services is not limited to new construction. Rather it is in demand for the great majority of remodel or updating projects, for re-inspection of properties that fall under new regulations and support of code violation enforcement. The employers are predominately government agencies and private firms that contract to government agencies, where the work is in consistent demand and is closely tied to the work of fire marshals, emergency preparedness services, etc. A snapshot of the employment demand in five Bay area Counties reveals that there were 2,215 jobs in 2016 (nationally there were 88,977 jobs), with a projected increase in the Bay Area of 15% over the next 7 years. The median hourly earnings are \$42.18/hour. Our students are frequently hired into Building Inspection Departments in San Mateo County. The majority of our instructors graduated from the CSM program and are currently building inspectors in either San Mateo, San Francisco or Santa Clara counties.

### Program Learning Outcomes

Students completing this program will be able to:

1. Describe and discuss building inspection standards and testing criteria to assure quality construction.
2. Explain the intent of various code requirements.
3. Identify and explain graphics and terms of structural design and engineering.

### Major Requirements

#### Required Core Courses: 31.5 units

		Units
BLDG 700	Introduction to the Building Code	3 units
BLDG 710	Advanced Building Inspection	4.5 units
BLDG 720	Electrical Inspection I	3 units
BLDG 725	Electrical Inspection II	3 units
BLDG 730	Plumbing Inspection	3 units
BLDG 735	ADA Building Requirements	3 units
BLDG 740	Mechanical Code	3 units
BLDG 750	Structural Provisions	3 units
BLDG 760	Energy Regulations	3 units
BLDG 775	Introduction to Residential Dwelling Inspection Technology	3 units

#### Required Selective Courses: 3-5 units

		Units
ENGL 838	Intensive Introduction to Composition and Reading	5 units
<b>OR</b>		
ENGL 848	Introduction to Composition and Reading	4 units
Or higher level ENGL course		3 - 5 units

#### Total Required Major Units: 34.5 - 36.5

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Building Inspection

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/bldg-ca-buildinginspection.html\)](http://collegeofsanmateo.edu/gedi/docs/bldg-ca-buildinginspection.html).

### Program Learning Outcomes

Students completing this program will be able to:

1. Describe and discuss Building Inspection standards and testing criteria to assure quality construction.
2. Explain the intent of code requirements.
3. Identify and explain graphics and terms of structural design and engineering.



## Requirements

Required Core Courses: 31.5 units		Units
BLDG 700	Introduction to the Building Code	3 units
BLDG 710	Advanced Building Inspection	4.5 units
BLDG 720	Electrical Inspection I	3 units
BLDG 725	Electrical Inspection II	3 units
BLDG 730	Plumbing Inspection	3 units
BLDG 735	ADA Building Requirements	3 units
BLDG 740	Mechanical Code	3 units
BLDG 750	Structural Provisions	3 units
BLDG 760	Energy Regulations	3 units
BLDG 775	Introduction to Residential Dwelling Inspection Technology	3 units

Required Selective Courses: 3-5 units		Units
ENGL 838	Intensive Introduction to Composition and Reading	5 units
<b>OR</b>		
ENGL 848	Introduction to Composition and Reading	4 units
Or higher level ENGL course		3 - 5 units

**Total Required Units: 34.5 - 36.5**

## CS Commercial Building Inspection

Building Inspection is a critical component in the construction and maintenance of residential, commercial, multi-unit and specialty buildings within California. Each area critical to the proper quality of construction, safety of operation and durability over an appropriate time, is separately inspected, tested and certified as compliant with the International Building Code.

The responsibilities of building inspectors are reflected in the importance of their role in ensuring the safety of inhabitants during earthquakes, floods, and other emergency situations. The safety of firefighters entering buildings is increased by compliance with the building code requirements for proper installation of fire sprinklers and other safety measures. Employment is primarily within city, county and state agencies with some opportunities with larger real estate or construction organizations and has remained steady during the last decade.

## Career Opportunities

Typical of real estate/construction related occupations, building inspection has some ebb and flow with economic cycles. However, this specialty area does not suffer the extreme peaks and valleys of employment found in general for real estate related industries. The need for building inspection services is not limited to new construction. Rather it is in demand for the great majority of remodel or updating projects, for re-inspection of properties that fall under new regulations and support of code violation enforcement. The employers are predominately government agencies and private firms that contract to government agencies, where the work is in consistent demand and is closely tied to the work of fire marshals, emergency preparedness services, etc. A snapshot of the employment demand in five Bay area Counties reveals that there were 2,215 jobs in 2016 (nationally there were 88,977 jobs), with a projected increase in the Bay Area of 15% over the next 7 years. The median hourly earnings are \$42.18/hour. Our students are frequently hired into Building Inspection Departments in San Mateo County. The majority of our instructors graduated from the CSM program and are currently building inspectors in either San Mateo, San Francisco or Santa Clara counties.

## Program Learning Outcomes

Students completing this program will be able to:

1. Describe and discuss inspection standards for each of the critical areas of commercial and multi-unit structures in California.
2. Explain the intent of the code requirements for the green and sustainable practices and materials in California.

## Requirements

Required Core Courses: 13.5 units		Units
BLDG 710	Advanced Building Inspection	4.5 units
BLDG 725	Electrical Inspection II	3 units
BLDG 735	ADA Building Requirements	3 units
BLDG 790	Blueprint Reading for Construction	3 units

**Total Required Units: 13.5**

## CS Residential Building Inspection

Building Inspection is a critical component in the construction and maintenance of residential, commercial, multi-unit and specialty buildings within California. Each



area critical to the proper quality of construction, safety of operation and durability over an appropriate time, is separately inspected, tested and certified as compliant with the International Building Code.

The responsibilities of building inspectors are reflected in the importance of their role in ensuring the safety of inhabitants during earthquakes, floods, and other emergency situations. The safety of firefighters entering buildings is increased by compliance with the building code requirements for proper installation of fire sprinklers and other safety measures. Employment is primarily within city, county and state agencies with some opportunities with larger real estate or construction organizations and has remained steady during the last decade.

### Career Opportunities

Typical of real estate/construction related occupations, building inspection has some ebb and flow with economic cycles. However, this specialty area does not suffer the extreme peaks and valleys of employment found in general for real estate related industries. The need for building inspection services is not limited to new construction. Rather it is in demand for the great majority of remodel or updating projects, for re-inspection of properties that fall under new regulations and support of code violation enforcement. The employers are predominately government agencies and private firms that contract to government agencies, where the work is in consistent demand and is closely tied to the work of fire marshals, emergency preparedness services, etc. A snapshot of the employment demand in five Bay area Counties reveals that there were 2,215 jobs in 2016 (nationally there were 88,977 jobs), with a projected increase in the Bay Area of 15% over the next 7 years. The median hourly earnings are \$42.18/hour. Our students are frequently hired into Building Inspection Departments in San Mateo County. The majority of our instructors graduated from the CSM program and are currently building inspectors in either San Mateo, San Francisco or Santa Clara counties.

### Program Learning Outcomes

Students completing this program will be able to:

1. Describe and discuss inspection standards for each of the critical areas of residential structures in California.
2. Explain the intent of the code requirements for residential structure in California.

### Requirements:

Required Core Courses: 15 units		Units
BLDG 720	Electrical Inspection I	3 units
BLDG 730	Plumbing Inspection	3 units
BLDG 740	Mechanical Code	3 units

BLDG 760	Energy Regulations	3 units
BLDG 775	Introduction to Residential Dwelling Inspection Technology	3 units

**Total Required Units: 15**

## BUSINESS

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

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Business Administration, Option 1..... 60 units  
Business Administration, Option 2..... 60 units  
Business Information Processing Option 1: Microcomputer/  
Office Assistant..... 60 units  
Business Information Processing Option 2: Microcomputer/  
Data Base and Spreadsheet Functions..... 60 units

### AS-T Associate in Science Degree for Transfer

Business Administration..... 60 units

### CA Certificate of Achievement

Business Information Processing Option 1: Microcomputer/  
Office Assistant..... 21.5 - 23 units  
Business Information Processing Option 2: Microcomputer/  
Data Base and Spreadsheet Functions..... 24 units

### CS Certificate of Specialization

Business Information Worker..... 15 units  
Entrepreneurship: From Idea to Success..... 16.5 units  
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

The major prepares students for careers in a variety of business disciplines.

### Career Opportunities

Career opportunities for Business Administration majors are diverse and many. The major prepares students for careers in business disciplines which include sales, marketing, public relations, and human resources. Many graduates find employment within the manufacturing industries: automotive, aerospace, commercial; investment banking; consulting services; retailing; and information technology and telecommunications. Others secure employment in federal, state, or local government agencies. Still others work for non-profit or private foundations and professional organizations. Administrative assistant, bookkeeper, buyer, employment interviewer, and sales agent are some of the careers for which the non-transfer option helps prepare the student.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply critical thinking and analytical skills in decision-making and problem solving.
2. 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.

### Major Requirements

Required Core Courses: 21-23 units		Units
ACTG 100	Accounting Procedures	3 units
<b>OR</b>		
ACTG 121	Financial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 115	Business Mathematics	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units
MGMT 220	Organizational Behavior	3 units
BUS. 295	Computer Systems in Business	4 units

<b>OR</b>		
CIS 110	Introduction to Computer and Information Science	3 units

**Required Selective Courses: 3 units** **Units**

3 units from a BUSW series of courses

**Total Required Major Units: 24 - 26**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Business Administration, Option 2

Additional fields for which this option helps prepare the student are advertising/marketing, international business, banking, business publications, computer operations, and computer software implementation.

### Career Opportunities

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.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply critical thinking and analytical skills in decision-making and problem solving.
2. 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.

### Major Requirements

Required Core Courses: 14 units		Units
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

**Required Selective Courses: Select 6-10 units from the following courses:**

		Units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
BUS. 295	Computer Systems in Business	4 units
MATH 125	Elementary Finite Mathematics	3 units
MATH 241	Applied Calculus I	5 units
MATH 251	Calculus with Analytic Geometry I	5 units

**Total Required Major Units: 20 - 24**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## 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

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.

### Program Learning Outcomes

Students completing this program 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.

### Major Requirements

**Required Core Courses: 21.5-23 units**

**Units**

MGMT 220	Organizational Behavior	3 units
BUS. 115	Business Mathematics	3 units
BUS. 315	Keyboarding I	3 units
<b>OR</b>		
BUS. 317	Keyboarding Skill building	1.5 units
BUS. 401	Business Communications	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 I Using PowerPoint 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 units

**Total Required Major Units: 21.5 - 23**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

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

### Career Opportunities

Among career opportunities for those skilled in microcomputer database and spreadsheet functions are technical support specialist, PC applications support



specialist, PC telephone customer service representative, computer support aide, and consultant/trainer.

### Program Learning Outcomes

Students completing this program 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.

### Major Requirements

Required Core Courses: 24 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUS. 100	Introduction to 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 I 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

**Total Required Major Units: 24**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS-T Business Administration

The Associate in Science in Business Administration for Transfer will prepare students for transfer into bachelor's degree programs in Business Administration and similar majors. The degree provides students with the background needed for specialization in accounting, finance, human resources management, management, and marketing.

Upon completion of the Associate in Science in Business Administration for Transfer, students will be able to prepare and analyze financial statements, prepare and manage an operating budget, evaluate the impact of current economic conditions on a business, and assess the legal implications of business decisions.

### Career Opportunities

Upon completion of a bachelor's degree, Business Administration majors find employment in a variety of fields related to the planning, operation, and regulation of businesses. Career opportunities include accountant, administrative assistant, budget analyst, management consultant, claims agent, controller, credit analyst, financial manager, financial planner, hospital administrator, insurance agent, loan officer, securities analyst, and trust officer.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major Requirements

Required Core Courses: 17 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 201	Business Law	3 units
ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units

### Required Selective Courses: List A: Select one course 3-5 units

Required Selective Courses: List A: Select one course 3-5 units		Units
MATH 125	Elementary Finite Mathematics	3 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 241	Applied Calculus I	5 units



**Required Selective Courses: List B: Select two courses 6-9 units**

	Units
Any List A course not used above	3 - 5 units
BUS. 295 Computer Systems in Business	4 units
BUS. 100 Introduction to Business	3 units
<b>OR</b>	
BUS. 401 Business Communications	3 units

**Total Required Major Units: 26 - 31**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Business Information Processing Option 1: Microcomputer/Office Assistant

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/bus-ca-mc-officeassistant.html\)](http://collegeofsanmateo.edu/gedi/docs/bus-ca-mc-officeassistant.html).

**Program Learning Outcomes**

Students completing this program 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.

**Requirements****Required Core Courses: 21.5-23 units**

	Units
MGMT 220 Organizational Behavior	3 units
BUS. 115 Business Mathematics	3 units
BUS. 315 Keyboarding I	3 units
<b>OR</b>	
BUS. 317 Keyboarding Skill building	1.5 units
BUS. 401 Business Communications	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 I Using PowerPoint 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 units

**Total Required Units: 21.5 - 23**

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

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/bus-ca-mc-db-ss-functions.html\)](http://collegeofsanmateo.edu/gedi/docs/bus-ca-mc-db-ss-functions.html).

**Program Learning Outcomes**

Students completing this program 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.



- Identify the uses, structures, operation of a database.
- Determine and organize information for a database, conducting queries and editing data.

### Requirements

Required Core Courses: 24 units		Units
ACTG 100	Accounting Procedures	3 units
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BUS. 100	Introduction to 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 I 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

**Total Required Units: 24**

## CS Business Information Worker

The Business Information Worker Certificate of Specialization is a job readiness pathway for office workers whereby enrolled students learn a broad range of entry-level office skills and applications which promote success in a variety of business office environments.

### Career Opportunities

Enrolled students are prepared in a broad range of entry-level office skills and applications which promote success in a variety of office environments/general business, commerce positions, and lead to gainful employment outcomes. This certification facilitates the upward mobility of lower-wage office workers, to higher-wage white collar positions, and helps address Bay Region under-supply of such workers.

## Program Learning Outcomes

Students completing this program will be able to:

- Communicate effectively in a business office environment.
- Operate applications in the Microsoft Office Suite (Excel, Word, PowerPoint, Word) and project management software (Project).

### Requirements

Required Core Courses: 15 units		Units
BUS. 317	Keyboarding Skill building	1.5 units
BUS. 401	Business Communications	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 383	Business Presentations I Using PowerPoint for Windows	1.5 units
BUSW 415	Spreadsheet I Using Excel for Windows	1.5 units
BUSW 450	Microsoft Project Fundamentals I	1.5 units
BUSW 530	Introduction to Internet Competency	1.5 units

**Total Required Units: 15**

## CS Entrepreneurship: From Idea to Success

The Certificate Program in Entrepreneurship & Small Business Management delivers cutting-edge curriculum for entrepreneurs with an existing small business, or those seeking to launch and operate one. The certificate program covers all stages of small business development: the entrepreneurial mindset, idea generation, the feasibility analysis, pitching to investors, designing the organization, marketing strategies, picking a location, and operations management. The certificate program also provides access to guest entrepreneurs whom are experts in their fields, and counseling at CSM's on-campus, Small Business Development Center, which is sponsored by the Small Business Administration.

### Career Opportunities

This program will position students to be managers, owners, partners, and/or independent contractors for small business across a wide-spectrum of markets.



## Program Learning Outcomes

Students completing this program will be able to:

1. Identify market opportunities.
2. Develop a comprehensive business plan.
3. Pitch a business idea to investors.

### Major Requirements

Required Core Courses: 13.5		Units
BUS. 150	Entrepreneurship - Small Business Management	3 units
BUS. 171	The Entrepreneurial Mindset	1.5 units
BUS. 173	Sources of Financing	1.5 units
BUS. 174	The Business Plan	1.5 units
BUS. 176	Selling the Idea	1.5 units
BUS. 177	Marketing for Entrepreneurs	1.5 units
BUS. 178	Business Law for Entrepreneurs	1.5 units
BUS. 179	Human Resources for Entrepreneurs	1.5 units

Required Selective Courses: Select 3 units from the following courses		Units
ACTG 100	Accounting Procedures	3 units
COSM 766	Salon Business Entrepreneur	3 units
DGME 250	Internship	3 units
<b>OR</b>		
ACTG 144	QuickBooks: Set-up and Service Business	1.5 units
<b>AND</b>		
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units

**Total Required Units: 16.5**

## CS Office Assistant I

### Program Learning Outcomes

Students completing this program 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.

### Requirements

Required Core Courses: 8-9.5 units		Units
BUS. 317	Keyboarding Skill building	1.5 units
BUS. 316	Keyboarding II	3 units
<b>OR</b>		
BUSW 214	Word Processing I 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 units

**Total Required Units: 8 - 9.5**

## CS Office Assistant II

### Program Learning Outcomes

Students completing this program 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.

### Requirements

Required Core Courses: 11 units		Units
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 I Using PowerPoint 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 units

**Total Required Units: 11**

## CHEMISTRY

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

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Chemistry.....60 units

#### Recommended high school preparation

Coursework in Chemistry, Biology, Physics, Mathematics

#### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AS Chemistry

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

### Career Opportunities

While an A.S. degree may be sufficient for an individual to secure employment as an environmental technician, laboratory technician, safety manager, sanitarian, or water-quality analyst, most careers in the field require a

B.S. or advanced degree. Analytical chemist, biochemist, biotechnologist, dentist, educator, forensic specialist, environmental/ industrial health engineer, pharmacist, physician, research chemist, and veterinarian are some of the careers for which an Associate degree in Chemistry prepares a student who subsequently obtains a university degree in the field. Approximately two-thirds of all chemists work for manufacturing firms. Chemists are also employed with federal, state and local governments, such as the departments of Defense, Health and Human Resources, and Agriculture. Some chemists work for research organizations and educational institutions.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate preparedness to transfer to a 4 year institution
2. Effectively explain general chemistry and organic chemistry theories and concepts. (Effective Communication)
3. Perform quantitative analysis relating but not limited to graphical and numerical data obtained from laboratory experiments, and apply general chemistry and organic chemistry theories to solve problems. (Quantitative Skill)
4. Critically analyze and apply general chemistry and organic chemistry concepts. (Critical Thinking)

### Major Requirements

#### Required Core Courses: 24-25 units

#### Units

CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units
CHEM 232	Organic Chemistry II	5 units
PHYS 210	General Physics I	4 units
<b>AND</b>		
PHYS 211	General Physics I-Calculus Supplement	1 unit
<b>OR</b>		
PHYS 250	Physics with Calculus I	4 units

### Total Required Major Units: 24 - 25

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



## COMMUNICATION STUDIES

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

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Communication Studies.....60 units

### AA-T Associate in Arts Degree for Transfer

Communication Studies.....60 units

### CS Certificate of Specialization

Communication Studies.....12 units

### Recommended high school preparation

Coursework in English, Speech, Psychology

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

An A.A. degree in Communication Studies prepares students for transfer to a baccalaureate institution for a degree in Communication Studies or a related discipline. The ability to organize one's thoughts and present them with clarity and precision are communication skills transferable to all careers. A background in communication studies is particularly applicable to careers in advertising, arts administration, cinema, copy editing and writing, corporate communications, counseling, education, entertainment, interviewing, journalism, labor relations, law, the legislature, lobbying, management, marketing, media, news analysis, personnel, play writing, politics, proofreading, public affairs, public information, public relations, radio and television, reporting, research, sales, script writing and editing, speech writing, sportscasting, supervision, television, and theatre.

## AA Communication Studies

An A.A. degree in Communication Studies prepares students for transfer to a baccalaureate institution for a degree in Communication Studies or a related discipline.

### Career Opportunities

The ability to organize one's thoughts and present them with clarity and precision are communication skills transferable to all careers. A background in communication studies is particularly applicable to careers in advertising, arts administration, cinema, copy editing and writing, corporate communications, counseling, education, entertainment, interviewing, journalism, labor relations, law, the legislature, lobbying, management, marketing, media, news analysis, personnel, play writing, politics, proofreading, public affairs, public information, public relations, radio and television, reporting, research, sales, script writing and editing, speech writing, sportscasting, supervision, television, and theatre.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major Requirements

#### Required Core Courses: 12 units

#### Units

COMM 110	Public Speaking	3 units
COMM 130	Interpersonal Communication	3 units
COMM 140	Small Group Communication	3 units
COMM 150	Intercultural Communication	3 units

#### Required Selective Courses: Select 6 units from the following courses:

#### Units

COMM 170	Oral Interpretation I	3 units
COMM 171	Oral Interpretation II	3 units
BUS. 401	Business Communications	3 units





MGMT 220	Organizational Behavior	3 units
PSYC 110	Courtship, Marriage and the Family	3 units
<b>OR</b>		
SOCI 110	Courtship, Marriage and the Family	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**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.

**Career Opportunities**

The ability to organize one's thoughts and present them with clarity and precision are communication skills transferable to all careers. A background in communication studies is particularly applicable to careers in advertising, arts administration, cinema, copy editing and writing, corporate communications, counseling, education, entertainment, interviewing, journalism, labor relations, law, the legislature, lobbying, management, marketing, media, news analysis, personnel, play writing, politics, proofreading, public affairs, public information, public relations, radio and television, reporting, research, sales, script writing and editing, speech writing, sportscasting, supervision, television, and theatre.

**Program Learning Outcomes**

Students completing this program will be able to:

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

**Major Requirements**

<b>Required Core Course: 3 units</b>		<b>Units</b>
COMM 110	Public Speaking	3 units

**Required Selective Courses: 6 units****Group A: Students must take the following:**

		Units
COMM 130	Interpersonal Communication	3 units
COMM 140	Small Group Communication	3 units

**Required Selective Courses: 6 units****Group B: Any two courses from the following:**

		Units
COMM 150	Intercultural Communication	3 units
COMM 170	Oral Interpretation I	3 units
DGME 100	Media in Society	3 units

**Required Selective Courses: 3 units****Group C: Any one course from the following or any Group B course not used above:**

		Units
ANTH 110	Cultural Anthropology	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
COMM 171	Oral Interpretation II	3 units

**Total Required Major Units: 18**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*



## CS Communication Studies

A background in communication studies is particularly applicable to careers in advertising, arts administration, cinema, copy editing and writing, corporate communications, counseling, education, entertainment, interviewing, journalism, labor relations, law, the legislature, lobbying, management, marketing, media, news analysis, personnel, play writing, politics, proofreading, public affairs, public information, public relations, radio and television, reporting, research, sales, script writing and editing, speech writing, sportscasting, supervision, television, and theatre.

### Program Learning Outcomes

Students completing this program will be able to:

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

Required Core Courses: 6 units		Units
COMM 110	Public Speaking	3 units
COMM 130	Interpersonal Communication	3 units

Required Selective Courses: select 6 units from the following courses		Units
COMM 115	Survey of Human Communication	3 units
COMM 140	Small Group Communication	3 units
COMM 150	Intercultural Communication	3 units
COMM 170	Oral Interpretation I	3 units
COMM 171	Oral Interpretation II	3 units

**Total Required Units: 12**

## COMPUTER AND INFORMATION SCIENCE

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

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Computer Science Applications and Development... 60 units  
Computer and Information Science..... 60 units  
Web and Mobile Application Development..... 60 units

### CA Certificate of Achievement

Computer Science Applications and Development.....30 - 34 units  
Web and Mobile Application Development.....32 - 35 units

### CS Certificate of Specialization

C++ Programming.....8 units  
Data Science and Big Data.....14 - 16 units  
Database Programming..... 14 - 15 units  
DevOps..... 17 units  
Internet of Things (IoT) Programming..... 15 units  
Java Programming..... 8 units  
Web Programming..... 14 - 17 units  
Web/Mobile App Development.....15 units

### Recommended high school preparation

Coursework in Mathematics, computer Programming, English, Business, Electronics

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for Computer and Information Science for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

Computer and Information Science offers extraordinary career opportunities to individuals who possess fluency in the English language, solid keyboarding skills, and a desire to work with computers on a daily basis. Students in the Computer and Information Science program at CSM are trained primarily on PC microcomputers and receive the finest training and experience available in areas such as programming, data communications, applications development, network support, end-user support, and hardware/systems support. This training is intended to lead to employment in the computing industry or transfer to a



baccalaureate institution for continued study in the field and to provide advanced study for computing professionals.

Career opportunities include applied scientist, communications technician, computer maintenance technician, computer operator, data base specialist, documentation specialist, information specialist, Local Area Network (LAN) administrator, PC specialist, programmer, software engineer, software technician, systems analyst, systems test engineer, technician support representative, and as sales personnel skilled in marketing methods for computer systems. While some students secure employment following completion of the A.S. degree or Certificate program, many transfer to four-year universities to complete a Bachelor's degree in a computer-related field.

## AS Computer Science Applications and Development

The Computer Science Applications Development program prepares CSM graduates for entry-level programming positions with companies of all sizes. Program emphasis is on cultivating computer professionals who are technically competent and work well with others.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include programmer, quality assurance and systems testing, and frequently involve working on project teams.

### Program Learning Outcomes

Students completing this program will be able to:

1. Create and debug code for given specifications and write appropriate documentation.
2. Demonstrate a comprehensive understanding of one or more computer programming languages.
3. Demonstrate proficiency in using data analysis and data management tools.
4. Demonstrate proficiency in using one or more internet programming languages to design and implement a web based program.
5. Communicate effectively orally, in writing and in media.
6. Work collaboratively and ethically in teams on projects.

### Major Requirements

Required Core Courses: 18 units		Units
CIS 110	Introduction to Computer and Information Science	3 units

CIS 151	Networks and Digital Communication	3 units
CIS 254	Introduction to Object-Oriented Program Design	4 units
CIS 255	(CS1) Programming Methods: Java	4 units
<b>OR</b>		
CIS 278	(CS1) Programming Methods: C++	4 units
CIS 256	(CS2) Data Structures: Java	4 units
<b>OR</b>		
CIS 279	(CS2) Data Structures: C++	4 units

### Required Selective Courses: Select 6-8 units from the following courses:

	Units
CIS 255 * (CS1) Programming Methods: Java	4 units
CIS 256 * (CS2) Data Structures: Java	4 units
CIS 278 * (CS1) Programming Methods: C++	4 units
CIS 279 * (CS2) Data Structures: C++	4 units
CIS 121 UNIX/Linux	3 units
CIS 132 Introduction to Databases	3 units
CIS 133 NoSQL Databases	3 units
CIS 264 Computer Architecture and Assembly Language	3 units
CIS 363 Enterprise Database Management with MySQL	4 units
CIS 364 From Data Warehousing to Big Data	4 units

### Required Selective Courses: Select 6-8 units from the following courses:

	Units
CIS 113 Ruby Programming	4 units
CIS 114 JavaScript/Ajax Programming	4 units
CIS 117 Python Programming	4 units
CIS 127 HTML5 and CSS	3 units
CIS 128 Mobile Web App Development	4 units
CIS 129 Frameworks/Server-Side JavaScript	3 units
CIS 135 Android Programming	4 units
CIS 137 iOS/Swift Programming	4 units
CIS 138 Internet of Things	3 units



CIS 379	Introduction to XML	3 units
CIS 380	PHP Programming	3 units

\* if not used above

**Total Required Major Units: 30 - 34**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS Computer and Information Science

Students in the Computer and Information Science program at CSM are trained primarily on PC microcomputers and receive the finest training and experience available in areas such as programming, data communications, applications development, network support, end-user support, and hardware/systems support. This training is intended to lead to employment in the computing industry or transfer to a baccalaureate institution for continued study in the field and to provide advanced study for computing professionals.

### Career Opportunities

Computer and Information Science offers extraordinary career opportunities to individuals who possess fluency in the English language, solid keyboarding skills, and a desire to work with computers on a daily basis. Career opportunities include applied scientist, communications technician, computer maintenance technician, computer operator, data base specialist, documentation specialist, information specialist, Local Area Network (LAN) administrator, PC specialist, programmer, software engineer, software technician, systems analyst, systems test engineer, technician support representative, and as sales personnel skilled in marketing methods for computer systems. While some students secure employment following completion of the A.S. degree or Certificate program, many transfer to four-year universities to complete a Bachelor's degree in a computer-related field.

### Program Learning Outcomes

Students completing this program will be able to:

1. Implement, test and debug a medium-size computer program that is stylistically and functionally correct, based on an object-oriented design model.
2. Construct reliable, robust, object oriented solutions to problems involving the storage, retrieval and update of large quantities of data.
3. Demonstrate proficiency in one or more computer programming languages.

4. Communicate technical concepts both in writing and orally.

### Major Requirements

**Required Core Courses: 21 units**

**Units**

CIS 255	(CS1) Programming Methods: Java	4 units
<b>OR</b>		
CIS 278	(CS1) Programming Methods: C++	4 units
<b>OR</b>		
CIS 256	(CS2) Data Structures: Java	4 units
<b>OR</b>		
CIS 279	(CS2) Data Structures: C++	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
ENGL 100	Composition and Reading	3 units

**Required Selective Courses: 4 units**

**Units**

4 or more units from CIS courses numbered 110 or higher	4 units
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**Required Selective Courses: 6 or more units from the following courses:**

**Units**

MATH 253	Calculus with Analytic Geometry III	5 units
MATH 268	Discrete Mathematics	4 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 250	Physics with Calculus I	4 units

**Total Required Major Units: 31**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS Web and Mobile Application Development

The A.S. degree in Web and Mobile Application Development provides students with the specialized knowledge that is essential in the development of Web and mobile computer applications. Students will study and gain experience with the languages and frameworks that are



most commonly used in developing these applications. They will also learn fundamental principles of Web and mobile development so that they will be prepared to work with current and emerging technologies.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify, describe and apply best practices of Web application development.
2. Create standards-compliant, accessible Web documents using HTML, HTML5, CSS and JavaScript.
3. Utilize a server-side scripting language and a database to create a dynamic website.
4. Develop Web and mobile applications for a variety of platforms and mobile devices.
5. Demonstrate an ability to work effectively and ethically on teams.
6. Demonstrate professional and effective communication skills.

### Major Requirements:

Required Core Courses: 26-27 units		Units
CIS 111	Introduction to Web Programming	3 units
<b>OR</b>		
CIS 254	Introduction to Object-Oriented Program Design	4 units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 121	UNIX/Linux	3 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 135	Android Programming	4 units
<b>OR</b>		
CIS 137	iOS/Swift Programming	4 units
CIS 200	Capstone Project - CIS	2 units
CIS 380	PHP Programming	3 units

Required Selective Courses: 3-4 units from the following courses:		Units
CIS 132	Introduction to Databases	3 units

CIS 133	NoSQL Databases	3 units
CIS 363	Enterprise Database Management with MySQL	4 units
CIS 364	From Data Warehousing to Big Data	4 units

### Required Selective Courses: 3-4 units from the following courses:

	Units	
CIS 113	Ruby Programming	4 units
CIS 117	Python Programming	4 units
CIS 129	Frameworks/Server-Side JavaScript	3 units
CIS 135 *	Android Programming	4 units
CIS 137 *	iOS/Swift Programming	4 units
CIS 138	Internet of Things	3 units
CIS 379	Introduction to XML	3 units
DGME 168	Web Design II	3 units

\* If not used above

**Total Required Major Units: 32 - 35**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## CA Computer Science Applications and Development

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/cis-ca-csad.html\)](http://collegeofsanmateo.edu/gedi/docs/cis-ca-csad.html).

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

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include programmer, quality assurance and systems testing, and frequently involve working on project teams.

### Program Learning Outcomes

Students completing this program will be able to:



1. Create and debug code for given specifications and write appropriate documentation.
2. Demonstrate a comprehensive understanding of one or more computer programming languages.
3. Demonstrate proficiency in using data analysis and data management tools.
4. Demonstrate proficiency in using one or more internet programming languages to design and implement a web based program.
5. Communicate effectively orally, in writing and in media.
6. Work collaboratively and ethically in teams on projects.

### Requirements

Required Core Courses: 18 units		Units
CIS 110	Introduction to Computer and Information Science	3 units
CIS 151	Networks and Digital Communication	3 units
CIS 254	Introduction to Object-Oriented Program Design	4 units
CIS 255	(CS1) Programming Methods: Java	4 units
<b>OR</b>		
CIS 278	(CS1) Programming Methods: C++	4 units
CIS 256	(CS2) Data Structures: Java	4 units
<b>OR</b>		
CIS 279	(CS2) Data Structures: C++	4 units

Required Selective Courses: Select 6-8 units from the following courses:		Units
CIS 255 *	(CS1) Programming Methods: Java	4 units
CIS 256 *	(CS2) Data Structures: Java	4 units
CIS 278 *	(CS1) Programming Methods: C++	4 units
CIS 279 *	(CS2) Data Structures: C++	4 units
CIS 121	UNIX/Linux	3 units
CIS 132	Introduction to Databases	3 units
CIS 133	NoSQL Databases	3 units
CIS 264	Computer Architecture and Assembly Language	3 units
CIS 363	Enterprise Database Management with MySQL	4 units

CIS 364	From Data Warehousing to Big Data	4 units
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### Required Selective Courses: Select 6-8 units from the following courses:

Required Selective Courses: Select 6-8 units from the following courses:		Units
CIS 113	Ruby Programming	4 units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 117	Python Programming	4 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 129	Frameworks/Server-Side JavaScript	3 units
CIS 135	Android Programming	4 units
CIS 137	iOS/Swift Programming	4 units
CIS 138	Internet of Things	3 units
CIS 379	Introduction to XML	3 units
CIS 380	PHP Programming	3 units

\* if not used above

**Total Required Units: 30 - 34**

## CA Web and Mobile Application Development

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/cis-ca-wmad.html\)](http://collegeofsanmateo.edu/gedi/docs/cis-ca-wmad.html).

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:



1. Identify, describe and apply best practices of Web application development.
2. Create standards-compliant, accessible Web documents using HTML, HTML5, CSS and JavaScript.
3. Utilize a server-side scripting language and a database to create a dynamic website.
4. Develop Web and mobile applications for a variety of platforms and mobile devices.
5. Demonstrate an ability to work effectively and ethically on teams.
6. Demonstrate professional and effective communication skills.

### Requirements

Required Core Courses: 26-27 units		Units
CIS 111	Introduction to Web Programming	3 units
<b>OR</b>		
CIS 254	Introduction to Object-Oriented Program Design	4 units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 121	UNIX/Linux	3 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 135	Android Programming	4 units
<b>OR</b>		
CIS 137	iOS/Swift Programming	4 units
CIS 200	Capstone Project - CIS	2 units
CIS 380	PHP Programming	3 units

### Required Selective Courses: 3-4 units from the following courses:

	Units	
CIS 132	Introduction to Databases	3 units
CIS 133	NoSQL Databases	3 units
CIS 363	Enterprise Database Management with MySQL	4 units
CIS 364	From Data Warehousing to Big Data	4 units

### Required Selective Courses: 3-4 units from the following courses:

	Units	
CIS 113	Ruby Programming	4 units
CIS 117	Python Programming	4 units

CIS 129	Frameworks/Server-Side JavaScript	3 units
CIS 135 *	Android Programming	4 units
CIS 137 *	iOS/Swift Programming	4 units
CIS 138	Internet of Things	3 units
CIS 379	Introduction to XML	3 units
DGME 168	Web Design II	3 units

\* If not used above

**Total Required Units: 32 - 35**

## CS C++ Programming

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

**Required Core Courses: 8 units**

	Units
CIS 278 (CS1) Programming Methods: C++	4 units
CIS 279 (CS2) Data Structures: C++	4 units

**Total Required Units: 8**

## CS Data Science and Big Data

The Certificate of Specialization is designed to introduce students to Data Science and Big Data fundamentals. Students will learn data warehousing architecture, data extraction, management, and load. They will learn to design, develop and administer SQL and NoSQL databases. They will also learn to develop database applications using various programming languages and statistical methods. They will be introduced to Big Data architecture, technologies and analytics. Other topics covered include Cloud computing, security management, machine learning,



Agile methodology and Big Data tools. Students will learn to display data using graphics and data visualization.

### Career Opportunities

Career opportunities exist in numerous businesses and industries. Typical entry-level positions include database administrator, database programmer, Big Data engineer, programmer, software developer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Design and implement SQL and NoSQL databases
2. Design and develop a data warehouse, then query and manage it
3. Use the R programming language for descriptive and inferential statistics
4. Manage Big Data in single and distributed computing environments.
5. Display data using graphics and data visualization.

### Requirements

Required Core Courses: 11-12 units		Units
CIS 140	R Programming for Big Data	4 units
CIS 364	From Data Warehousing to Big Data	4 units
MATH 200	Elementary Probability and Statistics	4 units
<b>OR</b>		
PSYC 121	Basic Statistical Concepts	3 units

Required Selective Courses: Select 3-4 units from the following courses:		Units
CIS 133	NoSQL Databases	3 units
<b>OR</b>		
CIS 363	Enterprise Database Management with MySQL	4 units

**Total Required Units: 14 - 16**

## CS Database Programming

The Certificate of Specialization is designed to introduce students to database fundamentals. Students will learn to design, develop and administer SQL and NoSQL databases. They will also learn to develop database applications using various programming languages. Students will learn to extract data from several databases and transform it for

integration into a data warehouse, which can then be used for business intelligence.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

Required Core Courses: 11 units		Units
CIS 132	Introduction to Databases	3 units
<b>OR</b>		
CIS 133	NoSQL Databases	3 units
CIS 363	Enterprise Database Management with MySQL	4 units
CIS 364	From Data Warehousing to Big Data	4 units

Required Selective Courses: Select 3-4 units from the following courses:		Units
CIS 113	Ruby Programming	4 units
CIS 117	Python Programming	4 units
CIS 380	PHP Programming	3 units

**Total Required Units: 14 - 15**

## CS DevOps

The Certificate of Specialization is designed to introduce students to DevOps fundamentals, including the core principles of the DevOps methodology. Students will learn to develop, deploy and maintain applications. They will also





learn to use tools and common techniques for configuring and deploying systems. Students will also learn operations, monitoring, testing, security, and Cloud features. Several scripting languages are introduced, as well as UNIX and Linux. In addition, students will learn network services, topologies and protocols.

### Career Opportunities

This certificate prepares students for entry-level positions such as DevOps Engineer, Automation Engineer, Cloud Operations Engineer, Software Developer, Programmer, System Administrator

### Program Learning Outcomes

Students completing this program will be able to:

1. Design and implement an infrastructure that supports DevOps development projects
2. Deploy the infrastructure necessary to create development, test, and production environments
3. Practice continuous integration, testing, delivery and deployment
4. Employ DevOps tools and technologies to monitor the application and environment in the Cloud
5. Write client and server-side scripts using JavaScript, Python, UNIX and Linux

### Requirements

Required Core Courses: 17 units		Units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 117	Python Programming	4 units
CIS 121	UNIX/Linux	3 units
CIS 145	Introduction to DevOps	3 units
CIS 151	Networks and Digital Communication	3 units

**Total Required Units: 17**

## CS Internet of Things (IoT) Programming

The Certificate of Specialization in Internet of Things (IoT) Programming provides students with the basic knowledge for development of cloud-based mobile applications. Students will study and gain experience with sensors and hardware, as well as client- and server-side languages most commonly used to develop IoT applications. They will also learn fundamental principles of IoT development in order to be prepared to work with current and emerging technologies.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify, describe and apply best practices of IoT application development.
2. Write data acquisition code for sensors and other hardware.
3. Develop Web and mobile IoT applications for a variety of platforms and mobile devices.
4. Demonstrate an ability to work effectively and ethically on teams.

### Requirements

Required Core Courses: 15 units		Units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 117	Python Programming	4 units
CIS 128	Mobile Web App Development	4 units
CIS 138	Internet of Things	3 units

**Total Required Units: 15**

## CS Java Programming

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

Required Core Courses: 8 units		Units
CIS 255	(CS1) Programming Methods: Java	4 units
CIS 256	(CS2) Data Structures: Java	4 units

**Total Required Units: 8**



## CS Web Programming

The Certificate of Specialization in Web Programming provides students with the basic knowledge that is essential for the development of Web applications. Students will study and gain experience with client- and server-side languages that are most commonly used in developing these applications. They will also learn fundamental principles of Web development in order to be prepared to work with current and emerging technologies.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify, describe and apply best practices of Web application development.
2. Create standards-compliant, accessible Web documents using HTML, HTML5, CSS and JavaScript.
3. Utilize a server-side scripting language and a database to create a dynamic website.
4. Review technical considerations and constraints of projects.

### Requirements

Required Core Courses: 7 units		Units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 380	PHP Programming	3 units

### Required Selective Courses: Select 3-4 units from the following database courses: Units

CIS 132	Introduction to Databases	3 units
CIS 133	NoSQL Databases	3 units
CIS 363	Enterprise Database Management with MySQL	4 units
CIS 364	From Data Warehousing to Big Data	4 units

### Required Selective Courses: Select 4-6 units from the following courses: Units

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 129	Frameworks/Server-Side JavaScript	3 units
CIS 379	Introduction to XML	3 units

**Total Required Units: 14 - 17**

## CS Web/Mobile App Development

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

Required Core Courses: 15 units		Units
CIS 114	JavaScript/Ajax Programming	4 units
CIS 127	HTML5 and CSS	3 units
CIS 128	Mobile Web App Development	4 units
CIS 135	Android Programming	4 units
<b>OR</b>		
CIS 137	iOS/Swift Programming	4 units

**Total Required Units: 15**



## COSMETOLOGY

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

### AA Associate in Arts Degree Program

Cosmetology.....81 units

### CA Certificate of Achievement

Cosmetology.....57 units

#### About the Program

The Cosmetology program at CSM is designed to give students the finest training and experience available, and to prepare them for qualification to take the California State Board of Barbering and Cosmetology examination for licensure as a cosmetologist. Through the expertise of a talented faculty and exposure to professional cosmetologists and salon owners, students can learn hair design, hair coloring, hair analysis, skin care, nail care, and aesthetic enhancement of the body.

Skilled cosmetologists find employment with full-service and specialty salons. Licensed cosmetologists also have the freedom to work either full or part-time, and employment opportunities are available without regard to gender or age. The employment outlook for cosmetologists is good, with positions presently outnumbering applicants.

#### Recommended high school preparation

Coursework in Art, Business Mathematics, Accounting, Psychology and Interpersonal Communication.

#### Qualifications for Cosmetology Licensing

State Law requires that applicants for licensing be at least 17 years of age, have completed the 10<sup>th</sup> grade or its equivalent, and completed a cosmetology course from a school approved by the board. Additional qualifications apply. Contact the [Cosmetology Department](#) for further information.

#### Cosmetology Applications

Cosmetology Program applications are accepted on a continuous basis. Applications are available in the department and online on the [Cosmetology](#) website. Applicants are required to attend a program specific orientation in addition to college orientation workshop. New classes start twice yearly in the fall and spring semesters.

#### Admissions priority is given to San Mateo Community College District residents.

When space is available, students with previous training may be eligible for admission to the Advanced Standing

program in Cosmetology within a one-year period of withdrawal from a previous school and upon submission of State Board records to the Cosmetology Department.

No student who has completed more than 600 hours of approved training in another school will be admitted to the Advanced Standing program.

## AA Cosmetology

The CSM Cosmetology program embraces a student-centered approach to collaborative team teaching and delivers current and comprehensive curriculum via modern technologies, individual training, group projects, and supervised practice on the public; linking theoretical knowledge to hands-on (practical) experiences. An exceptional faculty and staff deliver instruction on hair styling and cutting, chemical applications (hair color, curling, and straightening), nail, facial, and makeup services, specialty classes, and portfolio preparation culminating in a professional photo shoot.

#### Career Opportunities

Licensees may pursue a myriad of career opportunities including independent salon stylists, estheticians, nail technicians, salon and spa owners/managers, product inventors/educators, movie/television/runway/platform and print work artists, beauty bloggers, writers, and school educators. Emerging and experienced cosmetologists enjoy worldwide opportunities with licensing reciprocity and equivalency accepted in most states and countries. Work opportunities are not limited by demographic indicators such as age, gender, or education level.

#### Program Learning Outcomes

Students completing this program will be able to:

1. Graduates will articulate and demonstrate theoretical and practical (hands-on) discipline competency that will support entry-level job placement by successfully passing program benchmarks as assessed through earning the credentials required to sit for the state licensing exam.
2. Graduates will pass the National Interstate Council (NIC) California Board of Barbering and Cosmetology theoretical (written) section of the cosmetology licensing exam.
3. Graduates will pass the National Interstate Council (NIC) California Board of Barbering and Cosmetology practical (hands-on) section of the cosmetology licensing exam.



**Major Requirements**

Required Core Courses: 57 units		Units
COSM 712	Fundamental Cosmetology I	10 units
COSM 722	Fundamental Cosmetology II	10 units
COSM 732	Intermediate Cosmetology III	10 units
COSM 742	Intermediate Cosmetology IV	10 units
COSM 746	Advanced Cosmetology V	5 units
COSM 749	Advanced Cosmetology VI	5 units
COSM 758	Advanced Techniques/Photo Shoot	3.5 units
COSM 759	Advanced Techniques/Hair Specialties	3.5 units

Upon satisfactory completion of 1600 total hours with grades of "C" or higher, students are qualified to take the California State Board of Cosmetology examination for licensure as a Cosmetologist.

**Total Required Major Units: 57**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**CA Cosmetology**

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/cosm-ca-cosmetology.html\)](http://collegeofsanmateo.edu/gedi/docs/cosm-ca-cosmetology.html).

The CSM Cosmetology program embraces a student-centered approach to collaborative team teaching and delivers current and comprehensive curriculum via modern technologies, individual training, group projects, and supervised practice on the public; linking theoretical knowledge to hands-on (practical) experiences. An exceptional faculty and staff deliver instruction on hair styling and cutting, chemical applications (hair color, curling, and straightening), nail, facial, and makeup services, specialty classes, and portfolio preparation culminating in a professional photo shoot.

**Career Opportunities**

Licenseses may pursue a myriad of career opportunities, including but not limited to: independent salon stylists, estheticians, nail technicians, salon and spa owners/managers, product inventors/educators, movie/television/runway/platform and print work artists, beauty bloggers, writers, and school educators. Emerging and experienced cosmetologists enjoy worldwide opportunities with licensing reciprocity and equivalency accepted in most

states and countries. Work opportunities are not limited by demographic indicators such as age, gender, or education level.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Graduates will articulate and demonstrate theoretical and practical (hands-on) discipline competency that will support entry-level job placement by successfully passing program benchmarks as assessed through earning the credentials required to sit for the state licensing exam.
2. Graduates will pass the National-Interstate Council (NIC) California Board of Barbering and Cosmetology theoretical (written) section of the cosmetology licensing exam.
3. Graduates will pass the National-Interstate Council (NIC) California Board of Barbering and Cosmetology practical (hands-on) section of the cosmetology licensing exam.

**Requirements**

Required Core Courses: 57 units		Units
COSM 712	Fundamental Cosmetology I	10 units
COSM 722	Fundamental Cosmetology II	10 units
COSM 732	Intermediate Cosmetology III	10 units
COSM 742	Intermediate Cosmetology IV	10 units
COSM 746	Advanced Cosmetology V	5 units
COSM 749	Advanced Cosmetology VI	5 units
COSM 758	Advanced Techniques/Photo Shoot	3.5 units
COSM 759	Advanced Techniques/Hair Specialties	3.5 units

Upon satisfactory completion of 1600 total hours with grades of "C" or higher, students are qualified to take the California State Board of Cosmetology examination for licensure as a Cosmetologist.

**Total Required Units: 57****DENTAL ASSISTING**

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



**AS Associate in Science Degree Program**

Dental Assisting..... 60 units

**CA Certificate of Achievement**

Dental Assisting..... 33 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, 2018. 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](http://collegeofsanmateo.edu/dentalassisting) ([collegeofsanmateo.edu/dentalassisting](http://collegeofsanmateo.edu/dentalassisting)).

**AS Dental Assisting**

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

**Program Learning Outcomes**

Students completing this program will be able to:

1. Legally sit for the Registered Dental Assistant (RDA) licensing examination for the State of California.
2. Legally sit for the Certified Dental Assistant (CDA) licensing examination administered by the Dental Assisting National Board (DANB).
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.

**Major Requirements****Required Core Courses: 33 units****Units**

DENT 701	Dental Science I	3 units
DENT 702	Dental Science II	3 units
DENT 703	Allied Health Communication	1 unit
DENT 721	Dental Materials I	3 units
DENT 722	Dental Materials II	2 units
DENT 740	Chairside Assisting I	3 units
DENT 742	Chairside Assisting II	3 units
DENT 749	Preclinical Dental Science Laboratory	1 unit
DENT 751	Dental Clinic	1.5 units
DENT 753	Dental Assisting Clinical Practice	5 units
DENT 763	Dental Radiology	2 units
DENT 770	Dental Office Procedures	2.5 units
COMM 110	Public Speaking	3 units
	<b>OR</b>	
COMM 130	Interpersonal Communication	3 units

**Required Selective Courses: 3 units from the following courses:****Units**

PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units

**Requirements:****Units**

Prior to enrolling in the program, students need to show a minimum placement of eligibility for ENGL 100 or ESL 400 or equivalent, through multiple measures placement. 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.

**Total Required Major Units: 36**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



## CA Dental Assisting

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/dent-ca-dentalassisting.html\)](http://collegeofsanmateo.edu/gedi/docs/dent-ca-dentalassisting.html).

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

### Career Opportunities

For gainful employment information, see the program's website: [collegeofsanmateo.edu/gedi/docs/dent-ca-dentalassisting.pdf](http://collegeofsanmateo.edu/gedi/docs/dent-ca-dentalassisting.pdf)

### Program Learning Outcomes

Students completing this program will be able to:

1. Legally sit for the Registered Dental Assistant (RDA) licensing examination for the State of California.
2. Legally sit for the Certified Dental Assistant (CDA) licensing examination administered by the Dental Assisting National Board (DANB).

### Requirements

Required Core Courses: 33 units		Units
DENT 701	Dental Science I	3 units
DENT 702	Dental Science II	3 units
DENT 703	Allied Health Communication	1 unit
DENT 721	Dental Materials I	3 units
*		
DENT 722	Dental Materials II	2 units
**		
DENT 740	Chairside Assisting I	3 units
*		
DENT 742	Chairside Assisting II	3 units
**		
DENT 749	Preclinical Dental Science Laboratory	1 unit
DENT 751	Dental Clinic	1.5 units
*		
DENT 753	Dental Assisting Clinical Practice	5 units
DENT 763	Dental Radiology	2 units
DENT 770	Dental Office Procedures	2.5 units

COMM 110	Public Speaking	3 units
	<b>OR</b>	
PSYC 100	General Psychology	3 units
	<b>OR</b>	
COMM 130	Interpersonal Communication	3 units

\* Fall  
\*\* Spring

**Total Required Units: 33**

## DIGITAL MEDIA

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

### University Transfer Program 60-70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Digital Media: Broadcast and Electronic Media..... 60 units  
Digital Media: Graphic Design..... 60 units  
Digital Media: Web Design/Multimedia..... 60 units

### AS-T Associate in Science Degree for Transfer

Film, Television, and Electronic Media..... 60 units

### CA Certificate of Achievement

Digital Media: Graphic Production..... 21 units  
Digital Media: Web Design/Multimedia..... 18 units

### CS Certificate of Specialization

Digital Media: Applied Audio and Video Production.. 12 units  
Digital Media: Broadcast and Electronic Media..... 12 units  
Digital Media: Web Design/Multimedia..... 12 units

### Other Film Programs

For CSM's Film program please see the AA Degree for [Film](#).

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for Digital Media for the California State University and the University of California systems. For independent or out-of-state colleges and universities use



their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA Digital Media: Broadcast and Electronic Media

The Broadcast and Electronic Media degree prepares students for entry level work as a media producer. This degree focuses on 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.

### Career Opportunities

CSM's Broadcast and Electronic Media program is helping to train the next generation of media makers, equipping them with technical skills, an ethical conscience, and an understanding of how media affects society. This 21st century program prepares students for a career in broadcasting through professional hands-on training. Students in Broadcast and Electronic Media can choose from three A.A. Degrees and four Certificates of Specialization, earn transfer credits, or just build their career skills. Students have the opportunity to explore a variety of possible career choices within the broadcasting industry: TV and video producing, directing, lighting, camera operation (in the studio and field), video editing, scriptwriting, on-air talent, audio recording and mixing, and radio programming. Students can expect rigorous training and real world projects. TV training takes place in CSM's state-of-the-art TV studio, which is located inside a full-time broadcast station, KCSM-TV. Some classes produce programming that is broadcast on KCSM, so students work on TV shows that will air in a top-ten media market. Students enrolled in radio production will produce programming for a web-based college radio station.

### Program Learning Outcomes

Students completing this program will be able to:

1. Produce television segments that serve target viewers
2. Identify possible effects of media productions on audiences

### Major Requirements

Required Core Courses: 18 units		Units
DGME 100	Media in Society	3 units
DGME 101	Writing Across the Media	3 units

DGME 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

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Digital Media: Graphic Design

The Graphic Design associate's degree prepares students for entry-level work in the visual media industry; the degree also serves the needs of students planning to transfer to study Graphic Design at a four-year school. The curriculum includes basic visual literacy and visual communication skills, the complete software package necessary for employment or transfer, typography, graphic design theory and application, and several production classes that offer real-world hands-on learning experiences.

### Career Opportunities

The skills that graphic designers possess transcend media boundaries. They may work in print or they may work in three-dimensional media such as environmental graphics, exhibit and display design, or signage. They may design for electronic media such as television, the web, or multimedia or they may create motion graphics and titling for film and video. They may work in information design and interface design or even type design. They may design packaging, books, magazines, and posters, all forms of advertising, corporate communications, corporate identity, environmental and retail design, web design, education design, or nonprofit design. Their creativity and skills are necessary wherever a message and an audience meet, regardless of the media.

### Program Learning Outcomes

Students completing this program will be able to:

1. Synthesize visual solutions to graphic problems by integrating information and ideas.
2. Design and produce original solutions to graphic problems using technology and software central to the graphics industry effectively.
3. Analyze, compare and contrast the effectiveness of their own original design work and the work of others.



**Major Requirements**

<b>Required Core Courses: 27 units</b>		<b>Units</b>
ART 200	Portfolio Preparation	3 units
DGME 103	Fundamentals of Two-Dimensional Design	3 units
DGME 168	Web Design II	3 units
DGME 211	Introduction to Graphic Design	3 units
DGME 215	History of Graphic Design	3 units
DGME 216	Intermediate Graphic Design	3 units
DGME 220	Typography	3 units
DGME 230	Production Design for Print and Screen	3 units
DGME 250	Internship	3 units

**Total Required Major Units: 27**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## **AA** Digital Media: 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.

### **Career Opportunities**

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.

### **Program Learning Outcomes**

Students completing this program 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

**Major Requirements**

<b>Required Core Courses: 21 units</b>		<b>Units</b>
DGME 102	Media Law and Ethics	3 units
DGME 164	User Interface/User Experience Design	3 units
DGME 165	Digital Animation	3 units
DGME 167	Web Design I	3 units
DGME 168	Web Design II	3 units
DGME 169	Web Design III: HTML, CSS	3 units
DGME 170	Digital Advertising	3 units

**Total Required Major Units: 21**

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## **AS-T** Film, Television, and Electronic Media

The Associate in Science in Film, TV, and Electronic Media for Transfer (AS-T) will prepare students for transfer into bachelor's degree programs in broadcast, film, TV, and similar majors.

The Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

Career opportunities include TV and video producing, directing, camera operation, video editing, script-writing, audio recording and mixing, and radio programming.

### **Career Opportunities**

Career opportunities include TV and video producing, directing, camera operation, video editing, script-writing, audio recording and mixing, and radio programming.





## Program Learning Outcomes

Students completing this program will be able to:

1. Produce television and video segments that serve target viewers
2. Identify possible effects of media productions on audiences
3. Demonstrate an understanding of the critical and technical language of film studies, including genres, narrative forms, cinematography, editing, and sound editing.

## Major Requirements

**Required Core Courses: 6 units, select 2 courses from the following:**

		Units
DGME 100	Media in Society	3 units
FILM 100	Introduction to Film	3 units
DGME 101	Writing for Mass Media	3 units
	<b>OR</b>	
FILM 153	Screenwriting	3 units

**Required Selective Courses: 6 units, select 3 units from A1 and 3 units from A2:**

**LIST A:**

**A1 Options: 3 units**

		Units
DGME 118	Digital Audio Production	3 units

**A2 Options: 3 units**

		Units
DGME 112	TV Studio Production	3 units
DGME 113	Digital Video Production	3 units

**Required Selective Courses: 3-4 units, select 1 course from the following, OR any List A course not used above:**

**LIST B:**

		Units
FILM 120	Film History I	4 units
FILM 121	Film History II	4 units

**Required Selective Courses: 3-4 units, select 1 course from the following or any course from List A or B not used above:**

**LIST C:**

**Units**

FILM 122	Film History Focus	4 units
FILM 130	Film Directors	4 units
FILM 135	Film Genres	4 units
FILM 140	Contemporary World Cinema	4 units
FILM 145	Watching Quality Television	4 units

**Total Required Major Units: 18 - 20**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Digital Media: Graphic Production

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/dgme-ca-graphicproduction.html\)](http://collegeofsanmateo.edu/gedi/docs/dgme-ca-graphicproduction.html).

The Graphic Production certificate prepares students for entry-level work in the visual media industry. The curriculum includes basic visual literacy and visual communication skills, the complete software package necessary for employment, typography, graphic design theory and application, and production classes that provide real-world hands-on learning experiences.

Graphic production is required in print media such as publishing, advertising and package design and in three-dimensional media such as environmental graphics, exhibit or display design, or signage. Graphic production is also a part of electronic media such as television, the web, or multimedia including motion graphics and titling for film and video.

## Career Opportunities

Graphic Artist, Junior Graphic Designer, Production Artist, Entry Level Graphic Designer, Visual Artist.



## Program Learning Outcomes

Students completing this program will be able to:

1. Create original graphic design / web design projects using comprehensive production and business techniques.
2. Create an original portfolio in order to pursue employment or college transfer opportunities.
3. Collaborate effectively with project team members and industry professionals.
4. Demonstrate a holistic understanding and practical ability to complete an industry standard graphic design/web design project from inception to completion.

### Requirements

Required Core Courses: 21 units		Units
ART 200	Portfolio Preparation	3 units
DGME 211	Introduction to Graphic Design	3 units
DGME 216	Intermediate Graphic Design	3 units
DGME 168	Web Design II	3 units
DGME 220	Typography	3 units
DGME 230	Production Design for Print and Screen	3 units
DGME 250	Internship	3 units

**Total Required Units: 21**

## CA Digital Media: Web Design/ Multimedia

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/dgme-ca-webmult.html\)](http://collegeofsanmateo.edu/gedi/docs/dgme-ca-webmult.html).

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.

## Career Opportunities

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.

### Program Learning Outcomes

Students completing this program 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.
5. Develop and evaluate student project-based learning activities.
6. Demonstrate proficiency with design processes and software tools.

### Requirements

Required Core Courses: 18 units		Units
DGME 102	Media Law and Ethics	3 units
DGME 164	User Interface/User Experience Design	3 units
DGME 167	Web Design I	3 units
DGME 168	Web Design II	3 units
DGME 169	Web Design III: HTML, CSS	3 units
DGME 170	Digital Advertising	3 units

**Total Required Units: 18**

## CS Digital Media: Applied Audio and Video Production

This Certificate of Specialization prepares students to work in entry-level audio and video production.

### Career Opportunities

Audio engineer, A/V Tech, Camera Operator, Editor, Producer, Director



## Program Learning Outcomes

Students completing this program will be able to:

1. Properly frame an on-camera interview
2. Record and edit audio

## Requirements

Required Core Courses: 12 Units		Units
DGME 112	TV Studio Production	3 units
DGME 113	Digital Video Production	3 units
DGME 118	Digital Audio Production	3 units
DGME 119	Radio Production Lab	3 units

**Total Required Units: 12**

## CS Digital Media: Broadcast and Electronic Media

The Certificate of Specialization in Broadcast and Electronic Media prepares students for transfer to a Bachelors program in Broadcasting or Digital Media, and includes articulated courses. This Certificate is also for any student wanting to develop the basic hands-on skills (or Career and Technical Education) required to work in broadcasting, audio, and video production.

Career opportunities include TV and video producing, directing, lighting, camera operation, video editing, audio recording and mixing.

### Career Opportunities

Students who achieve this Certificate will have the necessary knowledge and skills to apply for jobs in media, such as TV and video production, camera operation, and audio engineering.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate studio camera operation in response to the most-common director's commands.
2. Provide examples of media's influence on society and culture.
3. Demonstrate proper microphone selection and set-up for studio and field recording.

## Requirements

Required Core Courses: 12 Units		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

**Total Required Units: 12**

## CS 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.

### Career Opportunities

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.

### Program Learning Outcomes

Students completing this program 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.
5. Demonstrate proficiency with developer processes and software tools.



**Requirements**

Required Core Courses: 12 units		Units
DGME 164	User Interface/User Experience Design	3 units
DGME 167	Web Design I	3 units
DGME 168	Web Design II	3 units
DGME 170	Digital Advertising	3 units

**Total Required Units: 12****DRAFTING TECHNOLOGY**

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

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

California State University  
University of California  
Independent Colleges and Universities

**AS Associate in Science Degree Program**

CAD/Drafting Technology.....60 units

**CA Certificate of Achievement**

CAD/Drafting Technology.....18 units

**CS Certificate of Specialization**

Computer-Aided Design..... 16.5 units

**Recommended high school preparation**

Coursework in Mechanical Drawing, Art, Computers, Mathematics

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. Consider university majors that may be listed as Industrial Technology, Construction Management, Construction Engineering Technology. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**AS CAD/Drafting Technology**

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

**Career Opportunities**

A graduate of CSM's Drafting Technology program may select from several enviable opportunities. The graduate may immediately enter industry as a draftsman with the potential to become a designer or may opt to continue their education at a state university for a Bachelor's degree in Industrial Technology, becoming eligible for technical management positions.

**Program Learning Outcomes**

Students completing this program will be able to:

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

**Major Requirements**

Required Core Courses: 15 units		Units
DRAF 121	Computer-Aided Drafting I	3 units
DRAF 130	Mechanical Design with CAD	3 units
DRAF 110	SolidWorks I	3 units
DRAF 111	Solidworks II	3 units
DRAF 113	REVIT	3 units

**Required Selective Courses: 3 units, one course from the following:**

	Units
One course from any of the following disciplines: ARCH (Architecture)	3 units
BUSW (Business Applications Windows Platform)	3 units



DGME (Digital Media)	3 units
ELEC (Electronics)	3 units
<b>OR</b>	
ENGR 100 Introduction to Engineering	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA CAD/Drafting Technology

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/draf-ca-cad-drafting.html\)](http://collegeofsanmateo.edu/gedi/docs/draf-ca-cad-drafting.html).

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

**Career Opportunities**

A graduate of CSM's Drafting Technology program may select from several enviable opportunities. The graduate may immediately enter industry as a draftsman with the potential to become a designer or may opt to continue their education at a state university for a Bachelor's degree in Industrial Technology, becoming eligible for technical management positions.

**Program Learning Outcomes**

Students completing this program will be able to:

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

**Requirements****Required Core Courses: 15 units****Units**

DRAF 121	Computer-Aided Drafting I	3 units
DRAF 130	Mechanical Design with Computer-Aided Drafting (CAD)	3 units
DRAF 110	SolidWorks I	3 units
DRAF 111	Solidworks II	3 units
DRAF 113	REVIT	3 units

**Required Selective Courses: 3 units, one course from the following:****Units**

One course from any of the following disciplines: ARCH (Architecture)	3 units
BUSW (Business Applications Windows Platform)	3 units
DGME (Digital Media)	3 units
ELEC (Electronics)	3 units
<b>OR</b>	
ENGR 100 Introduction to Engineering	3 units

**Total Required Units: 18**

## CS Computer-Aided Design

**Program Learning Outcomes**

Students completing this program will be able to:

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

**Required Core Courses: 16.5 units****Units**

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 units
ENGL 848	Introduction to Composition and Reading	4 units

**Total Required Units: 16.5**

## ECONOMICS

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

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA-T Associate in Arts Degree for Transfer

Economics.....60 units

### University Transfer Program

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

### AA-T Economics

The Associate in Arts in Economics for Transfer will prepare students for transfer into bachelor's degree programs in economics and similar majors. Most careers in teaching, government, and large corporations deriving from the study of Economics require a graduate degree in the field, while a Bachelor's degree in Economics generally qualifies the student for the same types of employment available to those who hold general business or liberal arts degrees. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU

campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

Upon transferring students will be required to complete no more than 60 units to complete the bachelor's degree. This may not be the best option for students planning on transferring to a non-CSU institution. All students are encouraged to meet with a counselor to discuss the transfer options and requirements. Upon completion, students will have an understanding of the fundamental theories of microeconomics and macroeconomics, how to apply them to real-world scenarios and evaluate diverse viewpoints.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major Requirements

#### Required Core Courses: 15 units

#### 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
<b>OR</b>		
MATH 251	Calculus with Analytic Geometry I	5 units

#### Required Selective Courses: List A: Select one course 3-5 units

#### 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

**Required Selective Courses: List B: Select one course 3-5 units**

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

**Total Required Major Units: 21 - 25**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## ELECTRICAL APPRENTICESHIP

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

### AS Associate in Science Degree Program

Apprenticeship: Electrical Technology: Inside Wireman.....60 units

### CA Certificate of Achievement

Apprenticeship: Electrical Technology: Inside Wireman.....35 units

#### Additional Program Information

The courses in this program are administered by College of San Mateo in conjunction with the appropriate joint apprenticeship training committees (JATC). Registration is limited to those students fulfilling the related requirements of the State of California as indentured apprentices. Apprentices are trained through the union and work throughout the five-year training program, assigned to job sites just as journeyman electricians are through the union hall.

Prerequisite: indenture in the Electrical Apprenticeship Program, approved by the California State Division of Apprenticeship Standards.

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

For more information, you can contact the San Mateo County Electrical JATC at (650) 591-5217 or [smjatc617.org](http://smjatc617.org), or the [Apprenticeship Training Office](#) at CSM.

## AS Apprenticeship: Electrical Technology: Inside Wireman

Five-year training program for apprentices to become journeyman electricians through the local union.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Recognize and apply electrical safety and awareness of electrical hazards
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

### Major Requirements

#### Required Core Courses: 35 units

#### Units

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

#### Total Required Major Units: 35



**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Apprenticeship: Electrical Technology: Inside Wireman

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/elel-ca-inwire.html\)](http://collegeofsanmateo.edu/gedi/docs/elel-ca-inwire.html).

Five-year training program for apprentices to become journeyman electricians through the local union.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Recognize and apply electrical safety and awareness of electrical hazards
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

### Requirements

#### Required Core Courses: 35 units

#### Units

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

**Total Required Units: 35**

## ELECTRONICS TECHNOLOGY

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

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Industrial Electronics Technology..... 60 units

### CA Certificate of Achievement

Electrical Technology: Electrical Power Systems and Instrumentation..... 19 units

### CS Certificate of Specialization

Advanced Electrical Power Systems and Instrumentation..... 16 units

Electrical Technology: Electrical Power Systems and Instrumentation..... 16 units

Fundamentals of Smart Building Systems..... 15 units

Telecommunications Fundamentals.....8 units

### Recommended high school preparation

Coursework in Electronics, Science, Mathematics, English

### About the Program

The Electronics Technology program at CSM prepares a student for entry-level employment as an electronics technician and, with additional General Education coursework, for transfer to a baccalaureate institution. Entry-level employment opportunities exist in many segments of the electronics industry in the greater Bay Area. Companies involved with circuit design and fabrication; computer construction, installation, and support; component manufacturing; high-technology transportation; aerospace systems; automated process control; and consumer electronics all offer program graduates opportunities for entry-level employment.

Career opportunities in Electronics include work as an engineering aide, a technician, or a manager. These individuals are involved with design, manufacturing, sales, or service of a wide range of products. Electronics is one of the largest and fastest growing career fields in Northern California, with more significant growth expected over the next decade. Most Electronics Technology majors specialize in a particular area, such as communications systems, computer and digital systems, microwave, medical electronics, manufacturing, or precision instruments.





## AS Industrial Electronics Technology

The Industrial Electronics Technology program at CSM prepares a student for entry-level employment as an electronics technician. Entry-level employment opportunities exist in many segments of the electronics industry in the greater Bay Area. Companies involved with circuit assembly and fabrication; installation, and support for food and pharmaceuticals processing, public utilities; component manufacturing; high-technology transportation; aerospace systems; automated process control; alternative energy and bio-tech all offer program graduates opportunities for entry-level employment.

### Career Opportunities

Career opportunities in Electronics include work as an engineering aide, a technician, or a system operator. These individuals are involved with manufacturing, assembly, repair, upgrades, and service of a wide range of products or electrical systems. Electronics is the pathway to the future in Northern California, with increasing demands to modify and update the current infrastructure of the electrical generation and transmission capabilities, integration of alternative energy sources and future technical needs of society, job growth is expected over the next decade.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate basic and advanced electronic fundamentals.
2. Demonstrate the use and operation of test equipment (DVM's, Frequency Generators, Oscilloscopes) when analyzing both AC and DC circuits.
3. Understand power systems and power factor as it relates to AC power transmission and generation.
4. Demonstrate the ability to program and operate a programmable logic controller.
5. Demonstrate an understanding of environmental measurement and sensory read back data to control and operate power or mechanical systems.
6. Demonstrate and understand remote and direct Industrial data communications.
7. Demonstrate and utilize hydraulic, pneumatic and vacuum systems in an industrial setting.

### Major Requirements

Required Core Courses: 35 units		Units
ELEC 111	Introduction to Electronics Fundamentals	3 units
ELEC 112	Advanced Electronics Fundamentals	3 units

ELEC 231	Basic Applied Electronics Mathematics	2 units
ELEC 232	Advanced Electronics Mathematics	1 unit
ELEC 405	Transformers and Rotating Machinery	2 units
ELEC 421	Fundamentals of Electric Motor Control	4 units
ELEC 422	Introduction to Programmable Logic Controllers	4 units
ELEC 424	Hydraulic, Pneumatic and Vacuum Power Systems	4 units
ELEC 441	Sensors and Data Transmission Systems	4 units
ELEC 442	Electronic and Pneumatic Process Control Systems	4 units
ELEC 445	Industrial Data Communications Systems	4 units

### Total Required Major Units: 35

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## CA Electrical Technology: Electrical Power Systems and Instrumentation

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/elec-ca-epsi.html\)](http://collegeofsanmateo.edu/gedi/docs/elec-ca-epsi.html).

### Career Opportunities

Entry-level employment opportunities exist in many segments of the electronics industry in the greater Bay Area. Companies involved with circuit design and fabrication; computer construction, installation, and support; component manufacturing; high-technology transportation; aerospace systems; automated process control; and consumer electronics all offer program graduates opportunities for entry-level employment. Career opportunities in Electronics include work as an engineering aide, a technician, or a manager. These individuals are involved with design, manufacturing, sales, or service of a wide range of products. Electronics is one of the largest and fastest growing career fields in Northern California, with more significant growth expected over the next decade. Most Electronics Technology majors specialize in a particular area, such as communications systems, computer



and digital systems, microwave, medical electronics, manufacturing, or precision instruments.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

Required Core Courses: 19 units		Units
ELEC 111	Introduction to Electronics Fundamentals	3 units
ELEC 112	Advanced Electronics Fundamentals	3 units
ELEC 231	Basic Applied Electronics Mathematics	2 units
ELEC 232	Advanced Electronics Mathematics	1 unit
ELEC 405	Transformers and Rotating Machinery	2 units
ELEC 421	Fundamentals of Electric Motor Control	4 units
ELEC 441	Sensors and Data Transmission Systems	4 units

**Total Required Units: 19**

## 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.

### Career Opportunities

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.

### Program Learning Outcomes

Students completing this program 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.

### Requirements

Required Core Courses: 16 units		Units
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

**Total Required Units: 16**



## CS Electrical Technology: Electrical Power Systems and Instrumentation

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

Required Core Courses: 16 units		Units
ELEC 111	Introduction to Electronics Fundamentals	3 units
ELEC 231	Basic Applied Electronics Mathematics	2 units
ELEC 232	Advanced Electronics Mathematics	1 unit
ELEC 405	Transformers and Rotating Machinery	2 units
ELEC 421	Fundamentals of Electric Motor Control	4 units
ELEC 441	Sensors and Data Transmission Systems	4 units

**Total Required Units: 16**

## CS Fundamentals of Smart Building Systems

### Program Learning Outcomes

Students completing this program 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.

### Requirements

Required Core Courses: 15 units		Units
ELEC 231	Basic Applied Electronics Mathematics	2 units
ELEC 111	Introduction to Electronics Fundamentals	3 units
ELEC 144	Solar Energy Fundamentals	4 units
BLDG 700	Introduction to the Building Code	3 units
BLDG 790	Blueprint Reading for Construction	3 units

**Total Required Units: 15**

## CS Telecommunications Fundamentals

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

Required Core Courses: 8 units		Units
ELEC 111	Introduction to Electronics Fundamentals	3 units
ELEC 231	Basic Applied Electronics Mathematics	2 units



CIS 110	Introduction to Computer and Information Science	3 units
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**Total Required Units: 8**

## ENGINEERING

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

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Engineering.....60 units  
Engineering Technology: General..... 60 units

#### Recommended high school preparation

Coursework in Mathematics (four years), Physics (one year), Chemistry (one year), Mechanical Drawing (one year), Computer Information Science and English

#### University Transfer Program

Use [Assist \(assist.org\)](http://Assist.assist.org) to identify lower division major preparation for Engineering for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AS Engineering

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

### Career Opportunities

Career opportunities for those who hold a Bachelor's or advanced degree include engineering positions in aerospace, agricultural, architectural, biomedical, chemical,

civil, computer, electrical, industrial, materials, mechanical, and environmental nuclear fields. Most engineers work for manufacturing industries, while a smaller percentage work for federal, state and local government agencies or as private consultants. The remainder hold faculty positions at colleges and universities.

### Program Learning Outcomes

Students completing this program will be able to:

1. Use math, science, and engineering concepts to identify, formulate, and solve engineering problems.
2. Use the techniques and tools of engineering at an elementary level to design a device, program, or process to meet specified requirements.
3. Communicate the results of design and analysis orally and through text and graphics.
4. Work effectively in teams.

### Major Requirements

#### Required Core Courses: Select at least 2 courses from the engineering core 7-8 units

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

#### Required Selective Courses: Select at least one programming course 3-4 units

		Units
CIS 255	(CS1) Programming Methods: Java	4 units
CIS 278	(CS1) Programming Methods: C++	4 units
ENGR 215	Computational Methods for Engineers and Scientists	3 units

#### Required Selective Courses: Select the remaining units from the engineering core and the following list: 7-10 units. ENGR 100 is strongly recommended.

		Units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units
ECON 100	Principles of Macroeconomics	3 units
<b>OR</b>		
ECON 102	Principles of Microeconomics	3 units



ENGR 100	Introduction to Engineering	3 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 270	Physics with Calculus III	4 units

**Total Required Major Units: 19**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS Engineering Technology: General

Engineering Technology is that part of the engineering field which blends scientific and engineering knowledge with technical skills in research, development and production. CSM offers the General Education, mathematics, science, engineering, and many of the technical courses required to meet lower division requirements in Engineering Technology and prepare the student for transfer to a baccalaureate institution for a degree in Engineering Technology. The Associate degree alone prepares students for employment as engineering technicians, who work with or under the direction of engineers.

**Career Opportunities**

Career opportunities exist largely with manufacturers of electrical and electronic equipment, aircraft/aircraft parts, machinery, scientific instruments, chemical, motor vehicles, fabricated metal products, and primary metals. Non-manufacturing opportunities exist with engineering and architectural firms, research and testing facilities, and business services in which engineering work is done on a contract basis for organizations in other sectors of the economy. Additional opportunities for employment exist in the communications, utilities, and construction industries; and with federal, state and local government agencies.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Identify, analyze, and solve technical problems in an area of specialization;
2. Conduct, analyze, and interpret experiments;
3. Work effectively in teams.

**Major Requirements****Required Core Courses: 20 units****Units**

ENGR 210	Engineering Graphics	4 units
MATH 241	Applied Calculus I	5 units
MATH 242	Applied Calculus II	3 units
PHYS 210	General Physics I	4 units
PHYS 220	General Physics II	4 units

**Required Selective Courses: Plus, select 6 units from an area of technology specialization. Suggested Electives:**
**Units**

ACTG 100	Accounting Procedures	3 units
ENGR 100	Introduction to Engineering	3 units
CIS 278	(CS1) Programming Methods: C+ +	4 units
MATH 200	Elementary Probability and Statistics	4 units
Or other technical courses		

**Total Required Major Units: 26**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**ENGLISH**

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

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

California State University  
University of California  
Independent Colleges and Universities

**AA Associate in Arts Degree Program**

English..... 60 units

**AA-T Associate in Arts Degree for Transfer**

English..... 60 units

**Recommended high school preparation**

Coursework in English, Literature, Journalism

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA English

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

### Career Opportunities

Career opportunities include advertising copy writer or manager, columnist/journalist, editor, educator, freelance writer, information specialist, lexicographer, librarian, media planner, novelist, poet, public relations officer, publisher, radio/television announcer, reporter, researcher, technical writer, and writing consultant. Additional career opportunities include business administrator, civil servant, clergy member, foreign service officer, fund raiser, insurance examiner, legislative assistant, and program developer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze and respond critically to literary and expository texts.
2. Demonstrate knowledge of a variety of authors, literary genres, and literary devices.

### Major Requirements

**Required Core Courses: Select 3 units from the following:**

	Units
ENGL 110 Composition, Literature, and Critical Thinking	3 units
ENGL 165 Composition, Argument, and Critical Thinking	3 units

**Required Selective Courses: completion of 15 units from either Group A or Group B**

	Units
Group A	
Literature courses in the 100 series, the 200 series, and/or LIT. 430	15 units

OR

	Units
Group B	
9-12 units from Literature courses in the 100 series, the 200 series, and/or LIT. 430	9 - 12 units
Plus 3-6 units from Creative Writing courses:	
ENGL 161 Creative Writing I	3 units
ENGL 162 Creative Writing II	3 units
ENGL 163 Creative Writing III	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA-T English

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze and respond critically to literary and expository texts.
2. Demonstrate knowledge of a variety of authors, literary genres, and literary devices.

### Major Requirements

**Required Core Courses: 6 units**

	Units
ENGL 110 Composition, Literature, and Critical Thinking	3 units
ENGL 165 Composition, Argument, and Critical Thinking	3 units



**Required Selective Courses: 6 units****List A: Two courses from the following: Units**

LIT. 201	American Literature I	3 units
LIT. 202	American Literature II	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units

**Required Selective Courses: 3 units****List B: Any one course from the following, or any List A course not used above, or any English course articulated for preparation for the English major at any CSU Units**

Any List A course not used above		3 units
ENGL 161	Creative Writing I	3 units
LIT. 101	Twentieth-Century Literature	3 units
LIT. 105	The Bible as Literature	3 units
LIT. 113	The Novel	3 units
LIT. 151	Shakespeare	3 units
LIT. 430	Greek Mythology and Classical Literature	3 units

**Required Selective Courses: 3 units****List C: Any one course from the following or any course from List A or B not used above or any CSU transferable English course Units**

Any List A or List B course not used above		3 units
BUS. 401	Business Communications	3 units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
CHIN 121	Advanced Elementary Chinese I	3 units
CHIN 122	Advanced Elementary Chinese II	3 units
CHIN 131	Intermediate Chinese I	3 units
CHIN 132	Intermediate Chinese II	3 units
COMM 170	Oral Interpretation I	3 units
COMM 171	Oral Interpretation II	3 units
ENGL 100	Composition and Reading	3 units
ENGL 162	Creative Writing II	3 units
ENGL 163	Creative Writing III	3 units

LIT. 115	The Short Poem in English: A Survey	3 units
LIT. 220	Introduction to World Literature	3 units
SPAN 110	Elementary Spanish	5 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units

**Total Required Major Units: 18 - 20**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**ETHNIC STUDIES**

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

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

California State University  
University of California  
Independent Colleges and Universities

**AA Associate in Arts Degree Program**

Ethnic Studies.....60 units

**CA Certificate of Achievement**

Critical Pacific Islands and Oceania Studies..... 18 - 20 units

**CS Certificate of Specialization**

Critical Pacific Islands and Oceania Studies..... 15 - 16 units

**Recommended high school preparation**

Coursework in History, Social Science, Psychology, Sociology, English

### University Transfer Program

Use [Assist \(assist.org\)](https://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA Ethnic Studies

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.

### Career Opportunities

Students who transfer and complete a Bachelor's degree in Ethnic Studies can pursue careers in the arts, business, city planning, creative writing, education at all levels, international relations, journalism, law, medicine, politics, psychology, public health, research, and social work. In addition, Ethnic Studies courses allow public school teachers the opportunity to meet California State requirements in ethnic education.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major Requirements

Required Core Courses: 6 units		Units
ETHN 108	Rethinking Race, Gender, and Nation	3 units
ETHN 109	Borders and Crossings	3 units

Required Selective Courses: 12 units from the following courses:		Units
ETHN 101	Latin American and Indigenous Peoples History and Culture	3 units

ETHN 103	Asian 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
ETHN 106	Oceania & the Arts	3 units
ETHN 107	Introduction to Native American Studies	3 units
ETHN 265	Evolution of Hip Hop Culture: A Socio-Economic And Political Perspective	3 units
ETHN 288	African-American Cinema	3 units
ETHN 300	Introduction to La Raza Studies	3 units
ETHN 585	Ethnicity in Cinema	3 units

### Total Required Major Units: 18

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Critical Pacific Islands and Oceania Studies

The Critical Pacific Islands & Oceania Studies Certificate of Achievement is an 18-20 unit certificate that introduces students to a critical analysis of Pacific peoples and cultures in the U.S. diaspora and beyond. Privileging the voices of native Pacific Islanders, the interdisciplinary curriculum explores historical and contemporary topics such as colonization, militarization, social movements, and immigration, through the use of academic and community-based scholarship. All required courses are University of California (UC) and California State University (CSU)-transferable and meet College of San Mateo General Education (GE) area requirements. Although the certificate is ideal for those whose careers involve working with native Pacific Islanders and other communities of color such as service providers, health practitioners, law enforcement, researchers, teachers, and other professionals, the primary goal is to encourage students to further their educational aspirations through the completion of an associate's degree and successful transfer to a four-year university.

### Career Opportunities

Non-profit organizations, teacher, athletic coach, counselor, social services, law enforcement, public health, marine biology, oceanography, and government.





## Program Learning Outcomes

Students completing this program will be able to:

1. Critically evaluate behavioral, social, and indigenous theories and methodologies used in the study of Pacific Islander communities in relation to their cultural, economic, educational, health, immigration, political, and social conditions.
2. Compare and contrast the expression of the ocean aesthetic across Pacific Islander cultural practices including architecture, arts, dance, film, language, literature, music, poetry, sports, and theater.
3. Apply critical and analytical skills through problem-solving techniques and study strategies in preparation for educational and career outcomes.
4. Demonstrate effective communication through listening, reading, writing, and speaking to strengthen individual, community, and public engagement
5. Assess the expression of the ocean across Pacific Islander communities through film, media, digital stories, and cinema in shaping social and cultural issues important to Oceania.

### Requirements

#### Required Core Courses: 15-16 units

#### Units

COMM 110	Public Speaking	3 units
ETHN 104	Asian Pacific Islanders in United States History and Culture	3 units
ETHN 106	Oceania & the Arts	3 units
FILM 100	Introduction to Film	3 units
<b>OR</b>		
FILM 140	Contemporary World Cinema	4 units
LCTR 240	College and Academic Success	3 units

#### Required Selective Courses: Science Option: select one course 3-4 units

#### Units

ANTH 125 *	Physical Anthropology	3 units
ASTR 100 **	Introduction to Astronomy	3 units
ASTR 115 **	The Solar System	3 units
ASTR 125 **	Stars, Galaxies, and Cosmology	3 units
BIOL 100	Introduction to the Life Sciences	3 units
BIOL 110	General Principles of Biology	4 units

GEOG 100	Physical Geography	3 units
GEOL 100	Survey of Geology	3 units
OCEN 100	Oceanography	3 units

\* Students who take ANTH 125 should also consider ANTH 127 Physical Anthropology Laboratory

\*\* Students who take ASTR 100, 115, or 125 should also consider ASTR 101 Astronomy Laboratory

**Total Required Units: 18 - 20**

## CS Critical Pacific Islands and Oceania Studies

The Certificate of Specialization in Critical Pacific Islands and Oceania Studies provides students with knowledge of Pacific Islander art, culture, and history along with study and communication skills that support success in education and employment.

### Career Opportunities

The primary purpose of this certificate is to promote transfer in conjunction with the Mana learning community. In addition, the certificate provides cultural context that would be helpful to service providers, health practitioners, law enforcement, researchers, teachers, and other professionals working with the Pacific Islander community.

### Program Learning Outcomes

Students completing this program will be able to:

1. Describe the impact of the ocean aesthetic across Pacific Islander cultural practices.
2. Demonstrate effective communication through listening, reading, writing, and speaking to strengthen individual, community, and public engagement.

### Requirements

#### Required Core Courses: 15-16 units

#### Units

LCTR 240	College and Academic Success	3 units
COMM 110	Public Speaking	3 units
ETHN 104	Asian Pacific Islanders in United States History and Culture	3 units
ETHN 106	Oceania & the Arts	3 units
FILM 100	Introduction to Film	3 units
<b>OR</b>		
FILM 140	Contemporary World Cinema	4 units



**Total Required Units: 15 - 16**

## FILM

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

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Film..... 60 units

#### Other Film Programs

For CSM's Digital Media Film program, please see AS-T degree for [Film, Television and Electronic Media](#)

#### University Transfer Program

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

## AA Film

Our Film program specializes in film and media studies, film history and criticism, and the new global media culture. Individuals may obtain an A.A. in Film, which trains them in the history, theory and craft of diverse styles of film art. Many graduates continue their education at a four-year university, majoring in subjects such as film, television, digital media or theater.

### Career Opportunities

Individuals interested in careers in film may obtain an A.A. in Film, which trains them in history, analysis, and production. Many graduates continue their education at a university, majoring in Film. Career opportunities for those with an A.A., B.A. or advanced degree include film criticism, film education and production in the film and television industries.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze and respond critically to film form and film style.
2. Demonstrate knowledge of important directors, genres and movements in the history of film art.

### Major Requirements

#### Required Core Courses: 15 units

Units

FILM 100	Introduction to Film	3 units
FILM 120	Film History I	4 units
FILM 121	Film History II	4 units
FILM 215	Film and New Digital Media	4 units

#### Required Selective Courses: 3 courses for a total of 9-12 units

Units

DGME 100	Media in Society	3 units
DGME 112	TV Studio Production	3 units
DGME 113	Digital Video Production	3 units
DGME 118	Digital Audio Production	3 units
ENGL 161	Creative Writing I	3 units
ENGL 162	Creative Writing II	3 units
ENGL 163	Creative Writing III	3 units
ETHN 288	African-American Cinema	3 units
ETHN 585	Ethnicity in Cinema	3 units
FILM 122	Film History Focus	4 units
FILM 123	Documentary Film: Studies and Practice	4 units
FILM 130	Film Directors	4 units
FILM 135	Film Genres	4 units
FILM 140	Contemporary World Cinema	4 units
FILM 145	Watching Quality Television	4 units
FILM 153	Screenwriting	3 units
FILM 200	Film in Focus	4 units

### Total Required Major Units: 24 - 27

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**



# FIRE TECHNOLOGY

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

## University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Fire Technology..... 60 units

### CA Certificate of Achievement

Fire Technology..... 33 - 35 units

### Recommended high school preparation

Coursework in Mathematics, English, and use of microcomputers, including spreadsheet and word processing applications.

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for areas such as Fire Protection or Forestry and Land Management for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

The Fire Technology program prepares students to meet the high standards necessary in pursuing a career in the fire service as a firefighter, or a member of related fire protection services such as emergency medical technician.

Students who wish to concentrate on meeting the basic requirements for entry-level employment are advised to complete FIRE 793 and FIRE 796. Many of the fire agencies in California require completion of this training to meet minimum requirements for employment as a firefighter.

Students will develop entry-level expertise in the areas of fire suppression, fire prevention, training and administration. Opportunities also exist with private industry safety programs, insurance companies and fire equipment manufacturing firms.

The Fire Technology field offers enhanced opportunities for employment to students who have completed CSM's program.

Through the expertise of the faculty and the exposure to professional fire service personnel, students can expect to be trained in the latest theories and techniques of fire

technology, firefighting skills and emergency medical training.

## AS Fire Technology

Students 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.

### Career Opportunities

The Fire Technology program prepares students to meet the high standards necessary in pursuing a career in the fire service as a firefighter, or a member of related fire protection services such as emergency medical technician.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify and discuss the concepts and theories related to the fire service including its history and development, fire prevention techniques and fire protection equipment, fire behavior and chemistry, building construction considerations, and firefighter safety.
2. Recognize the tools and equipment used in the fire service, and demonstrate their safe and proper use.
3. Explain and demonstrate the importance of developing interpersonal and communication skills necessary to function within the fire service and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in the fire service.

### Major Requirements:

#### Required Core Courses: 18 units

#### Units

FIRE 715	Principles of Emergency Services	3 units
FIRE 720	Fire Prevention	3 units



FIRE 730	Fire Behavior and Combustion	3 units
FIRE 740	Building Construction for Fire Protection	3 units
FIRE 745	Fire Protection Systems	3 units
FIRE 748	Firefighter Safety & Survival	3 units

**Required Selective Courses: 12 units from the following courses:**

		Units
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.

**Total Required Major Units: 30**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## CA Fire Technology

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/fire-ca-firetechnology.html\)](http://collegeofsanmateo.edu/gedi/docs/fire-ca-firetechnology.html).

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.

### Career Opportunities

The Fire Technology program prepares students to meet the high standards necessary in pursuing a career in the

fire service as a firefighter, or a member of related fire protection services such as emergency medical technician.

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify and discuss the concepts and theories related to the fire service including its history and development, fire prevention techniques and fire protection equipment, fire behavior and chemistry, building construction considerations, and firefighter safety.
2. Recognize the tools and equipment used in the fire service, and demonstrate their safe and proper use.
3. Explain and demonstrate the importance of developing interpersonal and communication skills necessary to function within the fire service and society at large.
4. Describe and demonstrate the value and necessity of ethics, integrity, and professionalism in the fire service.

### Requirements

**Required Core Courses: 21 - 23 units**

**Units**

FIRE 715	Principles of Emergency Services	3 units
FIRE 720	Fire Prevention	3 units
FIRE 730	Fire Behavior and Combustion	3 units
FIRE 740	Building Construction for Fire Protection	3 units
FIRE 745	Fire Protection Systems	3 units
FIRE 748	Firefighter Safety & Survival	3 units
Plus, completion of the General Education English requirement as outlined in Section C (2) of the Associate in Arts/Science Degree Requirements.		3 - 5 units

**Required Selective Courses: 12 units from the following courses:**

**Units**

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.



Total Required Units: 33 - 35

## GEOLOGY

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

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Geological Science..... 60 units

### AS-T Associate in Science Degree for Transfer

Geology..... 60 units

### Recommended high school preparation

Coursework in Chemistry, Biology, Mathematics

### University Transfer Program

Use *Assist* ([assist.org](http://assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

An Associate degree in Geological Science prepares the student for transfer to a baccalaureate institution for a four-year degree in Geology. While some jobs are available for technicians with Associate degrees in Geological Science, a Bachelor's degree in Geology is a minimum requirement for employment in exploratory geology, minerals management, and engineering.

Approximately 40% of geologists work for oil and gas companies, either in service or exploration. Some work for mining and quarrying companies, while others work as consultants or are self-employed. Government agencies provide employment opportunities with the Bureau of Mines, U.S. Geologic Survey, and Bureau of Reclamation. Specific career opportunities include engineering geologist, environmental geologist, geochemist, geology assistant, geophysicist, hydrologist, mining geologist, marine geologist, oceanographer, paleontologist, petroleum geologist, petrologist, seismologist, soils technician, teacher/professor, volcanologist, and waste management geologist.

## AS Geological Science

An Associate degree in Geological Science prepares the student for transfer to a baccalaureate institution for a four-year degree in Geology. While some jobs are available for technicians with Associate degrees in Geological Science, a Bachelor's degree in Geology is a minimum requirement for employment in exploratory geology, minerals management, and engineering.

Approximately 40% of geologists work for oil and gas companies, either in service or exploration. Some work for mining and quarrying companies, while others work as consultants or are self-employed. Government agencies provide employment opportunities with the Bureau of Mines, U.S. Geologic Survey, and Bureau of Reclamation.

### Career Opportunities

Specific career opportunities include engineering geologist, environmental geologist, geochemist, geology assistant, geophysicist, hydrologist, mining geologist, marine geologist, oceanographer, paleontologist, petroleum geologist, petrologist, seismologist, soils technician, teacher/professor, volcanologist, and waste management geologist.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate a fundamental understanding of the basic concepts and principles of physical and historical geology, including: the internal and external processes that shape and form the Earth the materials of the Earth, Geologic Time and Dating Methods Ecology, Evolution, Extinction and the Fossil Record.
2. Apply the principles of the scientific method and geologic concepts to identify minerals, rocks and fossils interpret rocks and fossils interpret geologic maps, cross sections and stratigraphic columns analyze geologic and paleontologic data.

### Major Requirements

Required Core Courses: 18 units		Units
GEOL 100	Survey of Geology	3 units
GEOL 101	Geology Laboratory	1 unit
PALN 110	General Paleontology	3 units
PALN 111	Paleontology Laboratory/Field Studies	1 unit
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units



<b>Additional recommended preparation (not required):</b>		<b>Units</b>
MATH 241	Applied Calculus I <b>AND</b>	5 units
MATH 242	Applied Calculus II <b>AND</b>	3 units
PHYS 210	General Physics I <b>AND</b>	4 units
PHYS 220	General Physics II <b>OR</b>	4 units
MATH 251	Calculus with Analytic Geometry I <b>AND</b>	5 units
MATH 252	Calculus with Analytic Geometry II <b>AND</b>	5 units
PHYS 250	Physics with Calculus I <b>AND</b>	4 units
PHYS 260	Physics with Calculus II	4 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**AS-T Geology****Program Learning Outcomes**

Students completing this program will be able to:

1. Demonstrate a fundamental understanding of the basic concepts and principles of physical and historical geology, including: the internal and external processes that shape and form the Earth the materials of the Earth, Geologic Time and Dating Methods Ecology, Evolution, Extinction and the Fossil Record
2. Apply the principles of the scientific method and geologic concepts to identify minerals, rocks and fossils interpret rocks and fossils interpret geologic maps, cross sections and stratigraphic columns analyze geologic and paleontologic data

**Major Requirements**

<b>Required Core Courses: 28 units</b>		<b>Units</b>
GEOL 100	Survey of Geology	3 units

GEOL 101	Geology Laboratory	1 unit
PALN 110	General Paleontology	3 units
PALN 111	Paleontology Laboratory/Field Studies	1 unit
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units

<b>Additional recommended preparation (not required):</b>		<b>Units</b>
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units

**Total Required Major Units: 28**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**HISTORY**

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

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

California State University  
University of California  
Independent Colleges and Universities

**AA-T Associate in Arts Degree for Transfer**

History..... 60 units

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the



University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA-T History

The Associate in Arts in History for Transfer degree prepares students for transfer into bachelor's degree programs in History and similar programs at a CSU campus and guarantees admission to the CSU system. History course work in general is helpful to the student who intends to eventually pursue graduate studies in such diverse fields as history, education, and law. Most career opportunities associated with this discipline require the minimum of a B.A. degree. Some business firms and government agencies seek persons with a broad overview and perspective of historical phases and processes of change.

### Career Opportunities

In addition to a career as a historian, career possibilities include anthropologist, antique dealer, archivist, attorney, book dealer, correspondent, customs inspector, college administrator/professor, foreign service officer, fund raiser, librarian, museum curator/technician, news editor, researcher/ research analyst, theologian/clergy member, title examiner, and writer.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major requirements:

#### Required Core Courses: 12 units

#### Units

HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 201	United States History I	3 units
HIST 202	United States History II	3 units

### Required Selective Courses: 6 units (One course from Group A and one course from Group B)

#### Group A: Any diversity course defined as: Units

CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
CHIN 121	Advanced Elementary Chinese I	3 units
CHIN 122	Advanced Elementary Chinese II	3 units
CHIN 131	Intermediate Chinese I	3 units
CHIN 132	Intermediate Chinese II	3 units
ETHN 101	Latin American and Indigenous Peoples History and Culture	3 units
ETHN 103	Asian 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
HIST 260	Women In American History	3 units
SPAN 110	Elementary Spanish	5 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units

#### Group B: Any history course or any non-history course from the humanities or social sciences related to history articulated as fulfilling CSU GE Area C or D or any introductory level social science course articulated as fulfilling CSU GE Area D Units

ADMJ 100	Introduction to the Criminal Justice System	3 units
ANTH 110	Cultural Anthropology	3 units
ANTH 180	Magic, Science and Religion	3 units
BUS. 125	International Business	3 units
COMM 130	Interpersonal Communication	3 units
DGME 100	Media in Society	3 units
DGME 102	Media Law and Ethics	3 units
ECON 100	Principles of Macroeconomics	3 units



ECON 102	Principles of Microeconomics	3 units
GEOG 110	Cultural Geography	3 units
GEOG 150	World Regional Geography	3 units
HIST 260	Women In American History	3 units
HIST 310	California History	3 units
PLSC 100	Introduction to Political Science	3 units
PSYC 100	General Psychology	3 units
PSYC 105	Experimental Psychology	3 units
PSYC 110	Courtship, Marriage and the Family	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 201	Child Development	3 units
PSYC 220	Introduction to Psychobiology	3 units
PSYC 225	Theories of Personality	3 units
PSYC 300	Social Psychology	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Social Problems	3 units
SOCI 110	Courtship, Marriage and the Family	3 units
SOCI 141	Race and Ethnic Relations	3 units

### Total Required Major Units: 18

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## INTERDISCIPLINARY STUDIES

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

### University Transfer Program 60–70 transferable units

California State University  
University of California

### Independent Colleges and Universities

#### AA Associate in Arts Degree Program

Interdisciplinary Studies, Option 1: Intercultural Studies.....60 units

Interdisciplinary Studies, Option 2: Contemporary Issues.....60 units

Interdisciplinary Studies, Option 3: Science and Society..... 60 units

#### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

#### AA Interdisciplinary Studies, Option 1: Intercultural Studies

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

#### Program Learning Outcomes

Students completing this program will be able to:

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





## Major Requirements

**Required Core Courses: 3 units. At least 3 units of courses that examine more than one culture within the course, to be selected from the following options:**

		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 180	Magic, Science and Religion	3 units
COMM 150	Intercultural Communication	3 units
ETHN 585	Ethnicity in Cinema	3 units
GEOG 110	Cultural Geography	3 units
LIT. 220	Introduction to World Literature	3 units
MUS. 250	World Music	3 units
PHIL 300	Introduction to World Religions	3 units
PLSC 110	Contemporary Foreign Governments	3 units

**Required Selective Courses: 6 units. At least 6 units of courses in the arts and literature to be selected from the following options:**

		Units
ETHN 288	African-American Cinema	3 units
LIT. 232	Survey of English Literature II	3 units
LIT. 430	Greek Mythology and Classical Literature	3 units

**Required Selective Courses: 9 units. At least 9 units of courses in the areas of social, political, and economic institutions to be selected from the following options:**

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

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Interdisciplinary Studies, Option 2: Contemporary Issues

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

### Program Learning Outcomes

Students completing this program will be able to:

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

## Major Requirements

**Required Core Courses: 6 units. At least 6 units of courses that introduce students to major disciplines in the social sciences. The 6 units of courses must be selected from the following options and include at least two different discipline areas:**

		Units
BUS. 100	Introduction to Business	3 units
COMM 110	Public Speaking	3 units
ECON 100	Principles of Macroeconomics	3 units
ECON 102	Principles of Microeconomics	3 units
GEOG 110	Cultural Geography	3 units
PSYC 100	General Psychology	3 units
PSYC 300	Social Psychology	3 units
SOCI 100	Introduction to Sociology	3 units



**Required Selective Courses: 3 units.**  
**At least 3 units of courses in statistics or critical thinking, selected from the following:**

		Units
ENGL 165	Composition, Argument, and Critical Thinking	3 units
MATH 200	Elementary Probability and Statistics	4 units
PHIL 103	Critical Thinking	3 units
PSYC 121	Basic Statistical Concepts	3 units

**Required Selective Courses: 9 units. At least 9 units of courses that explore particular issues facing contemporary society. The 9 units of courses must be selected from the following options and include at least two different discipline areas:**

		Units
ARCH 100	Survey of Modern Architecture	3 units
BIOL 102	Environmental Science and Conservation	3 units
BIOL 195	Biology Field Laboratory	1 unit
DGME 100	Media in Society	3 units
DGME 102	Media Law and Ethics	3 units
PHIL 244	Introduction to Ethics: Contemporary Social and Moral Issues	3 units
PLSC 130	International Relations	3 units
PLSC 215	Contemporary Issues In American Politics	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Race and Ethnic Relations	3 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

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

This degree provides students with the foundation from which to understand the impact of scientific issues on

contemporary society. Depending on the student's focus, this major offers transfer possibilities in the social sciences, including Economics, Sociology, and Social/Behavioral Sciences, and in more specialized interdisciplinary majors such as Environmental Economics and Policy, Environmental Analysis and Design, Social Ecology, Community and Regional Development, and Development Studies. Students should work with a counselor to identify the appropriate mathematics classes and any additional supporting classes for transfer to a particular program and university. Note: most courses listed in this major can also be used to meet requirements for the California State University General Education or IGETC.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major Requirements

**Required Core Courses: 3 units. At least 3 units of courses that link science with society, to be selected from:**

		Units
PHIL 244	Introduction to Ethics: Contemporary Social and Moral Issues	3 units

**Required Selective Courses: 7 units. At least 7 units of courses in the sciences to be selected from the following options:**

		Units
BIOL 100	Introduction to the Life Sciences	3 units
BIOL 102	Environmental Science and Conservation	3 units
BIOL 110	General Principles of Biology	4 units
BIOL 145	Plants, People, and Environment	3 units
BIOL 184	Wildlife Biology	3 units
BIOL 195	Biology Field Laboratory	1 unit
GEOG 100	Physical Geography	3 units
GEOL 100	Survey of Geology	3 units
GEOL 101	Geology Laboratory	1 unit
OCEAN 100	Oceanography	3 units



**Required Selective Courses: 9 units. At least 9 units of courses in the social sciences to be selected from the following options:**

	<b>Units</b>
ANTH 110 Cultural Anthropology	3 units
ANTH 180 Magic, Science and Religion	3 units
ECON 100 Principles of Macroeconomics	3 units
ECON 102 Principles of Microeconomics	3 units
GEOG 110 Cultural Geography	3 units
GEOG 150 World Regional Geography	3 units
PLSC 215 Contemporary Issues In American Politics	3 units
PSYC 100 General Psychology	3 units
PSYC 220 Introduction to Psychobiology	3 units
SOCI 100 Introduction to Sociology	3 units
SOCI 105 Social Problems	3 units

**Total Required Major Units: 19**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## KINESIOLOGY

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

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Dance..... 60 units

### AA-T Associate in Arts Degree for Transfer

Kinesiology.....60 units

### CA Certificate of Achievement

Specialized Pilates Instructor.....18 - 21 units

### CS Certificate of Specialization

Athletic Coaching.....9.5 - 11 units

Comprehensive Pilates Instructor..... 13 units

Group Fitness Instructor.....	6 units
Pilates Mat Instructor.....	7 units
Pilates Mat and Reformer Instructor.....	10 units
Yoga Instructor.....	8 units
Yoga Teacher Training - 300 Hour.....	14 units

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA Dance

The Associate of Arts Degree (AA) in Dance is designed for students planning to transfer to a four-year university to major or minor in dance. A comprehensive dance education will develop skills required to create, perform, communicate and understand dance. These skills are acquired through the study of modern dance, ballet technique, jazz technique, performance, as well as production, dance appreciation, music appreciation, and composition.

### Career Opportunities

Employment opportunities in the field are numerous and include areas such as: 1. Performance: Dance or performance artist 2. Education: Dance instructor, dance studio owner, somatic educator (i.e., Yoga, Pilates, Alexander Technique, Feldenkrais) 3. Administration/ Management: Artistic director, rehearsal director, dance company manager, arts administration/management 4. Dance Medicine: Dance and physical therapist, dance kinesiology 5. Specializations: Choreographer, dance notator, dance critic, dance historian, dance researcher

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate a working knowledge of production techniques, including backstage, and show management.
2. Compose a dance demonstrating knowledge of the choreography process.
3. Demonstrate an understanding and appreciation for the principal historical, theoretical, and critical approaches to dance as a performing art.
4. Demonstrate the skills required to perform at a proficient level in a variety of dance styles including ballet, jazz, modern.



**Major Requirements****Required Core Courses: 14-16 units****Units**

DANC 100	Dance Appreciation	3 units
DANC 121.1	Modern Dance I	1 unit
DANC 130.1	Jazz Dance I	1 unit
DANC 140.1	Ballet I	1 unit
DANC 390	Dance Composition/Theory/ Choreography	3 units
DANC 400.1	Dance Performance & Production I	1 - 2 units
DANC 400.2	Dance Performance & Production II	1 - 2 units
MUS. 202	Music Listening and Enjoyment	3 units
	<b>OR</b>	
MUS. 275	History of Jazz	3 units

**Required Selective Courses: Select 6 units  
from the following courses:****Units**

DANC 116.1	Waltz I	0.5 or 1 units
DANC 116.2	Waltz II	0.5 or 1 units
DANC 116.3	Waltz III	0.5 or 1 units
DANC 116.4	Waltz IV	0.5 or 1 units
DANC 117.1	Tap Dance I	0.5 or 1 units
DANC 117.2	Tap Dance II	0.5 or 1 units
DANC 117.3	Tap Dance III	0.5 or 1 units
DANC 117.4	Tap Dance IV	0.5 or 1 units
DANC 121.2	Modern Dance II	0.5 or 1 units
DANC 121.3	Modern Dance III	0.5 or 1 units
DANC 121.4	Modern Dance IV	0.5 or 1 units
DANC 128.1	Latin Dance I	0.5 or 1 units

DANC 128.2	Latin Dance II	0.5 or 1 units
DANC 128.3	Latin Dance III	0.5 or 1 units
DANC 128.4	Latin Dance IV	0.5 or 1 units
DANC 130.2	Jazz Dance II	0.5 or 1 units
DANC 130.3	Jazz Dance III	0.5 or 1 units
DANC 130.4	Jazz Dance IV	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 151.1	Social Dance I	0.5 or 1 units
DANC 151.2	Social Dance II	0.5 or 1 units
DANC 151.3	Social Dance III	0.5 or 1 units
DANC 151.4	Social Dance IV	0.5 or 1 units
DANC 167.1	Swing Dance I	0.5 or 1 units
DANC 167.2	Swing Dance II	0.5 or 1 units
DANC 167.3	Swing Dance III	0.5 or 1 units
DANC 167.4	Swing Dance IV	0.5 or 1 units
DANC 330.1	Creative Dance I	0.5 or 1 units
DANC 330.2	Creative Dance II	0.5 or 1 units
DANC 330.3	Creative Dance III	0.5 or 1 units
DANC 330.4	Creative Dance IV	0.5 or 1 units
DANC 391	Dance Composition - Theory and Choreography	3 units
DANC 400.3	Dance Performance & Production III	0.5 - 2 units



DANC 400.4	Dance Performance & Production IV	0.5 - 2 units
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### Total Required Major Units: 20 - 22

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA-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.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate a working knowledge of body mechanics as it relates to physical activity, fitness and health.
2. Explain the impact of physical activity and inactivity on fitness and health.

### Major Requirements

#### Required Core Courses: 12 units

#### Group A: Complete the following courses: Units

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

### Required Selective Courses: Select 3 units from the following with a maximum of one unit from any one area:

Aquatics:		Units
AQUA 109.1	Water Polo I	0.5 or 1 units
AQUA 109.2	Water Polo II	0.5 or 1 units
AQUA 109.3	Water Polo III	0.5 or 1 units
AQUA 109.4	Water Polo IV	0.5 or 1 units
AQUA 127.1	Swim Stroke Development I	0.5 or 1 units
AQUA 127.2	Swim Stroke Development II	0.5 or 1 units
AQUA 127.3	Swim Stroke Development III	0.5 or 1 units
AQUA 127.4	Swim Stroke Development IV	0.5 or 1 units
AQUA 133.1	Individual Swim Conditioning I	0.5 or 1 units
AQUA 133.2	Individual Swim Conditioning II	0.5 or 1 units
AQUA 133.3	Individual Swim Conditioning III	0.5 or 1 units
AQUA 133.4	Individual Swim Conditioning IV	0.5 or 1 units
AQUA 135.1	Aqua Exercise I	0.5 or 1 units
AQUA 135.2	Aqua Exercise II	0.5 or 1 units
AQUA 135.3	Aqua Exercise III	0.5 or 1 units
AQUA 135.4	Aqua Exercise IV	0.5 or 1 units

Dance:		Units
DANC 117.1	Tap Dance I	0.5 or 1 units
DANC 117.2	Tap Dance II	0.5 or 1 units
DANC 117.3	Tap Dance III	0.5 or 1 units



DANC 117.4	Tap Dance IV	0.5 or 1 units
DANC 121.1	Modern Dance I	0.5 or 1 units
DANC 121.2	Modern Dance II	0.5 or 1 units
DANC 121.3	Modern Dance III	0.5 or 1 units
DANC 121.4	Modern Dance IV	0.5 or 1 units
DANC 130.1	Jazz Dance I	0.5 or 1 units
DANC 130.2	Jazz Dance II	0.5 or 1 units
DANC 130.3	Jazz Dance III	0.5 or 1 units
DANC 130.4	Jazz Dance IV	0.5 or 1 units
DANC 140.1	Ballet I	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 128.1	Latin Dance I	0.5 or 1 units
DANC 128.2	Latin Dance II	0.5 or 1 units
DANC 128.3	Latin Dance III	0.5 or 1 units
DANC 128.4	Latin Dance IV	0.5 or 1 units
DANC 116.1	Waltz I	0.5 or 1 units
DANC 116.2	Waltz II	0.5 or 1 units
DANC 116.3	Waltz III	0.5 or 1 units
DANC 116.4	Waltz IV	0.5 or 1 units
DANC 151.1	Social Dance I	0.5 or 1 units
DANC 151.2	Social Dance II	0.5 or 1 units

DANC 151.3	Social Dance III	0.5 or 1 units
DANC 151.4	Social Dance IV	0.5 or 1 units
DANC 167.1	Swing Dance I	0.5 or 1 units
DANC 167.2	Swing Dance II	0.5 or 1 units
DANC 167.3	Swing Dance III	0.5 or 1 units
DANC 167.4	Swing Dance IV	0.5 or 1 units
DANC 330.1	Creative Dance I	0.5 or 1 units
DANC 330.2	Creative Dance II	0.5 or 1 units
DANC 330.3	Creative Dance III	0.5 or 1 units
DANC 330.4	Creative Dance IV	0.5 or 1 units
DANC 400.1	Dance Performance & Production I	0.5 - 2 units
DANC 400.2	Dance Performance & Production II	0.5 - 2 units
DANC 400.3	Dance Performance & Production III	0.5 - 2 units
DANC 400.4	Dance Performance & Production IV	0.5 - 2 units

**Fitness:****Units**

FITN 112.1	Cross Training I	0.5 or 1 units
FITN 112.2	Cross Training II	0.5 or 1 units
FITN 112.3	Cross Training III	0.5 or 1 units
FITN 112.4	Cross Training IV	0.5 or 1 units
FITN 116.1	Body Conditioning I	0.5 or 1 units
FITN 116.2	Body Conditioning II	0.5 or 1 units
FITN 116.3	Body Conditioning III	0.5 or 1 units
FITN 116.4	Body Conditioning IV	0.5 or 1 units



FITN 134	Track and Trail Aerobics	0.5 or 1 units
FITN 201.1	Weight Training I	0.5 or 1 units
FITN 201.2	Weight Training II	0.5 or 1 units
FITN 201.3	Weight Training III	0.5 or 1 units
FITN 201.4	Weight Training IV	0.5 or 1 units
FITN 220	Weight Conditioning for Varsity Football	0.5 - 2 units
FITN 225	Athletic Conditioning	.5 - 1 units
FITN 226	Plyometric Conditioning	0.5 or 1 units
FITN 235.1	Boot Camp I	0.5 or 1 units
FITN 235.2	Boot Camp II	0.5 or 1 units
FITN 235.3	Boot Camp III	0.5 or 1 units
FITN 235.4	Boot Camp IV	0.5 or 1 units
FITN 237	Total Core Training	0.5 or 1 units
FITN 301.1	Indoor Cycling I	0.5 or 1 units
FITN 301.2	Indoor Cycling II	0.5 or 1 units
FITN 301.3	Indoor Cycling III	0.5 or 1 units
FITN 301.4	Indoor Cycling IV	0.5 or 1 units
FITN 334.1	Yoga I	0.5 or 1 units
FITN 334.2	Yoga II	0.5 or 1 units
FITN 334.3	Yoga III	0.5 or 1 units
FITN 334.4	Yoga IV	0.5 or 1 units
FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units

FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units
FITN 336.1	Restorative Yoga I	0.5 or 1 units
FITN 336.2	Restorative Yoga II	0.5 or 1 units
FITN 336.3	Restorative Yoga III	0.5 or 1 units
FITN 336.4	Restorative Yoga IV	0.5 or 1 units
FITN 339	Pilates Circuit Training	0.5 or 1 units

**Individual Sports:****Units**

INDV 121.1	Badminton I	0.5 or 1 units
INDV 121.2	Badminton II	0.5 or 1 units
INDV 121.3	Badminton III	0.5 or 1 units
INDV 121.4	Badminton IV	0.5 or 1 units
INDV 251.1	Tennis I	0.5 or 1 units
INDV 251.2	Tennis II	0.5 or 1 units
INDV 251.3	Tennis III	0.5 or 1 units
INDV 251.4	Tennis IV	0.5 or 1 units

**Team Sports:****Units**

TEAM 111.1	Basketball I	0.5 or 1 units
TEAM 111.2	Basketball II	0.5 or 1 units
TEAM 111.3	Basketball III	0.5 or 1 units
TEAM 111.4	Basketball IV	0.5 or 1 units
TEAM 148.1	Indoor Soccer I	0.5 or 1 units



TEAM 148.2	Indoor Soccer II	0.5 or 1 units
TEAM 148.3	Indoor Soccer III	0.5 or 1 units
TEAM 148.4	Indoor Soccer IV	0.5 or 1 units
TEAM 150	Softball	0.5 or 1 units
TEAM 158	Advanced Softball: Women	0.5 - 2 units
TEAM 165	Advanced Track and Field	0.5 - 2 units

**Required Selective Courses: 6-9 units**  
**Group B: Select two courses from the following:**

		Units
BIOL 100	Introduction to the Life Sciences	3 units
<b>AND</b>		
BIOL 195	Biology Field Laboratory	1 unit
CHEM 210	General Chemistry I	5 units
PHYS 210	General Physics I	4 units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 121	Basic Statistical Concepts	3 units
KINE 119	First Aid/Adult & Pediatric CPR	3 units

**Total Required Major Units: 21 - 24**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Specialized Pilates Instructor

Pilates is a mind-body method of exercise using a floor mat and variety of equipment to improve ones strength, flexibility, agility and performance. Pilates increases core strength and teaches body awareness, good posture

and efficient movement patterns. The Specialized Pilates Instructor Certificate prepares students to teach at a health club, fitness center, privately owned studio, or as an independent contractor. The program includes instruction in the technique, pedagogy, history and theory behind Pilates. Students procure personal sessions, observation hours, and student teaching hours in each of the program's core courses. In addition, students choose 2-3 elective courses to create an individualized program that suits their career goals.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

<b>Required Core Courses: 13 units</b>		<b>Units</b>
FITN 335.1	Pilates I	1 unit
<b>OR</b>		
FITN 335.2	Pilates II	1 unit
<b>OR</b>		
FITN 335.3	Pilates III	1 unit
<b>OR</b>		
FITN 335.4	Pilates IV	1 unit
KINE 125	Pilates Mat Instructor Training	3 units
KINE 126	Pilates Reformer Instructor Training	3 units





KINE 127	Pilates Apparatus Instructor Training	3 units
KINE 300	Anatomy of Motion	3 units

<b>Required Selective Courses: 5-8 units</b>		<b>Units</b>
ACTG 100	Accounting Procedures	3 units
AQUA 135.1	Aqua Exercise I	1 unit
AQUA 135.2	Aqua Exercise II	1 unit
AQUA 135.3	Aqua Exercise III	1 unit
AQUA 135.4	Aqua Exercise IV	1 unit
BIOL 130	Human Biology	3 units
BIOL 250	Human Anatomy	4 units
BIOL 310	Nutrition	3 units
BUS. 100	Introduction to Business	3 units
BUS. 150	Entrepreneurship - Small Business Management	3 units
COMM 130	Interpersonal Communication	3 units
COMM 150	Intercultural Communication	3 units
FITN 201.1	Weight Training I	0.5 or 1 units
FITN 201.2	Weight Training II	0.5 or 1 units
FITN 201.3	Weight Training III	0.5 or 1 units
FITN 201.4	Weight Training IV	0.5 or 1 units
FITN 225	Athletic Conditioning	0.5 - 2 units
FITN 226	Plyometric Conditioning	0.5 or 1 units
FITN 301.1	Indoor Cycling I	0.5 or 1 units
FITN 301.2	Indoor Cycling II	0.5 or 1 units
FITN 301.3	Indoor Cycling III	0.5 or 1 units
FITN 301.4	Indoor Cycling IV	0.5 or 1 units

FITN 334.1	Yoga I	0.5 or 1 units
FITN 334.2	Yoga II	0.5 or 1 units
FITN 334.3	Yoga III	0.5 or 1 units
FITN 334.4	Yoga IV	0.5 or 1 units
KINE 101	Introduction to Kinesiology	3 units
KINE 119	First Aid/Adult & Pediatric CPR	3 units
PSYC 100	General Psychology	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 220	Introduction to Psychobiology	3 units

**Total Required Units: 18 - 21**

## CS Athletic Coaching

A Certificate in Sports Coaching will provide students with fundamental principles to enhance their coaching knowledge and abilities. The program is designed for all coaches at any level. The certificate can serve to make a coaching candidate more qualified for a position, or if already coaching, enhance one's coaching abilities. The program will serve to expose students to Principles of Coaching, Sports Psychology, First Aid/CPR, and some basic movement activities. The entire certificate can be done online.

### Career Opportunities

Sports coaching at the grammar school, recreational, or high school level.

### Program Learning Outcomes

Students completing this program will be able to:

1. Select a coaching philosophy that is compatible with one's values and beliefs.
2. Apply the learned theories and techniques of optimal performance.
3. Earn the American Red Cross certification in Adult/Child/Infant CPR, Adult & Child AED, and Standard first aid.

### Requirements

<b>Required Core Courses: 9 units</b>		<b>Units</b>
KINE 102	Introduction to Coaching Principles	3 units
KINE 119	First Aid/Adult & Pediatric CPR	3 units



KINE 107	Women in Sports	
<b>OR</b>		
KINE 103	Social Issues in Sport	3 units

**Required Selective Courses: .5-2 units, one course from the following:**

		<b>Units</b>
FITN 112.1	Cross Training I	0.5 or 1 units
FITN 112.2	Cross Training II	0.5 or 1 units
FITN 112.3	Cross Training III	0.5 or 1 units
FITN 112.4	Cross Training IV	0.5 or 1 units
FITN 116.1	Body Conditioning I	0.5 or 1 units
FITN 116.2	Body Conditioning II	0.5 or 1 units
FITN 116.3	Body Conditioning III	0.5 or 1 units
FITN 116.4	Body Conditioning IV	0.5 or 1 units
FITN 201.1	Weight Training I	0.5 or 1 units
FITN 201.2	Weight Training II	0.5 or 1 units
FITN 201.3	Weight Training III	0.5 or 1 units
FITN 201.4	Weight Training IV	0.5 or 1 units
FITN 235.1	Boot Camp I	0.5 or 1 units
FITN 235.1	Boot Camp I	0.5 or 1 units
FITN 235.3	Boot Camp III	0.5 or 1 units
FITN 235.4	Boot Camp IV	0.5 or 1 units
FITN 332.1	Stretching and Flexibility I	0.5 or 1 units
FITN 332.1	Stretching and Flexibility I	0.5 or 1 units
FITN 332.3	Stretching and Flexibility III	0.5 or 1 units

FITN 332.4	Stretching and Flexibility IV	0.5 or 1 units
FITN 334.1	Yoga I	0.5 or 1 units
FITN 334.2	Yoga II	0.5 or 1 units
FITN 334.3	Yoga III	0.5 or 1 units
FITN 334.4	Yoga IV	0.5 or 1 units
FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units
TEAM 111.1	Basketball I	0.5 or 1 units
TEAM 111.2	Basketball II	0.5 or 1 units
TEAM 111.3	Basketball III	0.5 or 1 units
TEAM 111.4	Basketball IV	0.5 or 1 units
TEAM 116	Basketball: Individual Skill Development	0.5 or 1 units
TEAM 118	Advanced Basketball: Women	0.5 - 3 units
TEAM 119	Tournament Basketball for Women	0.5 or 1 units
TEAM 171.1	Volleyball I	0.5 or 1 units
TEAM 171.2	Volleyball II	0.5 or 1 units
TEAM 171.3	Volleyball III	0.5 or 1 units
TEAM 171.4	Volleyball IV	0.5 or 1 units
TEAM 186	Men's Basketball: Individual Skill Development	2 units

**Total Required Units: 9.5 - 11**



## CS Comprehensive Pilates Instructor

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Design original Pilates mixed-apparatus programs for students of various levels and abilities
2. Teach a safe and effective Pilates mixed-apparatus class

### Requirements

Required Core Courses: 12 units		Units
KINE 125	Pilates Mat Instructor Training	3 units
KINE 126	Pilates Reformer Instructor Training	3 units
KINE 127	Pilates Apparatus Instructor Training	3 units
KINE 300	Anatomy of Motion	3 units

**Required Selective Courses: Complete a minimum of one unit from the following courses:**

		Units
FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units

**Total Required Units: 13**

## CS Group Fitness Instructor

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

### Career Opportunities

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.

### Program Learning Outcomes

Students completing this program will be able to:

1. Design and teach a safe and effective group exercise class.
2. Demonstrate foundation knowledge of human anatomy, kinesiology and exercise physiology.

### Requirements

Required Core Courses: 4 units		Units
KINE 130	Group Fitness Instructor Lecture	3 units
KINE 131	Group Fitness Instructor Lab	1 unit

**Required Selective Courses: Choose 2 units from the following:**

		Units
FITN 134	Track and Trail Aerobics	0.5 or 1 units
FITN 116.1	Body Conditioning I	0.5 or 1 units
FITN 116.2	Body Conditioning II	0.5 or 1 units
FITN 116.3	Body Conditioning III	0.5 or 1 units
FITN 116.4	Body Conditioning IV	0.5 or 1 units
FITN 235.1	Boot Camp I	0.5 or 1 units
FITN 235.2	Boot Camp II	0.5 or 1 units
FITN 235.3	Boot Camp III	0.5 or 1 units
FITN 235.4	Boot Camp IV	0.5 or 1 units



FITN 237	Total Core Training	0.5 or 1 units
FITN 334.1	Yoga I	0.5 or 1 units
FITN 334.2	Yoga II	0.5 or 1 units
FITN 334.3	Yoga III	0.5 or 1 units
FITN 334.4	Yoga IV	0.5 or 1 units
FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units
FITN 301.1	Indoor Cycling I	0.5 or 1 units
FITN 301.2	Indoor Cycling II	0.5 or 1 units
FITN 301.3	Indoor Cycling III	0.5 or 1 units
FITN 301.4	Indoor Cycling IV	0.5 or 1 units

**Total Required Units: 6**

## CS Pilates Mat Instructor

Prepares students to teach group mat classes and mat personal training sessions.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

**Required Core Courses: 6 units** **Units**

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

**Required Selective Courses: Plus complete a minimum of 1 unit from the following courses:**

		Units
FITN 335.1	Pilates I	0.5 or 1 units
FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units

**Total Required Units: 7**

## CS Pilates Mat and Reformer Instructor

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

**Required Core Courses: 9 units** **Units**

KINE 125	Pilates Mat Instructor Training	3 units
KINE 126	Pilates Reformer Instructor Training	3 units
KINE 300	Anatomy of Motion	3 units

**Required Selective Courses: Plus complete a minimum of 1 unit from the following courses:**

		Units
FITN 335.1	Pilates I	0.5 or 1 units



FITN 335.2	Pilates II	0.5 or 1 units
FITN 335.3	Pilates III	0.5 or 1 units
FITN 335.4	Pilates IV	0.5 or 1 units

**Total Required Units: 10**

## CS Yoga 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.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

Required Core Courses: 8 units		Units
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	Yoga I	1 unit
<b>OR</b>		
FITN 334.2	Yoga II	1 unit
<b>OR</b>		

FITN 334.3	Yoga III	1 unit
<b>OR</b>		
FITN 334.4	Yoga IV	1 unit

**Additional recommended course: Units**

KINE 119	First Aid/Adult & Pediatric CPR	3 units
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**Total Required Units: 8**

## CS Yoga Teacher Training - 300 Hour

The Yoga Teacher Training - 300 hour certificate (YTT-300) is an advanced study of yoga practice, technique, teaching methodology, anatomy, philosophy and ethics. It is intended for students who are already a Registered Yoga Teacher with 200 hours of training (RYT-200). Students who complete the 300-hour training in addition to completing a Registered Yoga School 200 Hour Training (RYS-200) training AND teach for 100 hours after the completion of the 200-hour training may register to become a Registered Yoga Teacher with 500 hours of training (RYT 500).

The YTT-300 advanced training is designed to build upon and deepen the student's understanding of topics taught in the 200-hour certificate. It prepares students to teach principles and techniques of yoga that are more advanced, detailed, and subtle. This training enables them to teach with greater skill than could reasonably be expected of a RYT-200. Focus is placed upon teaching flow-based yoga, choreographing flow-based yoga sequences, teaching from an anatomically sound point of view, developing a strong personal practice, articulating an educational layer while teaching yoga asana classes, and finding stillness through restorative yoga.

This certificate program is intended to fulfill the requirements of the Yoga Alliance 300-hour Yoga Teacher Training. Yoga Alliance is the nationally recognized organization that regulates yoga teaching standards. Students who complete their training at CSM may register online with Yoga Alliance upon fulfillment of their certificate.

### Career Opportunities

Upon completion of the Yoga Teacher Training 300 hour certificate, graduates will be prepared to teach beginning, intermediate and advanced level yoga classes. Specialization in creative flow-based yoga, anatomically-based yoga, restorative yoga, and yoga pedagogy.



Graduates will also gain a broad knowledge of teaching theories, yoga philosophy, and anatomical sciences, thus making them coveted employees at yoga studios, health clubs, corporate yoga ventures, and other locations that offer yoga classes.

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate advanced competence in teaching flow-based yoga classes.
2. Demonstrate advanced competence in teaching restorative yoga classes.
3. Demonstrate a deep understanding of human anatomy and kinesiology as it relates to yoga and fitness.
4. Demonstrate the ability to educate students about anatomy and yoga philosophy while teaching a hatha yoga class.
5. Demonstrate the ability to incorporate pedagogical theories into hatha yoga classes.
6. Demonstrate expertise in a yoga topic of their choosing.

### Requirements

Required Core Courses: 14 units		Units
KINE 203	Yoga Pedagogy Research 1	3 units
KINE 204	Advanced Yoga Pedagogy & Philosophy	3 units
KINE 205	Advanced Yoga Asana	2 units
KINE 206	Yoga Pedagogy Research 2	2 units
KINE 300	Anatomy of Motion	3 units
FITN 336.1	Restorative Yoga I	1 unit

**Total Required Units: 14**

## MANAGEMENT

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

### University Transfer Program 60–70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Management: Business Management..... 60 units  
Management: Marketing Management..... 60 units  
Management: Retail Management..... 60 units

### CA Certificate of Achievement

Business Management.....24 units  
Marketing Management..... 24 units  
Retail Management..... 25 - 26 units

### CS Certificate of Specialization

Facility Management..... 16 - 17 units  
Human Resources Management..... 9 units  
Project Management..... 12 units

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

This program is designed for individuals working at the supervisory level and for those interested in supervisory positions. An advisory committee composed of representatives from various types of businesses and industrial organizations has assisted the College staff in the development of the program.

Career opportunities for those with supervisory and management training should improve dramatically in the years ahead. Employers in virtually every field will be seeking individuals with formal training in organization and management for supervisory, mid-level, and top management positions. Specific management opportunities include administrative assistant, bank trust officer, branch manager, chief executive officer, claims adjuster, department/division manager, employment interviewer, first-line supervisor, inventory manager, management consultant, information systems consultant, management trainee, office manager, operations manager, plant manager, president, production controller, project manager, shift supervisor, small business owner/manager, and store manager. Some of these careers require a Bachelor's or advanced degree. The program provides readily usable skills for the student who earns an Associate degree, as well as a base for those who intend to transfer to baccalaureate institutions.



## AA Management: Business Management

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.

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.

### Career Opportunities

Career opportunities for those with supervisory and management training should improve dramatically in the years ahead. Employers in virtually every field will be seeking individuals with formal training in organization and management for supervisory, mid-level, and top management positions. Specific management opportunities include 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.

### Program Learning Outcomes

Students completing this program will be able to:

1. Critically analyze business management concepts and principles as applied to a business situation.
2. Explain human resources: recruitment, retention, and compensation.
3. Describe and discuss risk management.

### Major Requirements

**Required Core Courses: 12 units** **Units**

BUS. 100	Introduction to Business	3 units
MGMT 100	Introduction to Business Management	3 units
MGMT 235	Supervisory Management	3 units
ACTG 100	Accounting Procedures	3 units
<b>OR</b>		
3 units from BUSW series		3 units

**Required Selective Courses: Plus select 12 units from the following courses:** **Units**

BUS. 150	Entrepreneurship - 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

**Total Required Major Units: 24**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA Management: Marketing Management

### Career Opportunities

Careers in Marketing Management are largely in wholesale and retail trade and include areas such as advertising, customer service, distribution, market research, personal selling, retailing, and wholesaling. Specific career opportunities include positions in advertising such as account executive, advertising manager, creative staff member, media planning/buyer, and traffic manager; assistant research analyst; booking agent; brand/product manager; buyer/merchandiser; consumer affairs director; financial planner; import/export agent; management trainee; manufacturer's representative; marketing manager; market



research manager; purchasing agent; retail manager; sales associate; and wholesaler, as well as positions in international marketing management. Additional career possibilities include claims adjustor, Internal Revenue investigator, securities trader, and stockbroker.

### Program Learning Outcomes

Students completing this program 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.

### Major Requirements

#### Required Core Courses: 12 units

#### Units

BUS. 100	Introduction to Business	3 units
BUS. 180	Marketing	3 units
MGMT 100	Introduction to Business Management	3 units
MGMT 235	Supervisory Management	3 units

#### Required Selective Courses: Select 12 units from the following courses:

#### Units

BUSW series		1.5 - 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

### Total Required Major Units: 24

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## 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.

### Program Learning Outcomes

Students completing this program 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.

### Major Requirements

#### Required Core Courses: 25-26 units

#### Units

ACTG 100	Accounting Procedures	3 units
<b>OR</b>		
ACTG 121	Financial Accounting	4 units
BUS. 115	Business Mathematics	3 units
BUS. 180	Marketing	3 units
BUS. 295	Computer Systems in Business	4 units
BUS. 401	Business Communications	3 units
COMM 130	Interpersonal Communication	3 units
MGMT 100	Introduction to Business Management	3 units
<b>OR</b>		
MGMT 235	Supervisory Management	3 units
MGMT 215	Management of Human Resources	3 units

### Total Required Major Units: 25 - 26

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*





## CA Business Management

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/mgmt-ca-businessmanagement.html\)](http://collegeofsanmateo.edu/gedi/docs/mgmt-ca-businessmanagement.html).

### Program Learning Outcomes

Students completing this program will be able to:

1. Critically analyze business management concepts and principles as applied to a business situation.
2. Explain human resources: recruitment, retention, and compensation.
3. Describe and discuss risk management.

### Requirements

#### Required Core Courses: 12 units

#### Units

BUS. 100	Introduction to Business	3 units
MGMT 100	Introduction to Business Management	3 units
MGMT 235	Supervisory Management	3 units
ACTG 100	Accounting Procedures	3 units
<b>OR</b>		
3 units from BUSW series		3 units

#### Required Selective Courses: Select 12 units from the following courses:

#### Units

BUS. 150	Entrepreneurship - 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

**Total Required Units: 24**

## CA Marketing Management

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/mgmt-ca-marketingmanagement.html\)](http://collegeofsanmateo.edu/gedi/docs/mgmt-ca-marketingmanagement.html).

### Program Learning Outcomes

Students completing this program 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.

### Requirements

#### Required Core Courses: 12 units

#### Units

BUS. 100	Introduction to Business	3 units
BUS. 180	Marketing	3 units
MGMT 100	Introduction to Business Management	3 units
MGMT 235	Supervisory Management	3 units

#### Required Selective Courses: Select 12 units from the following courses:

#### Units

BUSW series		1.5 - 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

**Total Required Units: 24**



## CA Retail Management

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/mgmt-ca-retailmanagement.html\)](http://collegeofsanmateo.edu/gedi/docs/mgmt-ca-retailmanagement.html).

### Program Learning Outcomes

Students completing this program 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.

### Requirements

Required Core Courses: 25-26 units		Units
ACTG 100	Accounting Procedures	3 units
<b>OR</b>		
ACTG 121	Financial Accounting	4 units
BUS. 115	Business Mathematics	3 units
BUS. 180	Marketing	3 units
BUS. 295	Computer Systems in Business	4 units
BUS. 401	Business Communications	3 units
COMM 130	Interpersonal Communication	3 units
MGMT 100	Introduction to Business Management	3 units
<b>OR</b>		
MGMT 235	Supervisory Management	3 units
MGMT 215	Management of Human Resources	3 units

**Total Required Units: 25 - 26**

## CS Facility Management

The Facility Management Certificate of Achievement provides an overview of information that is vital to running an efficient facility. This program provides a comprehensive understanding of how to design and manage facilities, from concept to installation, to long-term efficient use, maintaining cost-effectiveness and operations at peak performance levels.

### Career Opportunities

A career pathways survey (based on 100 employers surveyed) on current recruitment showed demand for facility management office and administration; financial; housekeeping/janitorial; construction and extraction; mechanics, installers, and repairers; landscaping grounds keeping; production and operations; transportation; and, material moving. There were some 790 job postings in 2016. Enrolled students are prepared in a broad range of entry-level and mid-management facility management positions. This certification facilitates the upward mobility of lower-wage facility workers to higher-wage positions, and helps address the regional under-supply of such workers. Average facility manager for the Bay Area is \$91,000.

### Program Learning Outcomes

Students completing this program will be able to:

1. Effectively maintain an organization's buildings and equipment.
2. Effectively manage and lead employees by communicating, solving problems, and making decisions.

### Requirements

Required Core Courses: 7 units		Units
MGMT 306	Essentials of Facility Management	3 units
MGMT 265	Project Management	3 units
BUS. 672	Cooperative Education: Internship	1 unit

### Required Selective Courses: 9-10 Units

ACTG 100	Accounting Procedures	3 units
ARCH 120	Architecture + Design Drawing I: Drawing and Visual Thinking	2 units
ARCH 140	Architecture + Design Drawing II: Design Communication	2 units
ARCH 666	Introduction to Architecture	1 unit
BLDG 700	Introduction to the Building Code	3 units
BLDG 760	Energy Regulations	3 units
BUS. 100	Introduction to Business	3 units
BUS. 317	Keyboarding Skill building	1.5 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 383	Business Presentations I Using PowerPoint for Windows	1.5 units
ELEC 111	Introduction to Electronics Fundamentals	3 units
ELEC 112	Advanced Electronics Fundamentals	3 units
MGMT 100	Introduction to Business Management	3 units
MGMT 235	Supervisory Management	3 units
R.E. 220	Real Estate Property Management	3 units

**Total Required Units: 16 - 17**

## CS Human Resources Management

### Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate understanding of the core functions of the Human Resource profession as practiced in a contemporary business setting.
2. 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.

### Requirements

**Required Core Courses: 6 units** **Units**

MGMT 100	Introduction to Business Management	3 units
MGMT 215	Management of Human Resources	3 units

**Required Selective Courses: Select 3 units from the following courses:** **Units**

MGMT 220	Organizational Behavior	3 units
MGMT 235	Supervisory Management	3 units

**Total Required Units: 9**

## CS Project Management

### Program Learning Outcomes

Students completing this program 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.

### Requirements

**Required Core Courses: 12 units** **Units**

MGMT 100	Introduction to Business Management	3 units
MGMT 220	Organizational Behavior	3 units
MGMT 265	Project Management	3 units
BUSW 450	Microsoft Project Fundamentals I	1.5 units
BUSW 451	Microsoft Project Fundamentals II	1.5 units

**Total Required Units: 12**

## MATHEMATICS

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

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AS Associate in Science Degree Program

Mathematics..... 60 units

### AS-T Associate in Science Degree for Transfer

Mathematics..... 60 units

### Recommended high school preparation



Four years of Mathematics

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

Mathematics provides the foundation for studying engineering; the biological, physical and health sciences; economics; business; computer science; statistics; and many other fields. A major in mathematics itself opens up job opportunities in numerous fields, as mathematical problemsolving skills are widely applicable.

The Mathematics major may be used as a basis for professional careers which include accountant, actuary, appraiser, assessor, auditor, banker, biometrician, budget analyst, casualty rater, controller, computer programmer, data processing manager, demographer, econometrician, educator at all levels, engineering analyst, epidemiologist, financial analyst/planner, insurance agent/broker, loan officer, management trainee, market research analyst, mathematician, securities trader, statistician, surveyor, and systems analyst.

Additional professional areas for which a degree in Mathematics prepares individuals are the aircraft and space industries, architectural and surveying services, civil service, communications, and science, including work in high technology industries such as research and development laboratories.

## AS Mathematics

Mathematics provides the foundation for studying engineering; the biological, physical and health sciences; economics; business; computer science; statistics; and many other fields. A major in mathematics itself opens up job opportunities in numerous fields, as mathematical problemsolving skills are widely applicable.

### Career Opportunities

The Mathematics major may be used as a basis for professional careers which include accountant, actuary, appraiser, assessor, auditor, banker, biometrician, budget analyst, casualty rater, controller, computer programmer, data processing manager, demographer, econometrician, educator at all levels, engineering analyst, epidemiologist, financial analyst/planner, insurance agent/broker, loan officer, management trainee, market research analyst, mathematician, securities trader, statistician, surveyor, and systems analyst. Additional professional areas for which a

degree in Mathematics prepares individuals are the aircraft and space industries, architectural and surveying services, civil service, communications, and science, including work in high technology industries such as research and development laboratories.

### Program Learning Outcomes

Students completing this program will be able to:

1. Synthesize ideas expressed in mathematical language by a. Demonstrating the ability to understand both written and spoken mathematics. b. Demonstrating a basic understanding of proof. c. Communicating arguments clearly. d. Demonstrating the ability to collaborate in problem solving (i.e. study groups, group projects).
2. Demonstrate analytical thinking by a. Identifying what a problem is really asking. b. Breaking complex problems into manageable smaller problems. c. Identifying the relationships among verbal, symbolic, graphical and numerical representations within the same problem. d. Solving non-algorithmic problems.
3. Demonstrate resourcefulness in problem solving by a. Choosing appropriate methods. b. Synthesizing appropriate strategies, techniques or information from prerequisite courses. c. Using alternative representations of mathematical ideas. d. Recognizing and explaining source of errors and impossible solutions.
4. Employ mathematical strategies with confidence.

### Major Requirements

Required Core Courses: 15 units		Units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units

Required Selective Courses: List A: One 3 unit course from the following:		Units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units

Required Selective Courses: List B: One 3-4 unit course from the following:		Units
MATH 270*	Linear Algebra	3 units



MATH 275 *	Ordinary Differential Equations	3 units
MATH 268	Discrete Mathematics	4 units
CIS 278	(CS1) Programming Methods: C+ +	4 units
PHYS 250	Physics with Calculus I	4 units

\* if not selected in List A

### Total Required Major Units: 21 - 22

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS-T Mathematics

The AS-T major in Mathematics prepares students for transfer into bachelor's degree programs in mathematics and similar areas.

### Career Opportunities

The Mathematics major may be used as a basis for professional careers which include accountant, actuary, appraiser, assessor, auditor, banker, biometrician, budget analyst, casualty rater, controller, computer programmer, data processing manager, demographer, econometrician, educator at all levels, engineering analyst, epidemiologist, financial analyst/planner, insurance agent/broker, loan officer, management trainee, market research analyst, mathematician, securities trader, statistician, surveyor, and systems analyst. Additional professional areas for which a degree in Mathematics prepares individuals are the aircraft and space industries, architectural and surveying services, civil service, communications, and science, including work in high technology industries such as research and development laboratories.

### Program Learning Outcomes

Students completing this program will be able to:

1. Synthesize ideas expressed in mathematical language by a. Demonstrating the ability to understand both written and spoken mathematics. b. Demonstrating a basic understanding of proof. c. Communicating arguments clearly. d. Demonstrating the ability to collaborate in problem solving (i.e. study groups, group projects).
2. Demonstrate analytical thinking by a. Identifying what a problem is really asking. b. Breaking complex problems into manageable smaller problems. c. Identifying the relationships among verbal, symbolic, graphical and numerical representations within the same problem. d. Solving non-algorithmic problems.

3. Demonstrate resourcefulness in problem solving by a. Choosing appropriate methods. b. Synthesizing appropriate strategies, techniques or information from prerequisite courses. c. Using alternative representations of mathematical ideas. d. Recognizing and explaining source of errors and impossible solutions.
4. Employ mathematical strategies with confidence.

### Major Requirements

#### Required Core Courses: 15 units

		Units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units

#### Required Selective Courses: List A: One 3 unit course from the following:

		Units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units

#### Required Selective Courses: List B: One 3-4 unit course from the following:

		Units
MATH 270 *	Linear Algebra	3 units
MATH 275 *	Ordinary Differential Equations	3 units
MATH 268	Discrete Mathematics	4 units
CIS 278	(CS1) Programming Methods: C+ +	4 units
PHYS 250	Physics with Calculus I	4 units

\* if not selected in List A

### Total Required Major Units: 21 - 22

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*



## MUSIC

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

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA Associate in Arts Degree Program

Electronic Music..... 60 units  
Music..... 60 units

### AA-T Associate in Arts Degree for Transfer

Music..... 60 units

### CA Certificate of Achievement

Electronic Music..... 21 units

### University Transfer Program

Use [Assist \(assist.org\)](http://Assist.assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

The College of San Mateo provides a creative environment where every student may become enriched through an active association with the art of music and a faculty who are active in the music profession. The Music Department at College of San Mateo places strong emphasis upon performance as well as composition in both traditional and electronic media. At the same time, the department offers the general student enhanced understanding and appreciation of all forms of music. Through this two-fold approach, the department's purpose becomes clear: to promote excellence in all aspects of music performance and academic course work, to provide basic preparation for careers in music, and to promote interest in all music and artistic endeavors at the College and in the Bay Area community.

Career opportunities include accompanist; arranger; composer; conductor; critic; band, orchestra or recording musician; lyricist, performing instrumentalist or vocalist; music director (radio station); private music instructor; music producer; music publisher; music therapist; night-club/restaurant entertainer; recording engineer; and teacher/professor. Additional career possibilities

include choir director, music librarian, music minister, piano tuner, professional manager, recreation specialist, and soloist.

## AA Electronic Music

The Electronic Music major combines the areas of music, electronics and computer science, with a primary emphasis on music. The Electronic Music major is designed for students who intend to transfer to baccalaureate institutions; however, upon completion of the Associate degree in this discipline, many individuals start their own electronic music studios, where they record music for videos, films, or individual artists, as well as compose their own music on electronic instruments. Completion of a Bachelor's degree in Electronic Music expands career opportunities to include performer, producer, recording engineer, and sound engineer. Software companies also hire Electronic Music graduates to develop and test new electronic equipment ranging from synthesizers to software packages.

### Career Opportunities

Career opportunities include performer, producer, recording engineer, sound designer and sound engineer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Compose, produce, record and mix original electronic music pieces using various electronic music technologies and techniques.
2. Design original sounds using analog synthesis, digital synthesis and sampling.
3. Create and synchronize original sound effects, Foley, music and dialogue to visuals.
4. Analyze the compositional elements, production qualities and musical aesthetics of their own works and the works of other electronic musicians, producers and composers.

### Major Requirements

#### Required Core Courses: 12 units

#### Units

MUS. 290	Electronic Music I	3 units
MUS. 291	Electronic Music II	3 units
MUS. 292	Sound Creation: Sampling and Synthesis	3 units
MUS. 293	Audio for Visual Media	3 units



**Required Selective Courses: 4 units from the following courses:**

		Units
MUS. 111 *	Musicianship I	1 unit
	<b>AND</b>	
MUS. 131 *	Harmony I	3 units
	<b>OR</b>	
MUS. 112	Musicianship II	1 unit
	<b>AND</b>	
MUS. 132	Harmony II	3 units
	<b>OR</b>	
MUS. 113	Musicianship III	1 unit
	<b>AND</b>	
MUS. 133	Harmony III	3 units
	<b>OR</b>	
MUS. 114	Musicianship IV	1 unit
	<b>AND</b>	
MUS. 134	Harmony IV	3 units

**Required Selective Courses: 2 units from the following courses:**

		Units
MUS. 301	Piano I	2 units
MUS. 302	Piano II	2 units
MUS. 303	Piano III	2 units
MUS. 304	Piano IV	2 units

**Required Selective Courses: 3 units from the following courses:**

		Units
MUS. 202	Music Listening and Enjoyment	3 units
MUS. 210	From Blues to Hip Hop: A History of American Popular Music	3 units
MUS. 250	World Music	3 units
MUS. 275	History of Jazz	3 units

**Additional Recommended Courses:**

		Units
MUS. 296	Electronic Music Composition Portfolio I	1.5 units

\* Recommended preparation for students who do not read music: MUS 100 Fundamentals of Music

**Total Required Major Units: 21**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**AA Music**

The College of San Mateo provides a creative environment where every student may become enriched through an active association with the art of music and a faculty who are active in the music profession. The Music Department at College of San Mateo places strong emphasis upon performance as well as composition in both traditional and electronic media. At the same time, the department offers the general student enhanced understanding and appreciation of all forms of music. Through this two-fold approach, the department's purpose becomes clear: to promote excellence in all aspects of music performance and academic course work, to provide basic preparation for careers in music, and to promote interest in all music and artistic endeavors at the College and in the Bay Area community.

**Career Opportunities**

Career opportunities include accompanist; arranger; composer; conductor; critic; band, orchestra or recording musician; lyricist, performing instrumentalist or vocalist; music director (radio station); private music instructor; music producer; music publisher; music therapist; night-club/restaurant entertainer; recording engineer; and teacher/professor. Additional career possibilities include choir director, music librarian, music minister, piano tuner, professional manager, recreation specialist, and soloist.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Demonstrate proficiency in aural skills such as sight-singing, rhythmic execution, harmonic, melodic and rhythmic dictation.
2. Perform advanced analysis on the melodic, harmonic and formal components of written music from the common practice period.
3. Create derivative and/or original music in 4-voice chorale style consistent with common practice period voice leading norms.
4. Demonstrate basic proficiency in keyboard skills including scales, basic chord progressions, sight-reading and repertoire appropriate to graduating first year piano students.
5. Demonstrate proficiency on an instrument or voice that enables self-expression and musical communication.



**Major Requirements**

**Required Core Courses: 16 units Theory and Musicianship**

**Keyboard Proficiency Requirement for the major. See information below.**

**1st Semester (Fall Only): Units**

MUS. 131	Harmony I	3 units
MUS. 111	Musicianship I	1 unit

**2nd Semester (Spring Only): Units**

MUS. 132	Harmony II	3 units
MUS. 112	Musicianship II	1 unit

**3rd Semester (Fall Only): Units**

MUS. 133	Harmony III	3 units
MUS. 113	Musicianship III	1 unit

**4th Semester (Spring Only): Units**

MUS. 134	Harmony IV	3 units
MUS. 114	Musicianship IV	1 unit

**Required Selective Courses: Ensemble Requirements, a minimum of four semesters of ensemble; 4-8 units, select from the following courses:**

		Units
MUS. 231	Afro-Latin Percussion Ensemble I	2 units
MUS. 232	Afro-Latin Percussion Ensemble II	2 units
MUS. 233	Afro-Latin Percussion Ensemble III	2 units
MUS. 234	Afro-Latin Percussion Ensemble IV	2 units
MUS. 424	Small Jazz Ensembles	2 units
MUS. 425	Contemporary Jazz Combo	2 units
MUS. 429	Wind Ensemble	1 unit
MUS. 430	Symphonic Band	1 unit
MUS. 454	Jazz Workshop Big Band	1 unit
MUS. 470	Concert Choir	1 unit

**Required Selective Units: History Requirements, 3 units, select one from the following:**

		Units
MUS. 202	Music Listening and Enjoyment	3 units
MUS. 210	From Blues to Hip Hop: A History of American Popular Music	3 units
MUS. 250	World Music	3 units
MUS. 275	History of Jazz	3 units

**Required Selective Courses: Applied Lessons Requirement: Four Semesters, 1 unit each**

		Units
MUS. 501	Studio Lessons I (Applied Music I)	1 unit
MUS. 502	Studio Lessons II (Applied Music II)	1 unit
MUS. 503	Studio Lessons III (Applied Music III)	1 unit
MUS. 504	Studio Lessons IV (Applied Music IV)	1 unit

*Keyboard Proficiency Requirement:*

*Completion of MUS. 301 and 302. Students with piano experience may wish to use CSM's "Credit by Exam (CBE)" to satisfy this requirement, or complete a prerequisite challenge form for MUS. 303.*

**Recommended additional courses:**

**Music Technology: Units**

MUS. 290	Electronic Music I	3 units
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**Piano (dependent on level), select from the following:**

		Units
MUS. 301	Piano I	2 units
MUS. 302	Piano II	2 units
MUS. 303	Piano III	2 units
MUS. 304	Piano IV	2 units
MUS. 314	Piano Literature & Performance - The Baroque Era	2 units
MUS. 315	Piano Literature & Performance: The Classical Era	2 units
MUS. 316	Piano Literature & Performance: The Romantic Era	2 units
MUS. 317	Piano Literature & Performance: The 20th Century & Beyond	2 units





History, select from the following:		Units
MUS. 202	Music Listening and Enjoyment	3 units
MUS. 210	From Blues to Hip Hop: A History of American Popular Music	3 units
MUS. 250	World Music	3 units
MUS. 275	History of Jazz	3 units

Theory	Units
MUS. 124 Jazz Improvisation I	2 units

### Total Required Major Units: 27 - 31

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AA-T Music

The College of San Mateo Music Department provides a creative environment where every student may become enriched through an active association with the art of music and a faculty who are active in the music profession. The Music Department places strong emphasis upon performance as well as harmony, ear training, and composition, thus providing students with a strong musical foundation.

The Associate in Arts in Music for Transfer offers students the opportunity to attain the basic skills and knowledge required for further undergraduate study and careers in music. It is intended to provide an expedited path for transfer into the CSU system for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an Associate in Arts in Music for Transfer are guaranteed admission to the CSU system, but not to a particular campus or major.

Students transferring to a CSU campus that accepts the Associate in Arts in Music for Transfer will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus, or a college or university that is not part of the CSU system, or those who do not intend to transfer. Students should consult with a College of San Mateo counselor when planning to complete the degree for further information on university admissions and transfer requirements.

To earn an AA-T degree, students must meet the following requirements:

1. Complete a minimum of 60 CSU transferable units;

2. Earn a minimum grade point average (GPA) of at least a 2.0 in all CSU transferable coursework;
3. Complete a minimum of 18 units in an "AA-T" major. Note: All courses in the major must be completed with a grade of "C" or better. A "P" (Pass) grade is not an acceptable grade for the courses in the major.
4. Completion of the California State University General Education-Breadth (CSU GE Breadth) or the Intersegmental General Education Curriculum (IGETC) pattern.

### Career Opportunities

Career opportunities include: accompanist; arranger; composer; conductor; critic; band, orchestra or recording musician; lyricist; performing instrumentalist; music director; private music instructor; music producer; music publisher; music therapist; recording engineer; and teacher/professor. Additional career possibilities include choir director, music librarian, music minister, piano tuner, professional manager, recreation specialist, and soloist.

### Program Learning Outcomes

Students completing this program will be able to:

1. Gain basic technical proficiency and demonstrate artistic growth in musical performance on a given instrument and/or voice in both a solo and ensemble context, enabling self expression and musical communication.
2. Demonstrate practical knowledge of the underlying structures of voice leading and harmony throughout the common practice period in western music through written composition and analysis.
3. Demonstrate fluency in audiation such as sight singing, rhythmic execution, and harmonic, melodic and rhythmic dictation.

### Major Requirements

Required Core Courses: 20 units		Units
MUS. 111	Musicianship I	1 unit
MUS. 112	Musicianship II	1 unit
MUS. 113	Musicianship III	1 unit
MUS. 114	Musicianship IV	1 unit
MUS. 131	Harmony I *	3 units
MUS. 132	Harmony II	3 units
MUS. 133	Harmony III	3 units
MUS. 134	Harmony IV	3 units
MUS. 501	Studio Lessons I (Applied Music I)	1 unit
MUS. 502	Studio Lessons II (Applied Music II)	1 unit



MUS. 503	Studio Lessons III (Applied Music III)	1 unit
MUS. 504	Studio Lessons IV (Applied Music IV)	1 unit

**Required Selective Courses: 4 units from the following:**  
(Ensemble courses may be taken four times)

		Units
MUS. 430	Symphonic Band	1 unit
MUS. 452	Repertory Jazz Band	1 unit
MUS. 470	Concert Choir	1 unit

\* Mus. 131 will be double counted to apply to meet general education requirement C1.

**Total Required Major Units: 24**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## CA Electronic Music

For gainful employment information, see the program's [website \(collegeofsanmateo.edu/gedi/docs/mus-ca-electronicmusic.html\)](http://collegeofsanmateo.edu/gedi/docs/mus-ca-electronicmusic.html).

The Electronic Music Program combines the areas of music, electronics and computer science, with a primary emphasis on music. The Electronic Music Certificate is designed for students who intend to start their own electronic music studios where they may record music for videos, films, or individual artists, as well as compose and produce their own music on electronic instruments. Completion of a Certificate in Electronic Music expands career opportunities to include performer, producer, recording engineer, sound designer and sound engineer.

### Career Opportunities

Career opportunities include performer, producer, recording engineer, sound designer and sound engineer.

### Program Learning Outcomes

Students completing this program will be able to:

1. Compose, produce, record and mix original electronic music pieces using various electronic music technologies and techniques.
2. Design original sounds using analog synthesis, digital synthesis and sampling.
3. Create and synchronize original sound effects, Foley, music and dialogue to visuals.
4. Analyze the compositional elements, production qualities and musical aesthetics of their own works and the works of other electronic musicians, producers and composers.

### Requirements

**Required Core Courses: 12 units**

**Units**

MUS. 290	Electronic Music I	3 units
MUS. 291	Electronic Music II	3 units
MUS. 292	Sound Creation: Sampling and Synthesis	3 units
MUS. 293	Audio for Visual Media	3 units

**Required Selective Courses: 4 units from the following courses:**

**Units**

MUS. 111	Musicianship I	1 unit
*		
	<b>AND</b>	
MUS. 131	Harmony I	3 units
*		
	<b>OR</b>	
MUS. 112	Musicianship II	1 unit
	<b>AND</b>	
MUS. 132	Harmony II	3 units
	<b>OR</b>	
MUS. 113	Musicianship III	1 unit
	<b>AND</b>	
MUS. 133	Harmony III	3 units
	<b>OR</b>	
MUS. 114	Musicianship IV	1 unit
	<b>AND</b>	
MUS. 134	Harmony IV	3 units

**Required Selective Courses: 2 units from the following courses:**

**Units**

MUS. 301	Piano I	2 units
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MUS. 302	Piano II	2 units
MUS. 303	Piano III	2 units
MUS. 304	Piano IV	2 units

**Required Selective Courses: 3 units from the following courses:**

		Units
MUS. 202	Music Listening and Enjoyment	3 units
MUS. 210	From Blues to Hip Hop: A History of American Popular Music	3 units
MUS. 250	World Music	3 units
MUS. 275	History of Jazz	3 units

**Recommended Additional Courses:**

		Units
MUS. 296	Electronic Music Composition Portfolio I	1.5 units

\* Recommended preparation for students who do not read music: MUS 100 Fundamentals of Music

**Total Required Units: 21**

## NURSING

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

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

California State University  
University of California  
Independent Colleges and Universities

**AS Associate in Science Degree Program**

Nursing..... 78.5-79.5 units

**Recommended high school preparation**

Coursework in Biology, Chemistry, Anatomy, English, Mathematics, Psychology

**University Transfer Program**

Use *Assist* ([assist.org](http://assist.org)) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**Nursing Program Admission Requirements**

Go to the [CSM Nursing Program \(collegeofsanmateo.edu/nursing\)](http://collegeofsanmateo.edu/nursing) website for the current admissions information. At this site print the Nursing Program Information Sheet and the Nursing Articulation Grid for detailed information about admissions requirements and processes. You may also contact the Nursing Department, (650) 574-6218.

## AS Nursing

The College of San Mateo Nursing Program provides students with opportunities for learning at the College, local hospitals, and related health agencies. Clinical practice begins early in the first semester. Upon graduation, the candidate receives an Associate in Science degree and is eligible to take the National Council Licensing Exam (NCLEX). The graduate is also eligible to transfer to a four-year nursing program.

**Career Opportunities**

Career opportunities are available in hospitals, physician's offices, clinics, labs, nursing and personal care facilities, public health and other government agencies, educational services, health and allied services, outpatient care facilities. Many nurses specialize in areas such as cardiac care, geriatrics, intensive care, obstetrics, pediatrics, and surgery. Specific career opportunities include nursing administrator, clinic nurse, critical care nurse, emergency department nurse, flight nurse, home health nurse, hospital staff nurse, industrial nurse, medical researcher, nurse anesthetist, nurse midwife, nurse practitioner, office nurse, public health nurse, school nurse, and teacher/educator.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Apply nursing methods, protocols and procedures to appropriate care situations
2. Use the nursing process, which emphasizes critical thinking, independent judgment and continual evaluation as a means to determine nursing activities
3. Utilize theory and knowledge from nursing, the physical/behavioral sciences and the humanities in providing nursing care
4. Identify and assess the healthcare needs of patients/clients using the tools/framework appropriate to the clinical setting
5. Document and evaluate the outcome of nursing and other interventions and communicate to team members
6. Prioritize care-delivery on an ongoing basis
7. Work in partnership with patients, clients, and caregivers



8. Engage in and disengage from therapeutic relationships through the use of effective interpersonal and counseling skills
9. Provide compassionate, culturally sensitive care to clients in a variety of settings
10. Adhere to the ANA Code of Ethics for nurses, treating patients as unique whole individuals with specific needs, desires, and abilities
11. Describe current legal and professional standards for nurses in relation to common clinical problems
12. Practice in a manner that respects patient confidentiality and adheres to HIPAA
13. Appraise own professional performance accurately. Evaluate their professional learning needs and take steps to meet them

### Major Requirements

#### Core Required Courses: 78.5-79.5 units Units

NURS 211	Introduction to Nursing	4.5 units
NURS 212	Concepts of Homeostasis in Nursing	4.5 units
NURS 221	Pediatric Nursing	4.5 units
NURS 222	Maternity Nursing	4.5 units
NURS 225	Nursing Skills Lab II	0.5 units
NURS 231	Psychiatric Nursing	5 units
NURS 232	Medical/Surgical Nursing	5 units
NURS 235	Nursing Skills Lab III	0.5 units
NURS 241	Advanced Medical/Surgical Nursing	5 units
NURS 242	Leadership/Management in Nursing	5 units
NURS 245	Nursing Skills Lab IV	0.5 units
NURS 816	Open Lab for Nursing 211/212	0.5 units
NURS 817	Open Lab for Nursing 221/222	0.5 units
NURS 818	Open Lab for Nursing 231/232	0.5 units
NURS 819	Open Lab for Nursing 241/242	0.5 units
MATH 120	Intermediate Algebra	5 units
	<b>OR</b>	
MATH 122	Intermediate Algebra I	3 units
	<b>AND</b>	
MATH 123	Intermediate Algebra II	3 units
CHEM 410	Health Science Chemistry I	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	3 units
	<b>OR</b>	
ANTH 110	Cultural Anthropology	3 units
COMM 110	Public Speaking	3 units
	<b>OR</b>	
COMM 130	Interpersonal Communication	3 units
	<b>OR</b>	
COMM 140	Small Group Communication	3 units
	<b>OR</b>	
COMM 150	Intercultural Communication	3 units
ENGL 100	Composition and Reading	3 units

#### Pre-admissions Major requirements 37-38 units Units

MATH 120	Intermediate Algebra	5 units
	<b>OR</b>	
MATH 122	Intermediate Algebra I	3 units
	<b>AND</b>	
MATH 123	Intermediate Algebra II	3 units
CHEM 410	Health Science Chemistry I	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	3 units
	<b>OR</b>	
ANTH 110	Cultural Anthropology	3 units
COMM 110	Public Speaking	3 units
	<b>OR</b>	
COMM 130	Interpersonal Communication	3 units
	<b>OR</b>	



COMM 140	Small Group Communication	3 units
<b>OR</b>		
COMM 150	Intercultural Communication	3 units

**Other Major requirements once accepted into the program 41.5 units**

		<b>Units</b>
NURS 211	Introduction to Nursing	4.5 units
NURS 212	Concepts of Homeostasis in Nursing	4.5 units
NURS 221	Pediatric Nursing	4.5 units
NURS 222	Maternity Nursing	4.5 units
NURS 225	Nursing Skills Lab II	0.5 units
NURS 231	Psychiatric Nursing	5 units
NURS 232	Medical/Surgical Nursing	5 units
NURS 235	Nursing Skills Lab III	0.5 units
NURS 241	Advanced Medical/Surgical Nursing	5 units
NURS 242	Leadership/Management in Nursing	5 units
NURS 245	Nursing Skills Lab IV	0.5 units
NURS 816	Open Lab for Nursing 211/212	0.5 units
NURS 817	Open Lab for Nursing 221/222	0.5 units
NURS 818	Open Lab for Nursing 231/232	0.5 units
NURS 819	Open Lab for Nursing 241/242	0.5 units

Students interested in an LVN upgrade must attend an in person information session on one of the dates noted on the nursing department website.

Students who wish to transfer into the nursing program or challenge nursing courses should call the Nursing Department.

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

**Requirements for R.N. Licensing Exam:**

- 1. Graduation from high school or equivalent**
- 2. All major requirements listed under pre-admissions and major.**
- 3. If an individual has been convicted of a crime, he or she should contact the Board of Registered Nursing regarding eligibility for licensure. Candidates are reviewed on a case by case basis.**

**Total Required Major Units: 78.5 - 79.5**

**And required General Education coursework required for the Associate degree.**

**PHILOSOPHY**

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

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

California State University  
University of California  
Independent Colleges and Universities

**AA-T Associate in Arts Degree for Transfer**

Philosophy..... 60 units

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University of California systems. For independent or out-of-state colleges and universities use their catalog to locate this information. Transfer Services can assist you to gather this information.

**AA-T Philosophy**

Philosophy is a disciplined reflection on the human condition. It can be an analysis and criticism of ideas and statements, or an attempt to synthesize all experience and knowledge, or an exploration of the meaning of life and how best to live it. Critical thinking is developed while examining peoples' responses to fundamental questions. This degree prepares students for transfer to the CSU system for further study in philosophy.

**Career Opportunities**

Philosophy is the ultimate "transferable work skill." With its emphasis on reason and argumentation, philosophy is an excellent preparation for a post-baccalaureate career in law, religion, business, international diplomacy, social work, medical management or writing as well as post-graduate education.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Analyze social science concepts and theories
2. Evaluate diverse viewpoints related to the human experience
3. Produce evidence-based arguments



**Major Requirements****Required Core Courses: 6 units selected from the following:**

		<b>Units</b>
PHIL 200	Introduction to Logic	3 units
PHIL 100	Introduction to Philosophy	3 units
<b>OR</b>		
PHIL 244	Introduction to Ethics: Contemporary Social and Moral Issues	3 units

**Required Selective Courses: 3 units from List A: select one course**

		<b>Units</b>
	Any course from core courses not already used	3 units
PHIL 103	Critical Thinking	3 units
PHIL 160	History of Ancient Philosophy	3 units
PHIL 175	History of Modern Philosophy	3 units

**Required Selective Courses: 6 units from List B: select two courses**

		<b>Units</b>
	Any course from List A not already used	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
PHIL 300	Introduction to World Religions	3 units

**Required Selective Courses: 3 units from List C: select one course**

		<b>Units</b>
	Any course from List A or B not already used	3 units
ASL 100	American Sign Language I	5 units
ASL 110	American Sign Language II	5 units
ANTH 180	Magic, Science and Religion	3 units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
CHIN 121	Advanced Elementary Chinese I	3 units
CHIN 122	Advanced Elementary Chinese II	3 units
CHIN 131	Intermediate Chinese I	3 units
CHIN 132	Intermediate Chinese II	3 units
COMM 170	Oral Interpretation I	3 units
COMM 171	Oral Interpretation II	3 units

ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 161	Creative Writing I	3 units
ENGL 162	Creative Writing II	3 units
ENGL 163	Creative Writing III	3 units
ETHN 104	Asian Pacific Islanders in United States History and Culture	3 units
ETHN 105	African American History and Culture	3 units
ETHN 265	Evolution of Hip Hop Culture: A Socio-Economic And Political Perspective	3 units
FILM 153	Screenwriting	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 201	United States History I	3 units
HIST 202	United States History II	3 units
HIST 260	Women In American History	3 units
HIST 310	California History	3 units
LIT. 101	Twentieth-Century Literature	3 units
LIT. 105	The Bible as Literature	3 units
LIT. 113	The Novel	3 units
LIT. 115	The Short Poem in English: A Survey	3 units
LIT. 151	Shakespeare	3 units
LIT. 201	American Literature I	3 units
LIT. 202	American Literature II	3 units
LIT. 220	Introduction to World Literature	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units
LIT. 251	Women in Literature	3 units
LIT. 430	Greek Mythology and Classical Literature	3 units
SPAN 110	Elementary Spanish	5 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units



**Total Required Major Units: 18**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## PHYSICAL SCIENCE

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### AS Associate in Science Degree Program

Physical Science..... 60 units

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### AS Physical Science

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

#### Career Opportunities

Career opportunities include astronomer, chemist, geographer, geologist, geophysicist, meteorologist, oceanographer, and physicist. Physical scientists are employed by government agencies and the chemical, computer, construction, drug, food, industrial electronics, manufacturing and petroleum industries. Additional career opportunities exist in energy management, mineral exploration and land-use planning.

#### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze relationships between force, mass, and motion of objects.
2. Explain the significant role of energy in understanding the structure of matter and the universe. Differentiate between various forms of energy and the roles they play in motion and transformations of matter (physical, chemical and nuclear).

3. Proficiently use scientific terms in describing phenomena.
4. Perform quantitative analysis relating graphical and numerical data obtained from laboratory experiments to test hypotheses and verify physical concepts, principles and laws.

#### Major Requirements

**Required Core Courses: 18 units with one or more courses selected from each group.**

Group 1		Units
ASTR 100	Introduction to Astronomy	3 units
ASTR 101	Astronomy Laboratory	1 unit

Group 2		Units
CHEM 210	General Chemistry I	5 units
CHEM 410	Health Science Chemistry I	4 units

Group 3		Units
GEOL 100	Survey of Geology	3 units
GEOL 101	Geology Laboratory	1 unit

Group 4		Units
PHYS 100	Conceptual Physics	3 units
PHYS 210	General Physics I	4 units
PHYS 250	Physics with Calculus I	4 units

**You may complete the required 18 units with courses selected from Groups 1, 2, 3, and 4. However, if you have not completed the required 18 units from these groups, you may complete the unit requirement by selecting courses from the following list.**

		Units
CHEM 231	Organic Chemistry I	5 units
CIS 255	(CS1) Programming Methods: Java	4 units
CIS 278	(CS1) Programming Methods: C++	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units



MATH 253	Calculus with Analytic Geometry III	5 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 220	General Physics II	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

**Total Required Major Units: 18**

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

**PHYSICS**

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

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

California State University  
University of California  
Independent Colleges and Universities

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

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

California State University  
University of California  
Independent Colleges and Universities

**AS Associate in Science Degree Program**

Physics.....60 units

**AS-T Associate in Science Degree for Transfer**

Physics.....60 units

**Recommended high school preparation**

Coursework in Mathematics (four years), Physics, Chemistry, English

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**About the Program**

The A.S. degree in Physics is designed to prepare students for transfer to baccalaureate institutions as Physics or other science majors. Physics is also an accepted pre-medical field of study. A large percentage of Physics majors select employment with universities as researchers and/or professors. Private industry employs approximately two-thirds of all non-academic physicists in companies manufacturing aircraft and missiles, chemicals, electrical equipment, and scientific equipment. Government, hospitals, and commercial research laboratories also employ Physics graduates. Specific careers include aerodynamist, airplane navigator, air pollution operating specialist, ballistics expert, educator, electrical or mechanical engineer, electrician, hydrologist, industrial hygienist, and electrical, laser, mechanical or optics physicist.

**Recommended high school preparations**

Coursework in Mathematics, Chemistry, Physics, English

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**AS Physics**

The A.S. degree in Physics is designed to prepare students for transfer to baccalaureate institutions as Physics or other science majors. Physics is also an accepted pre-medical field of study.

**Career Opportunities**

A large percentage of Physics majors select employment with universities as researchers and/or professors. Private industry employs approximately two-thirds of all non-academic physicists in companies manufacturing aircraft and missiles, chemicals, electrical equipment, and scientific equipment. Government, hospitals, and commercial research laboratories also employ Physics graduates. Specific careers include aerodynamist, airplane navigator, air pollution operating specialist, ballistics expert, educator, electrical or mechanical engineer, electrician, hydrologist, industrial hygienist, and electrical, laser, mechanical or optics physicist.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Students will be able to apply the Laws of Physics to real-world problems.





- Students will be able to collect and analyze data to verify physical principles.
- Students will be prepared for upper division course at a 4-year college.

### Major Requirements

Required Core Courses: 12 units		Units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

Required Selective Courses: 6 units selected from the following courses:		Units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units
CHEM 232	Organic Chemistry II	5 units
CIS 255	(CS1) Programming Methods: Java	4 units
CIS 278	(CS1) Programming Methods: C++	4 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units

### Total Required Major Units: 18

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## AS-T Physics

### Career Opportunities

A large percentage of Physics majors select employment with universities as researchers and/or professors. Private industry employs approximately two-thirds of all non-academic physicists in companies manufacturing aircraft and missiles, chemicals, electrical equipment, and scientific

equipment. Government, hospitals, and commercial research laboratories also employ Physics graduates. Specific careers include aerodynamist, airplane navigator, air pollution operating specialist, ballistics expert, educator, electrical or mechanical engineer, electrician, hydrologist, industrial hygienist, and electrical, laser, mechanical or optics physicist.

### Program Learning Outcomes

Students completing this program will be able to:

- Students will be able to apply the Laws of Physics to real-world problems.
- Students will be able to collect and analyze data to verify physical principles.
- Students will be prepared for upper division course at a 4-year college.

### Major Requirements

Required Core Courses: 27 units		Units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units

**Additional recommended preparation chosen from the following courses. (While these additional courses are not required for this degree, completion of these courses will better prepare students for upper division Physics courses at a CSU):**

	Units	
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units
CHEM 210	General Chemistry I	5 units
<b>AND</b>		
CHEM 220	General Chemistry II	5 units
	One course in computer programming	4 units

### Total Required Major Units: 27

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- OR**



- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to *Associate Degree for Transfer (ADT) Requirements* for more information.

## POLITICAL SCIENCE

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

### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### AA-T Associate in Arts Degree for Transfer

Political Science.....60 units

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### AA-T Political Science

The Associate in Arts in Political Science for Transfer degree (AA-T) prepares students for transfer into bachelor's degree programs in Political Science and similar programs at a CSU campus and guarantees admission to the CSU system. Political Science coursework in general is helpful to the student who intends to eventually pursue graduate studies in such diverse fields as political science, education, journalism, business and law.

### Career Opportunities

Career opportunities associated with this discipline require the minimum of a B.A. degree. Some business firms and government agencies seek persons with a broad overview and perspective of the operation of government. In addition to a career as a political scientist, career possibilities include employment with the federal, state and local governments; law; business; international organizations; nonprofit associations and organizations; campaign management

and polling; journalism; pre-collegiate education; electoral politics; research; and university and college teaching.

### Program Learning Outcomes

Students completing this program will be able to:

1. Effectively communicate the impact of state and non-state actors on the development and implementation of policy.
2. Critically analyze political theories and ideologies.
3. Discuss the impact of ethnic, cultural and economic diversity on political issues and policy.
4. Evaluate ethical issues and conflicts inherent to political issues.

### Major Requirements

#### Required Core Courses: 3 units

#### Units

PLSC 200 *	National, State and Local Governments	3 units
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#### Required Selective Courses: 9-10 units from List A: select three courses

#### Units

PLSC 110	Contemporary Foreign Governments	3 units
PLSC 130	International Relations	3 units
PLSC 150	Introduction to Political Thought	3 units
Any one of the following: (3-4)		
MATH 200	Elementary Probability and Statistics	4 units
PSYC 120	Introduction to Research Methods	3 units
PSYC 121	Basic Statistical Concepts	3 units
SOCI 121	Introduction to Research Methods	3 units

#### Required Selective Courses: 6 units from List B: select two courses

#### Units

Any List A course not selected above		3 units
PLSC 100	Introduction to Political Science	3 units
PLSC 210	American Politics	3 units
PLSC 215	Contemporary Issues In American Politics	3 units
PLSC 310	California State and Local Government	3 units

*Note: Upon transfer to a U.C. campus, students who have completed both PLSC 200 and PLSC 210 will receive transfer credit for only one 3-unit course.*



\* PLSC 210 completed at CSM Fall 2011 through Spring 2016 may be substituted for PLSC 200.  
 + Only one course from MATH 200, PSYC 120, PSYC 121, or SOCI 121 may be used to satisfy major requirements.

**Total Required Major Units: 18 - 19**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

**Note for List A Courses**

Only one course from MATH 200, PSYC 120, PSYC 121, or SOCI 121 may be used to satisfy major requirements.

**PSYCHOLOGY**

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

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

California State University  
 University of California  
 Independent Colleges and Universities

**AA-T Associate in Arts Degree for Transfer**

Psychology..... 60 units

**CS Certificate of Specialization**

Psychology: Pre-Counseling.....6 units

**University Transfer Program**

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

**AA-T Psychology**

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

**Career Opportunities**

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

**Program Learning Outcomes**

Students completing this program will be able to:

1. Define 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**

<b>Required Core Courses: 9-10 units</b>		<b>Units</b>
PSYC 100	General Psychology	3 units
MATH 200	Elementary Probability and Statistics	4 units
<b>OR</b>		
PSYC 121	Basic Statistical Concepts	3 units



PSYC 120	Introduction to Research Methods	3 units
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**Required Selective Courses: 3-4 units from List A: select one course**

		Units
PSYC 220	Introduction to Psychobiology	3 units
BIOL 110	General Principles of Biology	4 units

**Required Selective Courses: 3 units from List B: select one course**

		Units
Any List A course not used above		3 - 4 units
PSYC 200	Developmental Psychology	3 units
PSYC 201	Child Development	3 units

**Required Selective Courses: 3 units from List C: select one course**

		Units
Any List A or List B course not used above		3 - 4 units
PSYC 105	Experimental Psychology	3 units
PSYC 110	Courtship, Marriage and the Family	3 units
PSYC 225	Theories of Personality	3 units
PSYC 300	Social Psychology	3 units
PSYC 410	Abnormal Psychology	3 units

**Total Required Major Units: 18 - 20**

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

## CS Psychology: Pre-Counseling

This certificate provides an understanding of the constructs of personality as well as the study of abnormal psychology, mental health, and treatment. This increases understanding of human behavior that may be applied to enhance job skills in a variety of fields as well as to support preparation

for future pathways of study at both the undergraduate and graduate levels.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Identify the key concepts in abnormal psychology, including historical and current perspectives of identifying, assessing, and treating psychological conditions.
2. Identify and distinguish key constructs of personality of self and others, demonstrating an understanding of core theories of personality.
3. Demonstrate understanding of scientific research regarding the development of psychological health and illness in personality.

### Requirements

**Required Core Courses: 6 units**

**Units**

PSYC 225	Theories of Personality	3 units
PSYC 410	Abnormal Psychology	3 units

**Total Required Units: 6**

## 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 Program

Real Estate..... 60 units

### CS Certificate of Specialization

Real Estate Salesperson..... 9 units

### Recommended high school preparation

Coursework in Mathematics, Business, Accounting, english

### Prerequisite Requirements



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

## AA Real Estate

### Career Opportunities

Essentially all real estate agents are employed in real estate offices as salespersons. Some agents secure employment with developers, land buying corporations, and government agencies. Additional opportunities for those with a background in real estate include appraiser, escrow officer, loan officer, mortgage banker/ broker, and property manager.

### Program Learning Outcomes

Students completing this program will be able to:

1. Meet the requirements to sit for the California Real Estate License Exam.
2. Define the role and responsibilities of a real estate agent in California.
3. Critically analyze how real estate is acquired, held, used, regulated, taxed, and transferred.

### Major Requirements

#### Required Core Courses: 21 units

		Units
BUS. 100	Introduction to Business	3 units
<b>OR</b>		
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 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

#### Total Required Major Units: 21

*And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

## 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.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Requirements

#### Required Core Courses: 6 units

#### Units

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

#### Required Selective Courses: 3 units select one course from the following:

#### Units

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

#### Total Required Units: 9

## SOCIAL SCIENCE

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



### University Transfer Program 60 – 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

#### AA Associate in Arts Degree Program

Social Science..... 60 units

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

## AA Social Science

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

### Career Opportunities

Career opportunities for social scientists are found with federal, state and local government agencies. Additional opportunities exist with colleges and universities in research and teaching. Some social scientists are self-employed in research or special studies for business, industry or government.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major Requirements

**Required Core Courses: 18 units**  
**Select courses from at least three of the subject areas listed below. In one of the subject areas you must select at least two courses.**

	Units
Anthropology	
Economics	
Ethnic Studies (excluding ETHN 288, 585)	
Geography (excluding GEOG 100)	
History	
Political Science	
Psychology (excluding PSYC 121)	
Social Science	
Sociology	

### Total Required Major Units: 18

**And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.**

## 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

Sociology..... 60 units

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. 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.

### Career Opportunities

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.

### Program Learning Outcomes

Students completing this program 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

Required Core Courses: 3 units		Units
SOCI 100	Introduction to Sociology	3 units

**Required Selective Courses: 6-7 units from Group A: select two courses from the following:**

	Units
SOCI 105 Social Problems	3 units
SOCI 121 Introduction to Research Methods	3 units
<b>OR</b>	
PSYC 120 Introduction to Research Methods	3 units
PSYC 121 Basic Statistical Concepts	3 units
<b>OR</b>	
MATH 200 Elementary Probability and Statistics	4 units

**Required Selective Courses: 6-7 units from Group B: select two courses from the following:**

	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

**Required Selective Courses: 3-4 units from Group C: select one course from the following:**

	Units
Any Group A or Group B course not used above	3 - 4 units

### Total Required Major Units: 18 - 19

**General Education** - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

**Elective courses:** If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

*Please refer to Associate Degree for Transfer (ADT) Requirements for more information.*

## SPANISH

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

### University Transfer Program 60 - 70 transferable units

California State University  
University of California  
Independent Colleges and Universities

### CS Certificate of Specialization

Spanish.....12 units

### University Transfer Program

Use [Assist \(assist.org\)](http://assist.org) to identify lower division major preparation for the California State University and the University of California systems. For independent or out-of-



state colleges and universities use their catalogs to locate this information. Transfer Services can assist you to gather this information.

### About the Program

In addition to providing skills in understanding, speaking, reading, and writing Spanish, the major provides a greater understanding of Spanish culture and civilization and prepares students for greater international and domestic career opportunities. Given the multi-national nature of the business world today, fluency in a foreign language, such as Spanish, increases an individual's marketability and value in the areas of banking, consular and junior foreign service, education, import/export business, international business, international relations, medicine, nursing, overseas employment, police work, social security, translating/interpreting services, and social services. Specific career opportunities include bilingual aide, border patrol officer, buyer, court interpreter, counselor, customs agent/inspector, foreign exchange clerk, foreign student advisor, interpreter, journalist, museum curator, physician, scientific linguist, tour guide, and tutor.

## CS Spanish

In addition to providing skills in understanding, speaking, reading, and writing Spanish, the certificate provides a greater understanding of Spanish culture and civilization and prepares students for greater international and domestic career opportunities. Given the multinational nature of the business world today, fluency in a foreign language, such as Spanish, increases an individual's marketability and value in the areas of banking, consular and junior foreign service, education, import/export business, international business, international relations, medicine, nursing, overseas employment, police work, social security, translating/interpreting services, and social services.

### Career Opportunities

Specific career opportunities include bilingual aide, border patrol officer, buyer, court interpreter, counselor, customs agent/inspector, foreign exchange clerk, foreign student advisor, interpreter, journalist, museum curator, physician, scientific linguist, tour guide, and tutor.

### Program Learning Outcomes

Students completing this program will be able to:

1. Understand native speech at average speed on a variety of common topics.
2. Utilize appropriate vocabulary, grammar, and pronunciation to express verbal communication covering a broad spectrum of common interpersonal interactions.
3. Decode written Spanish in a variety of formats.

4. Use appropriate levels of Standard Spanish vocabulary and grammatical structures to write on a variety of common topics so as to be understood by a native speaker unfamiliar with English.
5. Identify aspects of Hispanic culture throughout the world, and compare and contrast them with aspects of non-Hispanic cultures.

### Requirements

**Required Core Courses: 12 units selected from the following courses:**

		Units
SPAN 110	Elementary Spanish	5 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 131	Intermediate Spanish I	3 units
SPAN 132	Intermediate Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	3 units

*In special circumstances, the Dean of Language Arts may approve the limited use of other courses in the same language (such as those numbered 680 or taken at Skyline or Cañada Colleges). In rare circumstances, the Dean may approve using a course in another discipline if its content is closely related to the language studied.*

**Total Required Units: 12**

## UNIVERSITY TRANSFER

### CA Certificate of Achievement

University Transfer Option 1: California State University General Education Certification (CSUGE)..... 39 units

University Transfer Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU)..... 37 units

University Transfer Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)..... 34 units

### CA University Transfer Option 1: California State University





## General Education Certification (CSUGE)

### Program Learning Outcomes

Students completing this program will be able to:

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

**Complete 39 units of coursework to meet the California State University General Education Certification requirements as listed below.**

### Requirements

**Required Core Courses: 9 units**

**Complete 9 units of Area A:**

**Communications in the English Language and Critical Thinking. Select a course from each area below.**

	Units
A1: Oral Communication	3 units
A2: Written Composition	3 units
A3: Critical Thinking	3 units

**Required Core Courses: 9 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.**

	Units
B1: Physical Science	3 units
B2: Life Science	3 units
B3: Lab Course (the course selected to meet either B1 or B2 must be a lab course or have a lab component to meet the B3 requirement)	
B4: Math/Concepts/Quantitative Reasoning	3 units

**Required Core Courses: 9 units**

**Complete 9 units of Area C: Arts, Literature, Philosophy and Foreign Language. At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities.**

	Units
C1: Arts	3 units
C2: Humanities	3 units
C1 or C2	3 units

**Required Core Courses: 9 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.)**

	Units
Area D	9 units

**Required Core Courses: 3 units**

**Complete 3 units in Area E: Lifelong Understanding and Self Development.**

	Units
Area E	3 units

**Total Required Units: 39**

## CA University Transfer Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU)

### Program Learning Outcomes

Students completing this program will be able to:

1. Read, write, speak and listen to communicate effectively.
2. Perform quantitative analysis using appropriate resources.
3. Analyze information, reason critically and creatively and formulate ideas logically.



4. Understand and appreciate the diversity of the human experience.
5. Recognize ethical principles and behave responsibly.

**Complete 37 units of coursework to meet the IGETC/CSU Certification requirements as listed below.**

#### Requirements

**Required Core Courses: 9 units**

**Area 1: English Communication. Units**

Area A1: English Composition	3 units
Area 1B: Critical Thinking	3 units
Area 1C: Oral Communication	3 units

**Required Core Courses: 3 units**

**Area 2: Mathematical Concepts and Quantitative Reasoning. Units**

Area 2	3 units
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**Required Core Courses: 9 units**

**Area 3: Arts and Humanities. At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities. Units**

Area 3A: Arts	3 units
Area 3B: Humanities	3 units
Area 3A or 3B	3 units

**Required Core Courses: 9 units**

**Area 4: Social and Behavioral Sciences. Must complete coursework in at least two different disciplines. Units**

Area 4	9 units
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**Required Core Courses: 7 units**

**Area 5: Physical and Biological Sciences. At least one course must include a laboratory component. Units**

Area 5A: Physical Science	3 - 4 units
Area 5B: Biological Science	3 - 4 units
Area 5C: Science Laboratory	1 unit

**Total Required Units: 37**

## CA University Transfer Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)

#### Program Learning Outcomes

Students completing this program will be able to:

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

**Complete 34-39 units of coursework to meet the IGETC/UC Certification requirements as listed below.**

#### Requirements

**Required Core Courses: 6 units**

**Area 1: English Composition. Units**

Area A1: English Composition	3 units
Area 1B: Critical Thinking	3 units

**Required Core Courses: 3 units**

**Area 2: Mathematical Concepts and Quantitative Reasoning. Units**

Area 2	3 units
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**Required Core Courses: 9 units**

**Area 3: Arts and Humanities. At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities. Units**

Area 3A: Arts	3 units
Area 3B: Humanities	3 units
Area 3A or 3B	3 units



**Required Core Courses: 9 units****Area 4: Social and Behavioral Sciences.****Must complete coursework in at least two disciplines.****Units**

Area 4	9 units
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**Required Core Courses: 7 units****Area 5: Physical and Biological Sciences. At least one course must include a laboratory component.****Units**

Area 5A: Physical Science	3 - 4 units
Area 5B: Biological Science	3 - 4 units
Area 5C: Science Laboratory	1 unit

**Required Core Courses:****Language other than English - Area 6:**

**This area is a proficiency requirement that can be fulfilled through a number of options. Verification for any of the options listed on the Intersegmental General Education Transfer Curriculum (IGETC) Worksheet is required to complete certification.**

**Total Required Units: 34**

## Other Instructional Programs / Articulation Attribute Legend

### 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. 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.

#### Requirements

PC 832 Training Courses		Units
ADMJ 771	PC 832: Arrest and Control Training	3.0
ADMJ 775	Firearms Training	0.5

Regular Basic Course Modular Format		Units
ADMJ 780	Regular Basic Course Module III	7.0
ADMJ 781	Regular Basic Course Module II	9.5

### Technical Preparation - CTE Transitions

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 \(smccd.edu/ctetransitions\)](http://smccd.edu/ctetransitions). The program gives students and their families a chance to identify technical careers and the pathways of study at the colleges that will need to be followed to prepare for those careers.

CTE Transitions students can begin their pathway of study while in high school of SMCOE ROP by taking an articulated (mutually agreed upon) class or classes, that, when completed, will give them both high school credit and college credit (no college fees). If they are still in high school and wish to take the next class in the pathway of study, they can do so by enrolling in the Concurrent Enrollment Program. If they have graduated, they can simply enroll in the next class when they enroll at the college. All technical pathways are listed in the college catalog and known to the college counselors.

### Emergency Medical Technician

FIRE 797, an eleven unit course, prepares students to take the National Registry Examination. Successfully passing the exam provides the student with National Registry certification as an EMT. This course is required as a prerequisite for the Fire Academy, as well as for student who want to continue on to a paramedic training program.

For more information about the Fire Technology program, including the Fire Academy and Emergency Medical Technician courses, visit the [CSM Fire Website \(collegeofsanmateo.edu/fire/\)](http://collegeofsanmateo.edu/fire/).



## Firefighter I Academy

FIRE 793 is an Accredited Regional Training Program (ARTP) certified by California Office of the State Fire Marshal. Completion of this course, and the required experience component, leads to Firefighter I certification from State Fire Training.

For more information about the Fire Technology program, including the Fire Academy and Emergency Medical Technician courses, visit the [CSM Fire Website \(collegeofsanmateo.edu/fire/\)](http://collegeofsanmateo.edu/fire/)

## Articulation Attribute Legend

Identifies how each course meets associate degree general education requirements, California State University General Education certification, IGETC certification. For the most current information on how CSM coursework is applied to the CSU and UC systems (CSU General Education, IGETC, American History and Institutions), go to the [ASSIST \(assist.org\)](http://assist.org) website.

**AA** - Associate Degree applicable

**CSU** – transferable to the California State University system

**UC** – transferable to the University of California system

**C-ID** - California Identification Number (see the [Transfer Planning](#) page for more information.)

### Course notations indicate how course is applied to CSM AA/AS degree general education requirements

**AA Area C1** – Math/Quantitative Reasoning competency

**AA Area C2** – English/Reading competency

**AA Area C3** – Information Competency

**AA Area 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 the Assist website.



## Educational Opportunities at other San Mateo County Community Colleges

College of San Mateo is part of the San Mateo County Community College District which also operates Cañada College in Redwood City and Skyline College in San Bruno. In addition to offering comprehensive general education, vocational, transfer, and remedial programs, each college has a number of special offerings which can be found within each of their respective catalogs. Please visit the catalog pages for both [Cañada \(catalog.canadacollege.edu/\)](http://catalog.canadacollege.edu/) and [Skyline \(catalog.skylinecollege.edu/\)](http://catalog.skylinecollege.edu/) for additional information.

## Special Courses

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### **680-689 Experimental Course (1-3)**

(Degree/certificate applicable, transferable) Hours/semester: 48-162 lab 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/semester: 48-162 lab 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.) (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/semester: 48-162 lab 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/semester: 48-162 lab 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.)





## Course Descriptions

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### Accounting

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

#### ACTG 100 ACCOUNTING PROCEDURES

Study of the fundamentals of accounting and the skills required to perform the bookkeeping for a small business. Topics include the accounting cycle, preparation of journals, ledgers, adjusting journal entries, and financial statements; the sales cycle, purchasing cycle, payroll, and bank reconciliations. ACTG 100 provides an important foundation for ACTG 121. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

#### ACTG 103 TEN-KEY SKILLS

Development of speed and accuracy using the ten-key pad on a computer keyboard. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Transfer Credit:** CSU

#### ACTG 106 ACCOUNTING CYCLE SURVEY

Survey of accounting cycle concepts and applications. Topics include the balance sheet equation, journal entries, general ledger accounts, the trial balance, adjusting journal entries, and preparation of financial statements. This course provides foundational skills that will help students succeed in all other accounting courses. Students may use this course as preparation for future accounting classes or as a review. The Financial Accounting and Reporting (FAR) section of the CPA exam includes questions based on the accounting cycle, so this course will help students prepare for the CPA exam. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

#### ACTG 107 TIME VALUE OF MONEY SURVEY

Survey of the time value of money (TVM) concept. Topics include calculation of present values and future values for single amounts and annuities. The TVM concept will be applied to problems commonly found in accounting such as notes, bonds, and leases. This course provides

foundational skills that will help students succeed in all other accounting courses. Students may use this course as preparation for future accounting classes or as a review. The Financial Accounting and Reporting (FAR) section of the CPA exam includes questions based on the time value of money concept, so this course will help students prepare for the CPA exam. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

#### ACTG 108 FINANCIAL STATEMENT ANALYSIS SURVEY

Survey of financial statement analysis concepts and applications. Topics include preparation of financial statements, horizontal analysis, vertical analysis, and using ratios to analyze profitability, liquidity, ability to pay short-term and long-term debts, and common stock as an investment. This course provides foundational skills that will help students succeed in all other accounting courses. Students may use this course as preparation for future accounting classes or as a review. The Financial Accounting and Reporting (FAR) and Auditing and Attestation (AUD) sections of the CPA exam include questions based on financial statement analysis, so this course will help students prepare for the CPA exam. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

#### ACTG 118 PERSONAL INVESTING

This course provides an overview of personal investing. Students will learn how to make informed decisions about investing in common stocks, fixed-income securities (bonds), mutual funds, and exchange-traded funds (ETFs). Other topics include measuring risk and return, modern portfolio concepts, market efficiency, behavioral finance, and managing a portfolio. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**ACTG 119 PERSONAL FINANCIAL PLANNING**

This course provides an overview of financial literacy, terminology, concepts and practices of personal finance. Students will learn how to navigate the financial decisions they must face and to make informed decisions related to career exploration, financial planning, budgeting, banking, credit, insurance, spending, taxes, saving, investing, buying/leasing a vehicle, living independently, and inheritance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Transfer Credit:** CSU**ACTG 121 FINANCIAL ACCOUNTING**

Preparation and interpretation of financial accounting information. Topics include application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity; accounting systems and internal controls; use of software applications to prepare and analyze accounting information; use of accounting information by decision makers. Students taking their first course in accounting are encouraged to complete ACTG 100 before enrolling in ACTG 121. *Letter Grade Only. Degree Credit.*

**Units:** 4**Hours/semester:** 64-72 Lecture; 128-144 Homework**Recommended:** ACTG 100**Transfer Credit:** CSU, UC**C-ID:** ACCT 110**ACTG 131 MANAGERIAL ACCOUNTING**

Use of accounting information by management for analysis, planning, decision-making and control. Topics include product cost accumulation, cost-volume-profit analysis, responsibility accounting, budgeting, capital budgeting, and use of software applications to prepare and analyze accounting information. [CPE Hours: CPA, 60 hours] *Letter Grade Only. Degree Credit.*

**Units:** 4**Hours/semester:** 64-72 Lecture; 128-144 Homework**Prerequisites:** ACTG 121**Transfer Credit:** CSU, UC**C-ID:** ACCT 120**ACTG 144 QUICKBOOKS: SET-UP AND SERVICE BUSINESS**

Introduction to QuickBooks accounting software. Topics include set-up and service business transactions; the sales cycle, purchasing cycle and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. [CPE Hours: CPA, EA 22 hours] *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5**Hours/semester:** 24-27 Lecture; 48-54 Homework**Transfer Credit:** CSU**ACTG 145 QUICKBOOKS: PAYROLL AND MERCHANDISING BUSINESS**

Introduction to QuickBooks accounting software. Topics include payroll and merchandising business transactions; the sales cycle, purchasing cycle, and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. [CPE Hours: CPA, EA 22 hours] *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5**Hours/semester:** 24-27 Lecture; 48-54 Homework**Transfer Credit:** CSU**ACTG 161 INTERMEDIATE ACCOUNTING I**

Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity. Topics include analysis of cash, receivables, inventory, plant assets, and the related revenues and expenses. Intermediate Accounting I includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4**Hours/semester:** 64-72 Lecture; 128-144 Homework**Recommended:** ACTG 106, ACTG 107 and ACTG 121**ACTG 162 INTERMEDIATE ACCOUNTING II**

Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity. Topics include analysis of liabilities, leases, income taxes, pensions, equity, and the related revenues and expenses; preparation of

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the statement of cash flows. Intermediate Accounting II includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** ACTG 106, ACTG 107, ACTG 121, and ACTG 161

### ACTG 163 AUDITING

Study of the philosophy, environment and practice of auditing. Topics include Generally Accepted Auditing Standards (GAAS), ethics, legal liability and malpractice; internal controls and audit risk; audit planning, procedures, statistical tools, evidence, documentation and reports. Auditing includes topics tested on the Auditing and Attestation (AUD) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 106, ACTG 107, ACTG 121, and ACTG 161

### ACTG 164 GOVERNMENTAL & NONPROFIT ACCOUNTING

Study of the theory and practice of accounting for federal, state, and local governmental entities and nonprofit agencies. Topics include analysis and application of pronouncements from the Governmental Accounting Standards Board (GASB); fund accounting, operational and cash budgeting, and operational control issues; transaction analysis, financial statement preparation and analysis, and external reporting issues. Governmental & Nonprofit Accounting includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 106, ACTG 107, and ACTG 121

### ACTG 165 COST ACCOUNTING

Study of the theory and practice of managerial cost accumulation concepts and techniques for product and service costing, planning and control. Special emphasis will be placed on the use of cost accounting information for decision-making and the preparation, analysis and use of cost accounting information. Topics include process costing, job order costing, variable costing, direct costing, standard costing, budgeting, profit planning, and activity based costing. Cost Accounting includes topics tested on the Business Environment and Concepts (BEC) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 106, ACTG 107, and ACTG 131

### ACTG 167 ADVANCED ACCOUNTING

Accounting for consolidations, investments in other corporations, foreign currency transactions, and partnerships. Advanced Accounting is the last in the series of financial accounting courses and may be considered "Intermediate Accounting III." Advanced Accounting includes topics tested on the Financial Accounting and Reporting (FAR) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** ACTG 121, ACTG 161

### ACTG 168 FINANCIAL MANAGEMENT FOR ACCOUNTANTS

Finance from the viewpoint of the chief financial officer. Topics include understanding the role of managerial finance and financial markets; analyzing financial statements and ratios; valuation of stocks and bonds; understanding risk, return, and cost of capital; capital budgeting and capital structure. Financial Management for Accountants includes topics tested on the Business Environment and Concepts (BEC) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the

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education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 106, ACTG 107

### ACTG 169 ACCOUNTING ETHICS

Study of ethical issues and professional responsibilities in the accounting profession. Topics will include the AICPA Code of Professional Conduct and Treasury Department Circular 230. Students will use the case study method to analyze the ethics of decisions made by individuals at real-world companies. This course meets the California Board of Accountancy accounting ethics course requirement for CPA licensure. Accounting Ethics includes topics tested on the Auditing and Attestation (AUD) and Regulation (REG) sections of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. *Pass/No Pass Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### ACTG 175 VOLUNTEER INCOME TAX PREPARATION

Students serving in the Volunteer Income Tax Assistance (VITA) program prepare income tax returns for qualifying individuals at no cost. CSM VITA volunteers receive 32 hours of training and prepare income tax returns for 24 hours at the CSM VITA site. Training includes preparation of Federal and California income tax returns and use of tax preparation software. Topics include Capital Gains and Losses, Business Income and Expenses, the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions and adjustments. *Pass/No Pass Only. Degree Credit.*

**Units:** 2.5

**Hours/semester:** 32-36 Lecture; 24-27 Lab; 64-72 Homework

**Transfer Credit:** CSU

### ACTG 176 ENROLLED AGENT EXAM PREPARATION

Preparation for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam). Topics include taxation of individuals, inheritance, gifts, estates; taxation of small

businesses, partnerships, farmers, C corporations, S corporations; taxation of not-for-profit entities, foreign corporations, and retirement plans. Other topics include fiduciary tax returns, determination of tax-exempt status, practice before the IRS and tax preparer rules. Course content will be adjusted to reflect changes in the SEE. [CPE Hours: CPA 45; CTEC 48 Fed, 0 CA] *Pass/No Pass Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ACTG 181, ACTG 182 and ACTG 183

**Transfer Credit:** CSU

### ACTG 181 TAXATION OF INDIVIDUALS USING TAX SOFTWARE

Preparation of Federal and California income tax returns for individuals using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Form 1040 (Individual), Schedules A (Itemized Deductions), B (Interest and Dividends), C (Profit or Loss from a Business), D (Capital Gains and Losses), and tax credits. Students who successfully complete this course may apply to CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. This course is part of the Enrolled Agent Exam Preparation Series. Taxation of Individuals includes topics tested on the Regulation (REG) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Transfer Credit:** CSU

### ACTG 182 TAXATION OF BUSINESS ENTITIES USING TAX SOFTWARE

Preparation of Federal and California income tax returns for businesses, including sole proprietorships, corporations (C corps, S corps), and partnerships (General and Limited Partnerships, Limited Liability Companies, and Limited Liability Partnerships) using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Forms 1120 (Corporate), 1120S (S Corporate), 1065 (Partnership), 4562 (Depreciation), and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Series. Taxation of Business Entities includes topics tested on the Regulation (REG) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

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**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** ACTG 100 or ACTG 121

**Transfer Credit:** CSU

### **ACTG 183 TAXATION OF TRUSTS, GIFTS, AND ESTATES USING TAX SOFTWARE**

Preparation of Federal and California income tax returns for trusts, estates, and gifts using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Forms 1041 (Fiduciary), 706 (Estate) and 709 (Gift) and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Series. Taxation of Trusts, Gifts, and Estates includes topics tested on the Regulation (REG) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Transfer Credit:** CSU

### **ACTG 262 DEPRECIATION, BUSINESS & REPAIR EXPENSES**

Introduction to the methods used to depreciate business assets, including Class Life, MACRS, Section 179, AMT adjustments, and California conformity/nonconformity. Understand ordinary and necessary business expenses and current requirements in final repair regulations. [CPE Hours: CPA, EA 8; CTEC (6 Fed), (2 CA)]. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Transfer Credit:** CSU

### **ACTG 263 SOLE PROPRIETORSHIPS**

A course exploring the income tax issues for sole proprietorships. Topics include income reporting (including income from Forms 1099-MISC and 1099-K), ordinary and necessary business expenses, automobile and travel expenses, depreciation options, home office usage, and effective recordkeeping. The course will provide practice in the preparation of Schedule C, Schedule SE, Form 4562, and other related forms. [CPE Hours: CPA 8; EA, CTEC 6] *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Transfer Credit:** CSU

### **ACTG 264 LACERTE TAX SOFTWARE BASICS**

Introduction to the use of Lacerte tax software to prepare basic tax returns. Primary emphasis will be on the Individual package; Partnership, Corporation, and Fiduciary packages will also be discussed. This course meets continuing education credit requirements of the California Tax Education Council (CTEC). *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Transfer Credit:** CSU

### **ACTG 265 TAXATION OF RENTAL REAL ESTATE**

Introduction to the use of federal Schedule E for reporting rental real estate income and expenses. Topics include vacation homes, partially-rented personal residences, rules on deducting losses, and Alternative Minimum Tax (AMT) considerations. This course meets continuing education credit requirements of the California Tax Education Council (CTEC). *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

### **ACTG 276 VITA INTERMEDIATE**

This course is for students returning for a second year to serve in the Volunteer Income Tax Assistance (VITA) program and prepare income tax returns for qualifying individuals at no cost. These returning students will have the opportunity to gain additional practical experience from preparing more challenging tax returns. These volunteers will receive 8 hours of review and update in income tax law and use of tax preparation software. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 8-9 Lecture; 24-27 Lab; 16-18 Homework

**Prerequisites:** ACTG 175

**Transfer Credit:** CSU

### **ACTG 277 VITA ADVANCED**

This course is for students returning for a third year to serve in the Volunteer Income Tax Assistance (VITA) program and prepare income tax returns for qualifying individuals at no cost. These returning students will have the opportunity to gain additional practical experience from preparing complex tax returns, as well as learning to be quality reviewers for the VITA program. These volunteers

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will receive 8 hours of review and update in income tax law and use of tax preparation software, as well as classroom training on quality review for Federal and California individual income tax returns. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 8-9 Lecture; 24-27 Lab; 16-18 Homework

**Prerequisites:** ACTG 276

**Transfer Credit:** CSU

### ACTG 278 VITA SUPERVISORY

Students return a third year to serve in the Volunteer Income Tax Assistance (VITA) program and prepare income tax returns for qualifying individuals at no cost. These returning students will have the opportunity to gain additional practical experience from preparing complex tax returns, as well as learning to operate a VITA center effectively. These volunteers will receive 8 hours of review and update in income tax law and use of tax preparation software, as well as classroom training on quality review for Federal and California individual income tax returns. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 8-9 Lecture; 24-27 Lab; 16-18 Homework

**Prerequisites:** ACTG 276

**Transfer Credit:** CSU

## Adapted Physical Education

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### ADAP 100 ADAPTED AQUATICS

Offered primarily for students with physical limitations. Students practice techniques to increase range of motion, and strengthen weakened extremities through water-oriented exercises and swim instruction. May be repeated for competence and continued evaluation of improvement. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Recent physical examination and disability verification form.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### ADAP 110 ADAPTED GENERAL CONDITIONING

Offered primarily for students with physical limitations. Prescription and implementation of adapted stretching, strengthening, and aerobic exercises. May be repeated for competency and continued evaluation of improvement. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### ADAP 140 ADAPTED WEIGHT TRAINING

Designed primarily for students with disabilities. Instruction includes various weight lifting techniques and exercises to enhance the student's physical well being. An individualized exercise program includes: circuit weight training, whole body movement lifts, set training, single muscle isolation and stabilization lifts, and stretching techniques. May be repeated for competency and continued evaluation of improvement. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### ADAP 155 ADAPTED BACK CARE

Students will participate in a flexibility and core strength training program. These exercises will help build musculature and correct posture, which are important in maintaining back health. May be repeated for competency and continued evaluation of improvement. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2)

## Administration of Justice

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### ADMJ 100 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM

This course examines the evolution of the principles and approaches used by the justice system and the changing forces which have shaped them. Students are introduced to the origins and development of criminal

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law, legal processes, and sentencing and incarceration policies. Discussion points will include components and characteristics of the criminal justice system, theoretical explanations of crime, responses to and measurement of crime, and current challenges to the system. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or 105

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** AJ 110

### ADMJ 102 PRINCIPLES AND PROCEDURES OF THE CRIMINAL JUSTICE SYSTEM

This course examines due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents. Discussion points will examine the components of the criminal justice system and their roles and responsibilities. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105

**Transfer Credit:** CSU, UC

**C-ID:** AJ 200

### ADMJ 104 CONCEPTS OF CRIMINAL LAW

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105

**Transfer Credit:** CSU, UC

**C-ID:** AJ 120

### ADMJ 106 LEGAL ASPECTS OF EVIDENCE

This course examines evidence and legal rules governing its admission or exclusion in the criminal process. Discussion points will include the origin, development, philosophy

and constitutional basis of evidence, as well as the considerations affecting arrest, search and seizure. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105

**Transfer Credit:** CSU

**C-ID:** AJ 124

### ADMJ 108 COMMUNITY RELATIONS AND THE JUSTICE SYSTEM

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict. Discussion points will include the challenges and prospects of administering justice within a diverse multicultural population, crime prevention, restorative justice, conflict resolution and ethics. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105

**Transfer Credit:** CSU, UC

**C-ID:** AJ 160

### ADMJ 120 CRIMINAL INVESTIGATION

This course addresses the techniques, procedures and ethical issues in the investigation of crime. Discussion points include organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105

**Transfer Credit:** CSU

**C-ID:** AJ 140

### ADMJ 125 JUVENILE PROCEDURES

This course examines the origin, development and organization of the Juvenile Justice system as it evolved in the United States Justice System. Discussion points include theories on Juvenile Law, courts and processes,

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and the constitutional protections extended to juveniles administered in the United States Justice System. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105

**Transfer Credit:** CSU, UC

**C-ID:** AJ 220

### ADMJ 185 INTRODUCTION TO FORENSIC SCIENCE

This course provides an introduction to the role of forensics in criminal investigations. Discussion points include the methods utilized in the forensic analysis of scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** Completion of or concurrent enrollment in ADMJ 100 and eligibility for ENGL 100 or 105 and eligibility for MATH 110 or MATH 111/112

**Transfer Credit:** CSU

**C-ID:** AJ 150

### ADMJ 771 PC832 ARREST AND CONTROL TRAINING

Arrest, search and seizure; theory and practical application of related laws. Students must meet performance objectives upon completion of course. Course is certified by Commission on Peace Officer Standards and Training (P.O.S.T.) as required under Penal Code 832.6 (a) (1). P.O.S.T. requires strict attendance to mandated training hours. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Admission to ADMJ 771

### ADMJ 775 PC 832 FIREARMS TRAINING

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5

**Hours/semester:** Lecture; 24-27 Lab

**Prerequisites:** Completion of application with all required documents.

### ADMJ 780 REGULAR BASIC COURSE MODULE III

First level of training in the Regular Basic Course - Modular Format as prescribed by the California Commission on Peace Officer Standards and Training (POST). Includes PC832 certification. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 7

**Hours/semester:** 80-90 Lecture; 96-108 Lab; 160-180 Homework

**Prerequisites:** Department of Justice fingerprint clearance; Physical Clearance and Limitation Report; Valid California Driver License; and Admission into ADMJ 780.

### ADMJ 781 REGULAR BASIC COURSE MODULE II

Second level of training in the Regular Basic Course - Modular Format as prescribed by the California Commission on Peace Officer Standards and Training (POST). *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 9.5

**Hours/semester:** 128-144 Lecture; 72-81 Lab; 256-288 Homework

**Prerequisites:** ADMJ 780 with a minimum grade of P, or the equivalent training from a POST-certified presenter within the preceding 12 months; Department of Justice fingerprint clearance; Physical Clearance and Limitation Report; Valid California Driver License; and Admission into ADMJ 781.

## Administration of Justice – Public Safety Training

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

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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 V requirements.

For more information about the courses available, including requirements and schedules, please visit the [South Bay website](#) or call (408) 229-4299.

### AJPS 107 BASIC POLICE ACADEMY

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the statutory basic training requirements for California Peace Officers. The course follows the instructional framework, minimum hour and content requirements established by POST. The course meets requirements for employed peace officer students, however is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint clearance and medical clearance. This course requires significant time commitments and outside course work including uniform preparation, homework assignments and equipment maintenance. This course requires additional fees. *Letter Grade Only. Degree Credit.*

**Units:** 22

**Hours/semester:** 444-499.5 Lecture; 444-499.5 Lab; 888-999 Homework

**Prerequisites:** Completion of application with all required documents. Pass the POST Entry-Level Law Enforcement Test Battery (PELLETB); Pass a Physical Agility Test; Department of Justice fingerprint clearance; Physical Clearance and Limitation Report; and Valid California Driver License.

## Anthropology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### ANTH 110 CULTURAL ANTHROPOLOGY

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world

make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** ANTH 120

### ANTH 125 PHYSICAL ANTHROPOLOGY

Biological consideration of the origin, development, and potential survival of humans and other primates. Topics include concepts of evolution: natural selection and populations, patterns of inheritance, the fossil record, and behavioral adaptations. The course will examine how biological, physical, and cultural variations have allowed human populations to adapt to various physical environments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

**C-ID:** ANTH 110

### ANTH 127 PHYSICAL ANTHROPOLOGY LABORATORY

Laboratory designed to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course: the scientific method, biological variation and forces of evolution, genetics, human osteology and variation, comparative osteology and behavior of primates,

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](#).

If you have questions, see your counselor.



and fossil evidence for human evolution. Field trips may be offered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in ANTH 125

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**C-ID:** ANTH 115L

### ANTH 180 MAGIC, SCIENCE AND RELIGION

Cross-cultural study of religion, magic and science as psychological projections of societies and as cultural phenomena reflecting political and economic systems, subsistence strategies, and gender structure. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D), UC (IGETC Area 4)

### ANTH 350 INTRODUCTION TO ARCHAEOLOGY AND WORLD PREHISTORY

Basic methods and theoretical approaches used to reconstruct the past and developments in human history and prehistory; human origins, peopling of the globe, origins of agriculture, classical and historical archaeology, ancient civilizations, maritime archaeology, ethics and legal concerns regarding cultural heritage, conservation and preservation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** ANTH 150

## Aquatics

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.

### AQUA 109.1 WATER POLO I

A course designed to cover the many facets of the sport of water polo at the beginning level. Skills such as passing, receiving, shooting, dribbling and picking up the ball in water will be emphasized. The rules of the game and strategies are taught for a thorough understanding of team play. Conditioning drills will supplement fundamental skill development. Students must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 109.2 WATER POLO II

A course designed to cover the many facets of the sport of Water Polo at the intermediate level. Skills such as passing, receiving, shooting, dribbling and picking up the ball in water will be emphasized. The rules of the game and strategies are taught for a more thorough understanding of team play. Conditioning drills will supplement skill development. Level II will focus more on team strategy. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 109.3 WATER POLO III

A course designed to cover the many facets of the sport of Water Polo at the advanced level. Individual skills such as passing, shooting, dribbling, and picking up the ball in water will be reviewed. Advanced offensive and defensive water polo strategies will be emphasized. Advanced levels of conditioning will supplement team play. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 109.4 WATER POLO IV

A course designed to cover the many facets of the sport of Water Polo at the expert level. Individual skills such as



passing, shooting, dribbling, and picking up the ball in water will be reviewed. Advanced offensive and defensive water polo strategies will be emphasized. Advanced levels of conditioning will supplement team play. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 127.1 SWIM STROKE DEVELOPMENT I

A beginning level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 127.2 SWIM STROKE DEVELOPMENT II

An intermediate level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 127.3 SWIM STROKE DEVELOPMENT III

An advanced level course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 127.4 SWIM STROKE DEVELOPMENT IV

An expert level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 133.1 INDIVIDUAL SWIM CONDITIONING I

This beginning level swim course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 133.2 INDIVIDUAL SWIM CONDITIONING II

This intermediate level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

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If you have questions, see your counselor.



**AQUA 133.3 INDIVIDUAL SWIM CONDITIONING III**

This advanced level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 133.4 INDIVIDUAL SWIM CONDITIONING IV**

This expert level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 135.1 AQUA EXERCISE I**

A beginning level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 135.2 AQUA EXERCISE II**

An intermediate level cardiovascular and resistance training class conducted in a low-impact aquatic environment.

Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 135.3 AQUA EXERCISE III**

An advanced level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**AQUA 135.4 AQUA EXERCISE IV**

An expert level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**Architecture**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**ARCH 100 SURVEY OF MODERN ARCHITECTURE**

Basic values and concepts in contemporary architecture as a synthesis of art and science. A study of the significant design work, principles, and visions of influential architects, planners, and designers from the end of the 19th century into the 21st century. Explores the critical relationships between architecture and environmental design and human experience, societal needs, building technique and

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community. Slides, films, lecture and individual research.  
*Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### **ARCH 120 ARCHITECTURE + DESIGN DRAWING I: DRAWING AND VISUAL THINKING**

This course presents the basic techniques of hand drawing as an essential method and skill of design exploration, visual thinking, and design communication. Studio work involves observation and freehand drawing of objects, architecture and environmental settings exploring techniques of line, tone, and their combination using soft pencil, conte/charcoal and pen/ink. Topics include proportion, visual composition, principles of observed perspective, and orthographic drawing conventions such as plan, section and elevation, and Paraline drawing. Introduction to digital media to create 3-D model. Graphic supplies will be required. (Fall only) *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Transfer Credit:** CSU, UC

### **ARCH 140 ARCHITECTURE + DESIGN DRAWING II: DESIGN COMMUNICATION**

Basic techniques used in the graphic communication of architects and environmental designers. Develops the student's ability to visualize and graphically express forms and spaces in two and three dimensions. Use of orthographic, paraline, and perspective drawing in both black/white and color media. Introduction of digital media to create 3-D model. Use of essential principles of pictorial space, methods of delineation, and mixed media techniques. Graphic supplies required. (Spring only) *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** ARCH 120

**Transfer Credit:** CSU, UC

### **ARCH 146 INTRODUCTION TO ADVANCED 3D DIGITAL MODELING**

This course provides the beginning architecture student with an elementary exposure to the use of advanced digital

3D modeling software currently being widely utilized by architecture & design students at the university level. At the present time this software is "Rhino 3D". This skill is necessary and critical in order to further our students' effectiveness and facility with the process of designing, thus increasing their transfer success. Students will use a free downloadable student version of the software to complete homework assignments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** ARCH 120

**Transfer Credit:** CSU

### **ARCH 210 DESIGN I: INTRODUCTION TO ARCHITECTURE, ENVIRONMENTAL DESIGN, AND THE DESIGN PROCESS**

An introduction to architectural and environmental design with emphasis on critical two and three dimensional thinking utilizing visual, graphic, written, and three-dimensional analysis. Explores principles and relationships of form and space with people and place, scale, proportion, order, contrast, balance, and unity. Design exercises allow students to explore and manipulate ordering elements in architecture, essential principles of architectonic form including order, shelter, enclosure, light, texture, place, solids/voids, hierarchy and circulation/movement. The relationship and value of the design process and design decisions on human existence is interwoven through the semester's work. Includes introduction of exemplar buildings and environments including significant movements and theories in design and architecture history as well as indigenous cultures. Studio design exercises provide an introductory exposure to the means of design communication and craft, including verbal, written, hand graphic and three-dimensional object model building skills. Graphic supplies required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** Completion of or concurrent enrollment in ARCH 120

**Transfer Credit:** CSU, UC

### **ARCH 220 DESIGN II: ARCHITECTURE DESIGN, FORM AND THE BUILT ENVIRONMENT**

Continuation of the architectural design studio methodology introduced in Arch 210. Introduction to the tactile, experiential, and ordering elements of architectural and environmental form as physical responses to specific

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needs and constraints. Design opportunities, lectures, and discussion include the presentation, development, and analysis of elemental architectural solutions and topics. Introduction of fundamental principles and opportunities in the design of elementary three dimensional architectural solutions and the making of buildings in response to specific program needs within defined constraints. Design exercises explore the development of building forms, circulation/movement, experiential quality of space, site analysis and the materiality of building solutions within the context of the problem solving process. Graphic processes and visual analysis combined with model building and freehand drawings and digital media are used for a more critical approach to problem solution and developed graphic expression. Design process issues, setting design goals and objectives and the creation of spatial settings for human use are critically investigated. Graphic supplies will be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ARCH 210 and completion of or concurrent enrollment in ARCH 140

**Transfer Credit:** CSU, UC

### **ARCH 225 MAKING ARCHITECTURE: BUILDING METHODS, MATERIALS & DESIGN BUILD 1**

Introduction to the terminology, principles, and materials of construction and building components within the context of the design & build process in architecture. Emphasis on the origin, history, nature and application of both traditional and emergent materials and processes in building construction. Includes discussion of sustainable materials and methods in construction and fundamental principles of stability and form in buildings. Term project is a student team or individual design-build project. Additional supplies and fees may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ARCH 120, Completion of or concurrent enrollment in ARCH 140 and ARCH 210.

**Transfer Credit:** CSU

### **ARCH 666 INTRODUCTION TO ARCHITECTURE**

An overview of professional opportunities and requirements in architecture and environmental design including licensure and education. Discussion of the

process of design, the role of the architect, professional opportunities in architecture, and opportunities in related fields. Exploration of educational paths in architecture and environmental design including transfer programs and requirements. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (Fall only) *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

## **Art**

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)**

Ancient, Classical, Early Christian and Medieval art and architecture. A survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture. Chronologically introducing the great works of the periods, it explores the connection between them and the societies, values and ideals that stimulated their creation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ARTH 110

### **ART 102 ART OF RENAISSANCE AND BAROQUE (C. 1300-1700)**

Survey of artistic expression during the Proto-Renaissance, Renaissance, High Renaissance, and Baroque periods (c. 1300-1700). Emphasizes the development of painting and sculpture and their relationship to their cultural and historical context. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

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**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ART 102+ART 103 = C-ID ARTH 120

### **ART 103 ART OF EUROPE AND AMERICA: NEOCLASSICAL (C. 1750-PRESENT)**

Survey of European and American artistic expression from the Neoclassical to the present (c. 1750 - present.) Emphasizes the development of modern painting and sculpture as a reaction against earlier traditions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ART 102+ART 103 = C-ID ARTH 120

### **ART 104 MODERN ART**

This course provides an overview of art and architecture from the Western modern period of the 19th and 20th centuries. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ENGL 838 or ENGL 848

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### **ART 105 ART OF ASIA AND THE NEAR EAST**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### **ART 124 OLD MASTERS' AESTHETICS AND TECHNIQUES**

This class is a combination of art history and studio art designed to introduce the aesthetics, materials and techniques of the Renaissance and Baroque periods. Students will create the dominant painting technique of each period, including fresco, egg tempera and traditional oils. Previous studio art experience is not needed. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### **ART 200 PORTFOLIO PREPARATION**

This course is designed for students with experience in studio art, digital media, architecture or other fields requiring a portfolio for transfer, internships, jobs and exhibitions. Students learn to develop a cohesive body of work, prepare the work for presentation, and identify appropriate venues for submission. Students initiate, develop, and complete individual projects culminating in a digital and hard copy portfolio as well web presence. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E2c, E5d

**Transfer Credit:** CSU

### **ART 203 PLEIN AIR PAINTING**

Students will learn the art of plein air by painting landscapes at various outdoor locations as well as attending lectures, demos and working on projects in the studio. All painting mediums are welcome. Students are responsible for their own transportation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

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**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### ART 204 DRAWING I

(formerly ART 201) The use of drawing as a means of increasing visual awareness through the exploration of the creative process: observation, discovery, examination, interpretation and response. Introduction to the principles and practices of drawing, employing a wide range of subject matter and drawing media. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 110

### ART 205 DRAWING II

(formerly ART 202) An intermediate level drawing course in which students build on skills and knowledge learned in Drawing I. Emphasis is on drawing as a means of visual awareness and communication. Media include graphite, charcoal, conté crayon, pen & ink and chalk pastels. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 204

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 205

### ART 206 EXPRESSIVE FIGURE DRAWING AND PORTRAITURE

Students explore contemporary artistic approaches to working with the human figure by drawing the human figure expressively from live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. ART 204

**Transfer Credit:** CSU, UC

### ART 207 LIFE DRAWING

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 204

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC

**C-ID:** ARTS 200

### ART 208 PORTRAIT DRAWING I

Portrait characterizations using the techniques and materials of drawing in several media. Application of fundamental studies of the anatomy of the head and faces in the pursuits of expressive representations of people. Individualized instruction is emphasized. Studio practice drawing from live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### ART 209 PORTRAIT DRAWING II

Advanced portrait characterizations, expanding upon the drawing techniques of Portrait Drawing I. Further enhancements of drawings based upon astute studies of the anatomy of the head and faces. Individualized instruction is emphasized. Studio drawing sessions of male and female live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 208

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

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If you have questions, see your counselor.





**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

### ART 213 LIFE DRAWING II

Continued study of the human form as art using the techniques and materials of drawing in graphite, charcoal, pastel, ink, and mixed media. Application of more advanced studies of anatomy and expressive representations of the human figure in different environments. Studio practice drawing from live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 207

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### ART 214 COLOR

A study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 270

### ART 215 PORTRAITURE III

Continued study of the human portrait, expanding upon techniques learned in Portraiture II and focusing on the development of individual style. Students will have the choice of various media, including paint, drawing, and pastels. Studio sessions will include live male and female models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 209

**Transfer Credit:** CSU, UC

### ART 216 PORTRAITURE IV

Advanced study of the human portrait, expanding upon the techniques of Portraiture III and focusing on the development of individual style. Students will have the choice of various media, including drawing, pastels and paint. Studio drawing/painting sessions will feature live male and female models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 215

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### ART 223 OIL PAINTING I

Introduction to principles, elements, and practices of oil painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. ART 204

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 210

### ART 224 OIL PAINTING II

A continuation of Oil Painting I with increased emphasis on a variety of painting techniques and development of personal style. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 223

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### ART 225 ACRYLIC PAINTING I

Introduction to principles, elements, and practices of acrylic painting. Focus on exploration of painting materials,

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If you have questions, see your counselor.



perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. ART 204

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 210

### ART 226 ACRYLIC PAINTING II

Continuation of Art 225 with emphasis on a variety of acrylic painting techniques, and development of a personal aesthetic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 225

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### ART 230 EXPRESSIVE FIGURE DRAWING AND PORTRAITURE II

Continued study of contemporary artistic approaches to working with the human figure. Students explore the expressive content of the figure and portrait by drawing from live models. Highly recommended for students studying animation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 206

**Recommended:** ART 204

**Transfer Credit:** CSU, UC

### ART 231 WATERCOLOR I

Introduction to principles, elements, and practices of watercolor painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. ART 204 and ART 214

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 210

### ART 232 WATERCOLOR II

Continuation of Art 231, with emphasis on more painting experience in various styles and techniques in watercolor, such as an addition of opaque paints and the use of collage to extend the painting experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 231

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### ART 233 WATERCOLOR III

Continuation of Watercolor II, with emphasis on the development of personal style and a comprehensive portfolio for transfer or exhibitions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 232

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### ART 243 WATERCOLOR IV

Continuation of Watercolor III, with emphasis on advanced painting techniques, the development of personal style and a comprehensive portfolio for transfer and/or exhibitions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 233

**Transfer Credit:** CSU, UC

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**ART 244 OIL PAINTING III**

The third semester of oil painting introduces students to advanced painting techniques and artistic context, with an increasing emphasis on personal style and meaning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 224

**Transfer Credit:** CSU, UC

**ART 247 OIL PAINTING IV**

The fourth semester of oil painting builds and expands upon the advanced painting techniques introduced in Oil Painting III, with further exploration of personal style, meaning and artistic context. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 244

**Transfer Credit:** CSU, UC

**ART 251 ACRYLIC PAINTING III**

The third semester of acrylic painting introduces students to advanced painting techniques and artistic context, with an increasing emphasis on personal style and meaning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 226

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**Transfer Credit:** CSU, UC

**ART 252 ACRYLIC PAINTING IV**

The fourth semester of Acrylic Painting builds and expands upon the intermediate advanced painting techniques introduced in Acrylic Painting III, with further exploration of personal style, meaning and artistic context. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 251

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**Transfer Credit:** CSU, UC

**ART 253 PLEIN AIR PAINTING II**

A continuation of Plein Air Painting I with increased emphasis on a variety of painting techniques and development of personal style. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 203

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

**ART 254 PLEIN AIR PAINTING III**

The third semester of Plein Air Painting introduces students to advanced landscape painting techniques, with an increasing emphasis on personal style and meaning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 253

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

**ART 255 PLEIN AIR PAINTING IV**

The fourth semester of Plein Air Painting introduces students to expert landscape painting techniques, with an increasing emphasis on personal style and context. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 254

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

**ART 301 TWO-DIMENSIONAL DESIGN**

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition,

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If you have questions, see your counselor.



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. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 100

### ART 348 PHOTOGRAPHIC COMPOSITION USING HANDHELD DEVICES

Teaches students to improve their photographs and covers the principles of visual awareness, composition and editing using phone and tablets. Encourages students to transmit their thoughts and feelings through the photographic medium. Students learn to compose, edit and display photographs that are projected and critiqued in class. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**Transfer Credit:** CSU, UC

### ART 350 VISUAL PERCEPTION

Visual exploration into natural forms and man-made objects as an expression of art using photography as the medium. Covers basic principles of perception, light and color, composition and visual awareness. Encourages students to transmit their aesthetic, intellectual and emotional concerns through the photographic medium. Instruction in the basic use of digital cameras, lenses and creative controls in photography including critiques. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ART 204

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU, UC

### ART 351 BEGINNING BLACK AND WHITE PHOTOGRAPHY

The use of black and white photography as a means of increasing visual awareness. Introduction to basic black & white photographic skills and equipment including film processing, printing, print finishing. Exploration of the creative process: observation, discovery, examination, interpretation and response. Extensive darkroom work and a professional portfolio produced. Camera not required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** ART 204 or ART 350

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC

### ART 352 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY

Designed for students who have basic black and white camera and darkroom skills. Refinement of visual and technical skills. Covers intermediate exposure and development techniques applied to fine printmaking, filters, and medium format cameras. Portfolio is produced. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 351

**Transfer Credit:** CSU, UC

### ART 353 ADVANCED BLACK AND WHITE PHOTOGRAPHY

Designed for students who have intermediate camera and black-and-white darkroom skills. Further refinement of visual and technical skills. Covers studio lighting, advanced exposure and development techniques applied to fine printmaking, archival processing, portfolio presentation and large format cameras. Portfolio produced. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 352

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
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**Transfer Credit:** CSU, UC

### ART 381 BEGINNING DIGITAL PHOTOGRAPHY

Teaches photography using a digital camera and computer. Computer proficiency is required. Covers the principles of composition, use of natural light and visual awareness. Students use Adobe Lightroom to organize, edit and display photographs. Proficiency using a digital camera is developed. Students create photographs that are projected and critiqued in class. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ART 351

**Transfer Credit:** CSU, UC

### ART 383 INTERMEDIATE DIGITAL PHOTOGRAPHY

Introduction to digital editing and printing using current tools and software through the development of a portfolio. Students to provide photographic materials in the form of images from digital cameras. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 381

**Recommended:** ART 351

**Transfer Credit:** CSU, UC

### ART 384 ADVANCED DIGITAL PHOTOGRAPHY

Designed for advanced students to refine and develop their digital editing and printing using current tools and software through the development of a portfolio. Includes exploration of digital papers and inks. Students to provide photographic materials in the form of images from digital cameras. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 383

**Recommended:** ART 351

**Transfer Credit:** CSU, UC

### ART 385 MASTER PORTFOLIO - DIGITAL PHOTOGRAPHY

Designed for students who have completed the Digital Photography Program and wish to enroll in a course that allows them to produce a professional quality photographic portfolio on a topic of their choice. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 24-27 Lecture; 96-108 Lab; 48-54 Homework

**Prerequisites:** ART 384

**Transfer Credit:** CSU, UC

### ART 388 MASTER PHOTOGRAPHY PORTFOLIO

Designed for students who have completed the Photography Program and wish to enroll in a course that allows them to produce a professional quality photographic portfolio on a topic of their choice. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 24-27 Lecture; 96-108 Lab; 48-54 Homework

**Prerequisites:** ART 353 and ART 391

**Transfer Credit:** CSU, UC

### ART 391 EXPERIMENTAL PHOTOGRAPHY 1

Designed for students who have basic camera and black-and-white darkroom skills. Refinement of visual and technical skills with an introduction to experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 351

**Transfer Credit:** CSU, UC

### ART 392 EXPERIMENTAL PHOTOGRAPHY 2

Designed for students who have basic experimental photography skills. Intermediate level work with experimental techniques, such as infra-red, negative image,

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multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 391

**Transfer Credit:** CSU, UC

### ART 393 EXPERIMENTAL PHOTOGRAPHY 3

Designed for students who have intermediate experimental photography skills. Intermediate level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 392

**Transfer Credit:** CSU, UC

### ART 394 EXPERIMENTAL PHOTOGRAPHY 4

Designed for students who have advanced experimental photography skills. Advanced level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 393

**Transfer Credit:** CSU, UC

### ART 396 DOCUMENTARY PHOTOGRAPHY 1

Designed for students with digital photography skills. Students create two portfolios of documentary photographs. Lectures address the history of documentary photography, social impact and how to convey information with clarity and honesty. A major emphasis is choosing a project and developing a point of view. Class critiques guide each project. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 381

**Transfer Credit:** CSU, UC

### ART 397 DOCUMENTARY PHOTOGRAPHY 2

Designed for students with basic documentary skills. Students create a single portfolio of documentary photographs. Lectures address the information gathering process, planning and conveyance of information. A major emphasis is choosing a single project and developing a rapport with the subject. Class critiques guide each project. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 396

**Transfer Credit:** CSU, UC

### ART 398 DOCUMENTARY PHOTOGRAPHY 3

Designed for students with digital photography skills. Students create a single portfolio of documentary photographs. Lectures address the history of documentary photography, social impact and how to convey information with clarity and honesty. A major emphasis is choosing a project and developing a point of view. Class critiques guide each project. A materials fee as shown in the schedule of classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 397

**Transfer Credit:** CSU, UC

### ART 399 DOCUMENTARY PHOTOGRAPHY 4

Designed for students with advanced documentary skills. Lectures address group collaboration, planning and conveyance of information. A major emphasis is developing a rapport with the subject. A materials fee as shown in the schedule of classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 398

**Transfer Credit:** CSU, UC

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**ART 400.1 LOW FIRE CERAMICS I**

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. A materials fee as shown in the Schedule of Classes is payable upon registration. Extra supplies may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Transfer Credit:** CSU, UC

**ART 400.2 LOW FIRE CERAMICS II**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** ART 400.1

**Transfer Credit:** CSU, UC

**ART 400.3 LOW FIRE CERAMICS III**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** ART 400.2

**Transfer Credit:** CSU, UC

**ART 400.4 LOW FIRE CERAMICS IV**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** ART 400.3

**Transfer Credit:** CSU, UC

**ART 401 THREE-DIMENSIONAL DESIGN**

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 101

**ART 405 SCULPTURE I**

Sculpture I is an introduction to sculpture. In the class students learn to create a human figure from clay. A second work involves media such as stone, bronze, metal, or glass. The third work will be conceptual in nature. This is an introductory course; no previous experience is needed. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Transfer Credit:** CSU, UC

**ART 406 SCULPTURE II**

Sculpture II continues and refines the themes and techniques that were introduced in Sculpture I. The media is open and may include glass, stone, metal, wood, bronze

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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 as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 405

**Transfer Credit:** CSU, UC

### ART 409 SCULPTURE III EXTENDED EXPERTISE

The third in the sculpture sequence. Students develop advanced skills in the technique and material selected in Art 406 and also work with additional techniques and materials introduced in Art 405. Students complete advanced projects using multiple media. Extra supplies may be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 406

**Transfer Credit:** CSU, UC

### ART 410 SCULPTURE IV ADVANCED EXPRESSION

Class will focus on creation of a final project or a portfolio of work. Topics such as documentation and display of work will be addressed. Materials can include metal, stone, glass. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 409

**Transfer Credit:** CSU, UC

### ART 411 CERAMICS I

Introduction to the art and crafts of ceramics. During this course the student will learn elementary hand-building clay construction. They will be introduced to throwing on the potter's wheel. Methods of ornamentation, glazing, firing will be demonstrated and utilized. A number of different firing techniques may be used, including low fire,

stoneware, high fire, salt, and raku. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Transfer Credit:** CSU, UC

### ART 412 CERAMICS II

Continuation of Ceramics I and an introduction to the chemistry of glazing and the firing process of ceramics. During this course the student will learn the techniques of loading and unloading kilns and glaze making. Students will have the opportunity to construct a large number of projects of their own choosing. We have many different firings to experiment with, including low fire, stoneware, salt and Raku. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 411

**Transfer Credit:** CSU, UC

### ART 417 CERAMICS GLAZE

Advanced glazing techniques with emphasis on glaze application and formulation. Various techniques such as sgraffito mishima and airbrushing will be explored. Glazes will be formulated and tested. Students will need to create clay works. These works will be used as objects to be glazed. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 412

**Transfer Credit:** CSU, UC

### ART 418 CERAMICS III

Advanced study of ceramics with a focus on either sculptural or functional artworks in clay. Advanced and specialized techniques in clay will be explored. Students will create work for a portfolio. A materials fee in the amount shown in the Schedule of Classes is payable upon

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registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Prerequisites:** ART 412

**Transfer Credit:** CSU, UC

### ART 420 ART INTERNSHIP

Supervised practicum/internship for students interested in gaining professional experience in art management or educational careers. Students will volunteer forty-eight hours per semester for one unit of credit at a local school, art museum, gallery or non-profit organization. Two more Independent Study units may be earned if more hours are required to complete the internship. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### ART 806 DIGITAL WORKSHOP

Designed for students currently enrolled in a Digital Photography course offering supervised lab time to build computer skills and provide additional lab time to work on assignments. Extra supplies may be required. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Corequisites:** ART 381 or ART 383 or ART 384 or ART 385 or ART 396 or ART 397 or ART 398 or ART 399

### ART 807 EXTENDED FINE ARTS STUDIO WORKSHOP

Designed for current fine art students at all levels who need extra time and guidance from an instructor and the use of the 2D arts studio in order to build a body of artwork for successful transfer and/or career opportunities. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Corequisites:** ART 124 or ART 200 or ART 203 or ART 204 or ART 205 or ART 206 or ART 207 or ART 208 or ART 209 or ART 213 or ART 214 or ART 215 or ART 216 or ART 223 or ART 224 or ART 225 or ART 226 or ART 230 or ART 231

or ART 232 or ART 233 or ART 243 or ART 244 or ART 247 or ART 251 or ART 252 or ART 253 or ART 254 or ART 255 or ART 301

## American Sign Language

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### ASL 100 AMERICAN SIGN LANGUAGE I

A beginning course designed to introduce students to the visual-gestural richness of American Sign Language as it is used within the Deaf culture. Introduces students to ASL's basic structure and vocabulary while developing students' expressive skills and understanding of fingerspelling and basic conversational strategies. Provides an introduction to the Deaf community and culture. Equivalent to two years of high school ASL. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 6A)

### ASL 110 AMERICAN SIGN LANGUAGE II

A continuation of ASL 100, designed to enhance proficiency in ASL usage. The course further develops conversational skills with an increased emphasis on visual receptive and expressive skills required for learning advanced vocabulary, grammar, non-manual behaviors, and fingerspelling. Creates awareness of Deaf culture through the study of the history of ASL, the cultural dynamics of the Deaf community, and the cultural customs of communication. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** ASL 100

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A)

## Astronomy

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

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If you have questions, see your counselor.



**ASTR 100 INTRODUCTION TO ASTRONOMY**

General survey course in astronomy, in which students will study the sun, planets, their moons, and other minor bodies of the solar system. Students will also study extrasolar planets, stars, black holes, dark matter/dark energy and cosmology. Emphasis is on conceptual understanding of the universe. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. MATH 110

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

**ASTR 101 ASTRONOMY LABORATORY**

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. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MATH 110 and completion of or concurrent enrollment in, ASTR 100 or ASTR 115 or ASTR 125 .

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**ASTR 103 OBSERVATIONAL ASTRONOMY LAB**

Offered as an alternative to Astronomy 101. Students observe the moon, planets, and various star clusters, using CSM observatory 's telescopes. They will have the opportunity to image planets and observe stellar spectra, using the department's CCD cameras and Rainbow Optics eyepiece spectroscope. Use of the department's planetarium projector assists students in becoming familiar with the sky. Focus is on observational techniques. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MATH 110 and completion of or concurrent enrollment in ASTR 100, ASTR 115 or ASTR 125

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**ASTR 115 THE SOLAR SYSTEM**

Study of the sun, planets, their moons, asteroids, and comets, as well as the age and formation of the solar system. Also covers the history of astronomy and the contributions of various cultures to astronomy. Emphasizes the connection between Newton's Laws and the conservation of energy to Kepler's laws of planetary motion. Discusses the results of interplanetary space probes and the discovery of extrasolar planets. Focuses on conceptual understanding of the solar system. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. MATH 110

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

**ASTR 125 STARS, GALAXIES, AND COSMOLOGY**

Study the sun, other stars, Milky Way galaxy, other galaxies and their evolution, black holes, quasars, dark matter, and the foundations of cosmology. Students will become familiar with the basic tenets of general relativity and its application to black holes. The concept regarding stars as the primary producers of energy in the universe as well as the chemicals necessary for life, is emphasized. Focus is on conceptual understanding of stars, galaxies, and the rudiments of cosmology. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

**ASTR 200 INTRODUCTION TO ASTROPHYSICS**

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Completion of or concurrent enrollment in PHYS 220 or PHYS 270. Completion of or concurrent enrollment in ASTR 125.

**AA/AS Degree Requirements:** Area E5a

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
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**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

### ASTR 203 ASTROIMAGING TECHNIQUES

Hands on learning of various imaging techniques including astrophotography of galaxies and nebulae, spectroscopy, and photometry. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 32-36 Lecture; 96-108 Lab; 64-72 Homework

**Prerequisites:** ASTR 103

**Transfer Credit:** CSU

### ASTR 204 APPLICATION OF ASTROIMAGING TECHNIQUES

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. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 32-36 Lecture; 96-108 Lab; 64-72 Homework

**Prerequisites:** ASTR 203

**Transfer Credit:** CSU

## Biology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### BIOL 100 INTRODUCTION TO THE LIFE SCIENCES

Fundamental principles of life. The awareness of plant and animal interrelations and interdependencies. Examines the human role in the world of living things in relation to contemporary problems. One or more field trips may be required. (Intended for non-science majors with no previous experience in the biological sciences.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. And any READ 400 level course.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

### BIOL 102 ENVIRONMENTAL SCIENCE AND CONSERVATION

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. And completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

### BIOL 110 GENERAL PRINCIPLES OF BIOLOGY

Study of the principles of the biological sciences, including methods of scientific inquiry and experimental design. Includes origin and evolution of life, cellular makeup of living things, cellular metabolism including photosynthesis and respiration, genetics, ecology, life cycles, and natural history. One or more field trips may be required. Extra supplies may be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

### BIOL 123 BIOTECHNOLOGY WORKSHOP: TECHNIQUES AND APPLICATIONS OF THE POLYMERASE CHAIN REACTION

Workshop in principles, applications, and hands-on techniques in PCR (polymerase chain reaction). A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Recommended:** BIOL 110

**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
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**BIOL 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of elementary school teaching careers and requirements for earning a California K-5 school teaching credential; study of California Department of Education standards in science for grades K-5; development and teaching class lessons in physical and life sciences. Same as Physics 126. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**BIOL 127 TEACHING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of middle school teaching careers and requirements for earning a California middle school teaching credential; study of California Department of Education standards in science for grades 6, 7, 8; development and teaching class lessons in physical and life sciences. Same as Physics 127. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** One college level course in Biology or Chemistry or Physics

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**BIOL 128 TEACHING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of high school teaching careers and requirements for earning a California high school teaching credential; study of California Department of Education standards in science for grades 9-12; development and teaching class lessons in physical and life sciences. Same as PHYS 128. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** BIOL 127 or PHYS 127

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**BIOL 130 HUMAN BIOLOGY**

Introductory study of human anatomy and physiology. Includes development, genetics, evolution and ecology.

Recommended especially for students interested in Allied Health Fields. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

**BIOL 132 HUMAN BIOLOGY LABORATORY**

Introductory laboratory exercises concerning human anatomy and physiology and utilizing the scientific method, analysis of data and drawing appropriate conclusions. This course is a supplement to BIOL 130, Human Biology. Recommended especially for students interested in the Allied Health Fields. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in BIOL 130.

**Recommended:** Any READ 400 level course.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**BIOL 145 PLANTS, PEOPLE, AND ENVIRONMENT**

Introduction to plants and their functions as they apply to people. 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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. And any READ 400 level course.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

**BIOL 184 WILDLIFE BIOLOGY**

Study of wildlife species of North America, with emphasis on common mammals of the Pacific states. Additional selected and appropriate vertebrate species: identification, characteristics, life histories, abundance, and distribution. Basic biological and ecological principles directly applicable to wildlife issues of species and habitat conservation. One

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or more field trips may be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2), UC (IGETC Area 5B)

### BIOL 195 BIOLOGY FIELD LABORATORY

Emphasis on field trips to selected sites with laboratory preparation. Covers a wide range of topics including animals, both domestic and wild; natural and human-made ecosystems; forests; habitat disruption; and museums and parks. Laboratory and field investigations conducted using the scientific method. Emphasizes critical thinking skills. Designed for non-science majors to fulfill laboratory science G.E. requirement. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in BIOL 100, BIOL 102, BIOL 145, BIOL 140 or BIOL 184.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

### BIOL 210 GENERAL ZOOLOGY

Introduction to principles of animal biology Includes molecular basis of life, structure, function and behavior as seen in invertebrates and vertebrates; ecology; zoogeography and animal evolution. One or more field trips may be required. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** MATH 120 or MATH 123

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Any READ 400 level course. Successful completion of a college biology course with lab and a college chemistry course with lab.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

**C-ID:** BIOL 210+220 = BIOL 130S

### BIOL 220 GENERAL BOTANY

Principles of biology as illustrated by plants with emphasis on structure, physiology, evolution, comparative diversity, and reproduction in plants, fungal, and protistan phyla. One or more field trips may be required. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** 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 lab and CHEM 192 or CHEM 210 or CHEM 410 or equivalent chemistry course with a lab.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

**C-ID:** BIOL 210+220 = BIOL 130S

### BIOL 230 INTRODUCTORY CELL BIOLOGY

Evaluation and analysis of the living cell and its components. Examines cell structures and metabolism as they relate to cell function and reproduction. (Recommended for all 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. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CHEM 210 and either, or BIOL 220 or BIOL 215 (Skyline) or BIOL 225 (Canada).

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

**C-ID:** BIOL 190

### BIOL 240 GENERAL MICROBIOLOGY

Minimum 48 lecture hours and 48 lab hours plus 16 hours by arrangement per term. Introduction to the morphology, physiology, and genetics of microorganisms, with emphasis on bacteria and viruses. Includes environmental, applied microbiology, and the role of bacteria and viruses in health and disease. Laboratory work consists of isolation,

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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. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 16-18 TBA; 80-90 Homework

**Prerequisites:** A college level biology course with a lab AND a college level chemistry course with a lab. This includes BIOL 110, BIOL 210, BIOL 220, BIOL 230, BIOL 250, BIOL 260, BIOL 130 with BIOL 132 (lab), BIOL 225 (Canada), OR BIOL 215 (Skyline), AND CHEM 192, CHEM 210, or CHEM 410.

**Recommended:** Eligibility for MATH 110 or MATH 111.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

### BIOL 250 HUMAN ANATOMY

Structural organization of the human body: Study of the gross and microscopic anatomy of the organ systems. Laboratory study using human cadaveric dissections. Extra supplies may be required. Requires TBA hours. Primarily intended for students of nursing, physiotherapy, physical education and related fields. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 16-18 TBA; 80-90 Homework

**Prerequisites:** BIOL 100 or BIOL 101 (offered at Skyline) or BIOL 110 or BIOL 130

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

**C-ID:** BIOL 110B

### BIOL 260 HUMAN PHYSIOLOGY

Functions of the organs and systems of the human body. (Intended for students of nursing, physiotherapy, physical education/kinesiology, psychology and related fields. Elective for pre-dental, pre-medical, and pre-veterinary students.) Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** BIOL 250 and CHEM 192, CHEM 210 or CHEM 410

**Recommended:** Completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B2 and B3), UC (IGETC Area 5B and 5C).

**C-ID:** BIOL 120B

### BIOL 310 NUTRITION

Comprehensive introduction to the scientific principles of nutrition and the interrelationships of metabolism. Examines nutrient functions, food sources, and functions in the body, as well as health consequences of nutrient excesses, deficiencies and diet related chronic conditions. Analysis of special nutritional requirements and needs during the life cycle. Evaluation of personal dietary habits using current dietary guidelines and nutritional assessment methods. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5a, E5d

**Transfer Credit:** CSU, UC

**C-ID:** NUTR 110

### 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

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

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**BLDG 710 ADVANCED BUILDING INSPECTION**

Study of the fire and life safety provisions of the International Building Code. This includes navigation of the code, building use and occupancy, building heights and area, types of construction and means of egress for commercial and multi-family residential construction. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4.5

**Hours/semester:** 72-81 Lecture; 144-162 Homework

**BLDG 720 ELECTRICAL INSPECTION I**

Overview of the National Electrical Code with an emphasis on residential installations. The course covers each aspect of residential wiring from the calculations required to size an electrical service to the installation of receptacle outlets and lighting. The course will highlight any changes that have occurred from the previous code cycles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**BLDG 725 ELECTRICAL INSPECTION II**

In-depth advanced study of the sections of the National Electrical Code dealing with calculations. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** BLDG 720

**BLDG 730 PLUMBING INSPECTION**

Plumbing Code regulations pertinent to all phases and types of construction. Course covers sewers, building drains, rainwater/stormwater drainage, venting, water distribution systems, natural gas systems, indirect waste systems, general regulations and administrative regulations as proffered by the most current version of the California Plumbing Code. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**BLDG 735 ADA BUILDING REQUIREMENTS**

The course will educate students about the history of the Disability Civil Movement and how that movement translated into the development of federal and state legislation regarding accessible design and construction in

the built environment. The course will cover the content and field application of current codes, standards and guidelines, including the ABA, ADA, FFHAA, Section 504 and the California Building Code. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**BLDG 740 MECHANICAL CODE**

Regulations and inspection methods governing mechanical construction, heating and cooling equipment, combustion air, floor furnaces, wall furnaces, unit heaters, venting, ducts, ventilation systems, and refrigeration systems and equipment. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**BLDG 750 STRUCTURAL PROVISIONS**

Study of structural design principles and proper inspection methods of concrete, masonry, steel, and wood construction. Effects of dynamic loading on structures from wind, seismic, hydrostatic, and other environmental forces are examined. The application and interpretation of structural codes, standards, and testing criteria used to assure quality construction are emphasized. Designed for students interested in inspecting, contracting, architecture, and engineering. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**BLDG 760 ENERGY REGULATIONS**

Methods of compliance with energy regulations applicable to dwellings, apartments, condominiums, and hotels. Includes heat transfer, insulation, weather stripping, climate control systems, water heating, mandatory requirements, computer compliance, point system, component packages, appliance regulations, and solar systems. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**BLDG 775 INTRODUCTION TO RESIDENTIAL DWELLING INSPECTION TECHNOLOGY**

Provides an overview of the building, mechanical, plumbing and electrical sections under the provisions of the International Residential Code and the California Residential Code. Suitable for jurisdictional, home

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inspectors, real estate professionals, facility managers, contractors, architects, engineers and those interested in exploring the inspection industry. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### **BLDG 790 BLUEPRINT READING FOR CONSTRUCTION**

Course provides an overview of the building, mechanical, plumbing and electrical systems as it relates to construction with an emphasis reading plans. Suitable for jurisdictional or home inspectors, facility managers, contractors, architects, engineers and those in related fields of the real estate profession. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

## **Business**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### **BUS. 100 INTRODUCTION TO BUSINESS**

Introduction to Business provides a broad overview of the structure and function of the modern American business organization, examining critical business topics including: current business trends, entrepreneurship and small businesses, competition in global markets, ethical behavior and social responsibility, financial markets, management of resources—both human and financial—, and world-class marketing. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU, UC

**C-ID:** BUS 110

### **BUS. 115 BUSINESS MATHEMATICS**

A study of mathematics as applied to business, with emphasis on word problems involving interest, discount, negotiable instruments, financial statements and ratios,

inventory pricing, depreciation, payroll, income tax, annuities, and amortization. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 811

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU

### **BUS. 125 INTERNATIONAL BUSINESS**

International Business introduces students to the integrated and interdependent global environment within which businesses operate. Using theoretical and practical perspectives, this course focuses on several aspects of the global marketplace: national differences; global trade and investment environment; global monetary systems; strategy and structure of international business; and international business operations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### **BUS. 136 BUSINESS FINANCE**

Financial Management examines capital markets and corporate finance. The course emphasizes financial aspects of managerial decisions, touches on all areas of finance, including the valuation of real and financial assets, risk management and financial derivatives, the trade-off between risk and expected return, and corporate financing and dividend policy. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** BUSW 415, BUS. 100

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. ACTG 121

**Transfer Credit:** CSU, UC

### **BUS. 150 ENTREPRENEURSHIP - SMALL BUSINESS MANAGEMENT**

Entrepreneurs and small business 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 challenges and

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opportunities of the small business environment, how to achieve optimum benefits from limited resources, and how to plan for growth and succession or exit from a small business. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 100

**Transfer Credit:** CSU

### **BUS. 171 THE ENTREPRENEURIAL MINDSET**

This course on the Entrepreneurial Mindset engages and inspires students with the determination and perseverance to succeed in business. The course encompasses success concepts in the context of entrepreneurship, and provides for experiential learning beyond the classroom, building relationships and networks that will contribute to opportunities and realization of business and personal goals. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**Transfer Credit:** CSU

### **BUS. 173 SOURCES OF FINANCING**

Sourcing capital is one of the greatest challenges faced by small or start-up enterprises. Unlocking the process of identifying these sources is key to the success of the enterprise. In this course, students learn about sources of small business financing, and how to effectively pitch a business idea to investors. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**Transfer Credit:** CSU

### **BUS. 174 THE BUSINESS PLAN**

A key component of a business' underlying success is the development of the business plan. This course builds on the short business plan created in BUS150, and provides students with tools needed to complete a comprehensive business plan. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Prerequisites:** BUS. 150

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**Transfer Credit:** CSU

### **BUS. 176 SELLING THE IDEA**

A key component of an enterprise's success is the clear communication of the idea to potential investors. This course builds on a business plan, and creates a 'pitch-deck'-- a brief presentation, often created using PowerPoint-- that provides a quick overview of the business plan for use during face-to-face or online meetings with potential investors, customers, partners, and co-founders, as well as the opportunity to practice their pitch's delivery, receive feedback, and refine it. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**Transfer Credit:** CSU

### **BUS. 177 MARKETING FOR ENTREPRENEURS**

An examination of marketing principles and methods as applicable to entrepreneurs and small businesses. Successful execution of an entrepreneurial idea requires a sound marketing plan. This course investigates how marketing tools enable entrepreneurs to realize the full potential of their ideas and examines marketing skills and tools required by start-ups, including guerilla and social media strategies. Furthermore, the course covers identification of market segments; product positioning; estimating product demand; setting prices; and, management of rapid growth. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**Transfer Credit:** CSU

### **BUS. 178 BUSINESS LAW FOR ENTREPRENEURS**

Business Law for Entrepreneurs introduces laws applicable to small businesses and their operations. Topics include: Sources of law; The legal system and its processes; Agencies for enforcement; Contracts; Crimes; Torts; Business types and their liabilities; employment law. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### **BUS. 179 HUMAN RESOURCES FOR ENTREPRENEURS**

Overview of the fundamentals of human resource management tailored to small businesses, including: Human resource strategy and planning; Recruiting; Training and development methods; Compensation and benefits; Human resource policies and practices; Government regulation; and, Employee and labor relations. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### **BUS. 180 MARKETING**

This course is designed to provide students with an understanding of the principles of marketing. The course introduces modern business marketing concepts and strategies and familiarizes students with standards, procedure and techniques used in marketing. Topics include marketing research, components of the marketing mix, consumer / business buying behavior, target marketing, green marketing, digital marketing/social networking, global marketing, branding, personal selling and social responsibility and ethics in marketing. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### **BUS. 201 BUSINESS LAW**

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

**C-ID:** BUS 125

### **BUS. 295 COMPUTER SYSTEMS IN BUSINESS**

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; how businesses use telecommunications, the Internet, Intranets, Extranets, electronic commerce and transaction processing systems, information and decision support systems, artificial intelligence, expert systems, virtual reality, and systems analysis; security, privacy, and ethical issues in information systems and the Internet. By presenting the details and the big picture, this course puts the management of information systems into an understandable context. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315 and BUSW 105

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU

**C-ID:** BUS 140

### **BUS. 315 KEYBOARDING I**

Beginning course for students to learn to input and process information using a computer keyboard . Includes learning alphabetic keyboard and numeric keypad by touch, improving speed and accuracy, learning basic word processing and printing. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUS. 316 KEYBOARDING II**

Advanced course to increase keyboarding speed and accuracy as well as improve word processing skills in formatting and producing letters, memos, reports and tabulated material. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUS. 317 KEYBOARDING SKILL BUILDING**

Course provides individualized instruction to increase keyboarding speed and accuracy with use of an interactive computer skill-building program. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** BUS. 315

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUS. 401 BUSINESS COMMUNICATIONS**

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUSW 105

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU

### **BUS. 672 COOPERATIVE EDUCATION: INTERNSHIP**

Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1 - 3

**Hours/semester:** 60-180 Work Experience

**Prerequisites:** A minimum of 12 completed units in the occupational discipline.

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

## **Business Microcomputer Applications - Windows Platform**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### **BUSW 105 INTRODUCTION TO MICROCOMPUTERS**

Introduction to Microcomputers. Covers equipment, operating systems and Windows software applications including word processing, spreadsheet and business presentations. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUSW 114 WINDOWS FUNDAMENTALS I**

Topics include hardware needs, relationship between versions of Windows, customizing Windows, networking capabilities, desktop concepts and organization, OLE, accessory applications, file search and management, updating, maintenance and security. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUSW 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUSW 115 WINDOWS FUNDAMENTALS II**

Covers review of basic Windows features. Also covers organizing files; personalizing your Windows environment;

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protecting your computer; maintaining hardware and software; improving computer's performance; connecting computers to the internet; exploring additional Windows tools. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** BUSW 114

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUSW 214 WORD PROCESSING I USING WORD FOR WINDOWS**

Introduction to WORD for Windows software. Topics include overview of document formats; preparation (creating, formatting, editing, saving and printing) of both single and multi-page documents; outlines, tables of content, tables, multiple windows and file management. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUSW 215 WORD PROCESSING II USING WORD FOR WINDOWS**

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 as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315 and BUSW 214

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUSW 383 BUSINESS PRESENTATIONS I USING POWERPOINT FOR WINDOWS**

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 as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** BUSW 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUSW 384 BUSINESS PRESENTATIONS II USING POWER POINT FOR WINDOWS**

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 as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** BUSW 383

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **BUSW 415 SPREADSHEET I USING EXCEL FOR WINDOWS**

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 as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUSW 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

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**BUSW 416 SPREADSHEET II USING EXCEL FOR WINDOWS**

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 as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315, BUSW 415

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**BUSW 450 MICROSOFT PROJECT FUNDAMENTALS I**

Introduction to project management software for tracking tasks, costs and resources. Covers creating and analyzing projects plans, schedules, and reports. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315, BUSW 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**BUSW 451 MICROSOFT PROJECT FUNDAMENTALS II**

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 as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315, BUSW 105, BUSW 450

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**BUSW 464 DATABASE MANAGEMENT FUNDAMENTALS USING ACCESS FOR WINDOWS**

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 as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315, BUSW 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**BUSW 530 INTRODUCTION TO INTERNET COMPETENCY**

Exploration of the Internet history; structure; features (E-mail programs and services) and future. Utilization of tools (web browser interfaces, search engines, security extensions) to competently navigate the Internet for educational or business research. Determination of the extent of information needed and the proper ways to qualify, phrase and refine questions. Critical evaluation of research sources. Examination of issues involved in doing business on the Internet. Identification of economic, societal, ethical and legal issues of accessing and using material from the Internet. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 315, BUSW 105

**AA/AS Degree Requirements:** Area C3; Area E5d

**Transfer Credit:** CSU

**Chemistry**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**CHEM 192 ELEMENTARY CHEMISTRY**

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

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CHEM 210) Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 110 or one semester course of algebra

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU, UC\*

### CHEM 210 GENERAL CHEMISTRY I

This is the first semester of a two-semester sequence class in general chemistry intended for students pursuing physical sciences, biological sciences, engineering and pre-professional majors. Includes a detailed study of basic principles of atomic and molecular structure and bonding, chemical reactions and equations including stoichiometry and thermochemistry, solutions, gas laws and a brief introduction to organic chemistry with an emphasis on critical thinking and problem solving skills. This course also includes laboratory study of these concepts, experimental chemistry techniques and the analysis and interpretation of experimental findings. Extra supplies may be required. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** MATH 120 or MATH 123 or appropriate placement test score

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** CHEM 110

### CHEM 220 GENERAL CHEMISTRY II

This is the second semester of a two-semester sequence class in general chemistry intended for students pursuing physical sciences, biological sciences, engineering and pre-professional majors. It includes a study of chemical kinetics, chemical equilibria, acid-base chemistry, chemical thermodynamics, electrochemistry, coordination chemistry and nuclear chemistry with an emphasis on critical thinking and problem solving skills. This course also includes laboratory study of these concepts, experimental techniques and the analysis and interpretation of experimental findings. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** CHEM 210

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** CHEM 120S (CHEM 210 & CHEM 220)

### CHEM 231 ORGANIC CHEMISTRY I

Introduction to basic concepts of structure and reactivity of organic compounds; reactions of major functional groups; reaction mechanisms; and synthesis. Principles and practice of laboratory techniques; methods of separation, purification, and synthesis. Designed as the first semester of a one-year organic course or as a one-semester survey. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** CHEM 220

**Recommended:** ENGL 838 or, ENGL 848

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** CHEM 150

### CHEM 232 ORGANIC CHEMISTRY II

More rigorous treatment of mechanisms, reactions and synthesis; structure determination using classical and spectroscopic techniques taught in Chem 231 including identification of unknown compounds and mixtures. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** CHEM 231

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** CHEM 160S (CHEM 231 & CHEM 232)

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## CHEM 250 ANALYTICAL CHEMISTRY QUANTITATIVE ANALYSIS

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. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** CHEM 220

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

## CHEM 410 HEALTH SCIENCE CHEMISTRY I

Introduction to chemistry for the health sciences, beginning with scientific measurement and the metric system, followed by chemical bonding, solution chemistry, acids and bases, redox reactions, gases and general aspects of stoichiometry. Extra supplies may be required. Students who complete CHEM 210-220 and CHEM 410-420 will receive credit for CHEM 210-220 only. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 110 or appropriate score on the College Placement test.

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3)

## CHEM 420 HEALTH SCIENCE CHEMISTRY II

Completes the sequence, focusing on organic and biochemistry with special emphasis on the chemistry of carbohydrates, lipids, proteins, nucleic acids, and vitamins and their respective metabolism. Extra supplies may be required. (Spring only.) Students who complete CHEM 210-220 and CHEM 410-420 will receive credit for CHEM 210-220 only. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CHEM 410

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3)

## Chinese

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

Note: To be transferable to UC, Chinese courses must be taken for letter grade.

Modern Language Center: since imitation, response, and independent practice are integral features of the study of a modern language at the College, students enrolled in certain courses in modern language are recommended to use the language laboratory as prescribed by each department.

## CHIN 111 ELEMENTARY CHINESE I

A beginning course in Mandarin Chinese with instruction and practice in understanding, speaking, reading, and writing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

## CHIN 112 ELEMENTARY CHINESE II

This course is a continuation of Chinese 111, with further development of the skills of listening, speaking, reading, writing and basic grammar. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 111

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

## CHIN 121 ADVANCED ELEMENTARY CHINESE I

A continuation of CHIN 112 Elementary Chinese II with further development of listening, speaking, reading, and writing skills. 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

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university. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; Lab; 96-108 Homework

**Prerequisites:** CHIN 112

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

### CHIN 122 ADVANCED ELEMENTARY CHINESE II

A continuation of CHIN 121 Advanced Elementary Chinese I with further development of listening, speaking, reading, and writing skills. It includes short readings using authentic materials. CHIN 122 covers the second half of the second semester work of Chinese as taught at a four-year university. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; Lab; 96-108 Homework

**Prerequisites:** CHIN 121 or equivalent

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 6A)

### CHIN 131 INTERMEDIATE CHINESE I

A continuation of CHIN 122 Advanced Elementary Chinese II with further development of listening, speaking, reading, and writing skills. It includes level appropriate reading of authentic materials. It covers the first half of the third semester's work in Chinese as taught at a four-year university. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; Lab; 96-108 Homework

**Prerequisites:** CHIN 122

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A).

### CHIN 132 INTERMEDIATE CHINESE II

A continuation of CHIN 131 with further development of listening, speaking, reading, and writing skills. It includes level appropriate, advanced reading of authentic materials. It covers the second half of the third semester's work in Chinese as taught at a four-year university. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; Lab; 96-108 Homework

**Prerequisites:** CHIN 131

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A).

### CHIN 134 CHINESE READING AND WRITING

Intermediate course in Chinese designed to introduce principal Chinese reading and writing skills. Provides a forum to improve comprehension, vocabulary, grammar and syntax while learning the basic reading strategies and writing skills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 122

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU

### CHIN 140 ADVANCED INTERMEDIATE CHINESE

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; Lab; 96-108 Homework

**Prerequisites:** CHIN 132

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU, UC (IGETC Area 6A)

### CHIN 211 COLLOQUIAL CHINESE I, ELEMENTARY

A beginning conversational Mandarin Chinese course. Extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation and idiomatic usage, with sufficient grammar to give flexibility to the spoken language. The Pinyin phonetic system is used to represent the sounds in Mandarin, and substitute for characters in writing. Designed for students who wish to acquire basic skills of spoken Mandarin Chinese. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

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**Transfer Credit:** CSU

### CHIN 212 COLLOQUIAL CHINESE II, ELEMENTARY

Continuation of Chinese 211. Extensive oral training in Mandarin. Emphasizes further development of the practical vocabulary, pronunciation, and idiomatic usage, with sufficient grammar to give flexibility to the spoken language. The phonetic system Pinyin is used to represent sounds in Mandarin and substitute for characters as a written form. Course designed for students who wish to extend their basic skills of spoken Mandarin Chinese. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CHIN 211

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU

### CHIN 221 COLLOQUIAL CHINESE I, ADVANCED ELEMENTARY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** CHIN 212

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU

## 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

Introduction to computers and information science. Includes computer terminology, computer hardware and software, networks, common operating systems, data

representation, telecommunications, Internet access and security issues, computer ethics, and beginning computer programming concepts, and an introduction to research processes and methods through online tools and sources. Topics are motivated by current issues and events. Discussions include examination of such issues as privacy, intellectual property, cloud computing and copyright infringements. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area C3; Area E2c, E5d

**Transfer Credit:** CSU, UC

**C-ID:** ITIS 120

### CIS 111 INTRODUCTION TO WEB PROGRAMMING

This course provides an introduction to the World Wide Web and Web programming. Basic HTML and CSS will be introduced, as well as client-side scripting in JavaScript using variables, functions, and objects. Introduces programming with HTML, CSS, JavaScript, and the DOM (Document Object Model). Server-side scripting languages such as ASP, JSP, Python, Perl and/or PHP will be demonstrated. Introduces Web 2.0 topics, such as Ajax, Web Services, and HTML5. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### CIS 113 RUBY PROGRAMMING

Comprehensive course in Ruby, an open-source dynamic object-oriented scripting language. Covers variables, arrays and hashes, methods and procs, classes, objects, and writing server-side Ruby scripts for the Web. Also covered are exception handling, regular expressions, I/O objects, and modules. An introduction to SQL and the MySQL database, and advanced topics such as Model-View-Controller architecture and agile Web application development with the Ruby on Rails framework. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

### CIS 114 JAVASCRIPT/AJAX PROGRAMMING

Study of the JavaScript programming language. Provides an overview of HTML5 and CSS, client-side programming, variables, arrays, functions, closures, event handlers, objects, form validation, cookies, and the DOM. Introduces Ajax (Asynchronous JavaScript and XML) technologies, design patterns, server-side programming, RSS, JSON, open-source libraries, and advanced topics such as MVC frameworks, security, performance, and Web Services. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

### CIS 117 PYTHON PROGRAMMING

Comprehensive course in Python, an open-source dynamic object-oriented scripting language. Covers variables, arrays, lists, tuples, dictionaries, functions, methods, classes, objects, and writing server-side Python scripts for the Web. Also covered are exception handling, regular expressions, and modules. An introduction to SQL and 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

### CIS 121 UNIX/LINUX

Introduction to the UNIX/Linux operating system. Includes a brief introduction to operating systems and UNIX history. Covers UNIX file systems; common shell features including 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 110

**Transfer Credit:** CSU, UC

### CIS 125 VISUAL BASIC I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or 105

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU, UC

### CIS 127 HTML5 AND CSS

Introduction to HTML5 and CSS (Cascading Style Sheets). Covers CSS3, HTML5 elements, HTML5 APIs, forms, audio and video, offline applications, Canvas drawing and animation, communication APIs, Web Sockets, and Web Workers. Introduces HTML5 Geolocation, local and session storage, the Web SQL Database, and advanced topics such as mobile web applications, performance analysis, browser issues, and developer tools. Intended for students with previous programming experience. This course cannot be substituted for DGME 169. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

### CIS 128 MOBILE WEB APP DEVELOPMENT

Employ HTML5, CSS and JavaScript to develop mobile web apps for smart phones and tablet/pad devices. Topics include CSS media queries, mobile user interfaces,

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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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

### CIS 129 FRAMEWORKS/SERVER-SIDE JAVASCRIPT

Introduction to JavaScript frameworks. Provides an overview of MVC (Model-View-Controller), MVP (Model-View-Presenter) and MVVM (Model-View-ViewModel) design patterns. Server-side JavaScript programming with package managers will be introduced. Also covered are REST (REpresentational State Transfer) Web Services and APIs used to obtain and process data in XML or JSON format. Overview of JavaScript templating engines for Web applications. Various open-source libraries for DOM manipulation, GUI, visualization and testing will be introduced. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 111.

**Transfer Credit:** CSU

### CIS 132 INTRODUCTION TO DATABASES

This course covers database design and the use of database management systems. It includes an introduction to the relational model, relational algebra, and SQL. It also covers XML data including DTDs and XML Schema for validation, and an introduction to the query and transformation languages XPath, XQuery, and XSLT. The course includes relational design principles based on dependencies and normal forms. Additional database topics introduced are indexes, views, transactions, authorization, integrity constraints, triggers, on-line analytical processing (OLAP), and emerging NoSQL (Not only SQL) databases for cloud and desktop computing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### CIS 133 NOSQL DATABASES

Introduction to non-relational (NoSQL) data models, such as Key-Value, Document, Column, Graph and Object-Oriented database models. Advantages and disadvantages of the different data architecture patterns will be discussed. Hands-on experience with a representative sample of open-source NoSQL databases will be provided. The rapid and efficient processing of data sets with a focus on performance, reliability, and agility will be covered. Big Data, distributed and cloud computing concepts will be introduced. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. CIS 254

**Transfer Credit:** CSU, UC

### CIS 135 ANDROID PROGRAMMING

Introduction to the architecture, API and techniques used to create robust, high-performance applications for Android mobile devices. An overview of the most common tools and techniques for writing Android applications. Other topics include user interfaces, local storage, maps, multimedia, content providers, sensors, and user events. Storage strategies for persistent information are introduced, including the use of SQLite database features. Intended for students with previous Java programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. CIS 254

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU, UC

### CIS 137 IOS/SWIFT PROGRAMMING

Introduction to the architecture, API and techniques used to create robust, high-performance apps for iOS mobile devices (iPhone, iPad and wearable) with the Swift programming language. An overview of the most common tools and techniques for designing and creating

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iOS mobile apps. Other topics include object-oriented programming, user interface design, Storyboards, MVC design pattern, UIKit, multimedia, debugging, sensors, and user events. Storage strategies for persistent information are introduced, including the Core Data framework and the use of SQLite database features. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. CIS 254

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU, UC

### CIS 138 INTERNET OF THINGS

Introduction to the emerging platform called the Internet of Things – wherein billions of devices communicate with each other and “the cloud”. Exploration of the convergence of multiple disciplines leading to modern Smartphones. Learn how information from physical devices in the real world gets communicated to Smartphone processors. Make informed design decisions about sampling frequencies and bit-width requirements for various kinds of sensors. Gain expertise to affect the real world with actuators such as stepper motors and LEDs, and generate notifications. Learn to interface common sensors and actuators to hardware. Develop software to acquire sensory data, process the data and actuate stepper motors, LEDs, etc. for use in mobile-enabled products. Apply analog-to-digital and digital-to-analog conversion concepts. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. CIS 111, CIS 254

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU

### CIS 140 R PROGRAMMING FOR BIG DATA

Introduction to the field of Big Data, its concepts and technologies, as well as R programming. Students will explore the roles of a data scientist in terms of network architecture, data analytics and predictive analysis. Fundamental questions of data science and scenarios appropriate for each will be discussed. Differentiation among raw data, clean data, and tidy data; and tools to convert data to/from these formats will be covered. Effective management of large data in

single and distributed computing environments, including managing data redundancy and failures, will be covered. Testing, correlation, clustering, and data visualization will be introduced. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 254.

**Transfer Credit:** CSU, UC

### CIS 145 INTRODUCTION TO DEVOPS

Introduction to the most common DevOps patterns used to develop, deploy and maintain applications. Covers the core principles of the DevOps methodology and examines a number of use cases applicable to startup, small-medium business, and enterprise development scenarios. Tools for configuration and deployment will be used, as well as common techniques for configuring and deploying systems. Also covered are operations, monitoring, testing, security, and Cloud features. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. CIS 117 and CIS 121

**Transfer Credit:** CSU, UC

### CIS 151 NETWORKS AND DIGITAL COMMUNICATION

Introduction to networking focusing on Local Area Networks. Topics include the TCP/IP suite of protocols and its relationship to the OSI reference model, network services, network hardware and topologies, network protocol usage fundamentals, IP network addressing, current industry trends including IPv6 and an introduction to network administration. Class activities include lecture, hands-on, and on-line research. prepares students for courses in advanced networking, computer forensics, broadcasting, information security, and internet programming. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. CIS 110 or work experience in the IT field.

**Transfer Credit:** CSU, UC

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### CIS 200 CAPSTONE PROJECT - CIS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** CIS 114 and CIS 121 and CIS 127 and CIS 128 and CIS 380 AND one of the following database courses: CIS 132 or CIS 133 or CIS 363 or CIS 364

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### CIS 254 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN

Introduction to object-oriented computer programming for computer science majors and computer professionals. Includes simple data types; control structures; an introduction to array and string data structures and algorithms; debugging techniques; history of computer science, computer systems and environments; and the social implications of computing. Emphasizes object-oriented design, good software engineering principles and developing fundamental programming skills in Java. This course conforms to the ACM CS0 standards. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. MATH 110

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU, UC

### CIS 255 (CS1) PROGRAMMING METHODS: JAVA

Object-oriented programming methodology for both computer science majors and computer professionals. Systematic approach to design, construction, and management of computer programs; emphasizing program 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 120 and CIS 254

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU, UC

**C-ID:** COMP 122

### CIS 256 (CS2) DATA STRUCTURES: JAVA

Abstract data type implementation and usage techniques for computer science majors and computer professionals. Object-oriented approach to a variety of abstract data types including: lists, stacks, queues, priority queues, trees, maps and graphs. Also includes advanced sorting and searching topics, and algorithmic analysis using Big-O notation. This course conforms to the ACM CS2 standards. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CIS 255

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

**C-ID:** COMP 132

### CIS 264 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE

This course examines the organization and behavior of real computer systems at the assembly language level. The mapping of high level language statement to machine language code is studied. Topics include instruction cycle, number conversion, data representation, instruction representation, addressing, indexing, and subroutine linkage. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

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**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 120 and CIS 254

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

**C-ID:** COMP 142

### **CIS 278 (CS1) PROGRAMMING METHODS: C++**

Object-oriented programming methodology for both computer science majors and computer professionals. Systematic approach to design, construction, and management of computer programs; emphasizing program documentation, testing, debugging, maintenance and software reuse. Also includes UML, virtual machines, exception handling, sorting and searching algorithms, recursion, fundamental graphics, and computer ethics. This course conforms to the ACM CSI standards. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 120, CIS 254

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU (CSU GE Area B4), UC

**C-ID:** COMP 122

### **CIS 279 (CS2) DATA STRUCTURES: C++**

Data abstract type implementation and usage techniques for computer science majors and computer professionals. Object-oriented approach to a variety of abstract data types including: lists, stacks, queues, priority queues, trees, maps and graphs. Also includes advanced sorting and searching topics, and algorithmic analysis using Big-O notation. This course conforms to the ACM CS2 standards. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CIS 278

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

**C-ID:** COMP 132

### **CIS 363 ENTERPRISE DATABASE MANAGEMENT WITH MYSQL**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 111 or CIS 254.

**Transfer Credit:** CSU, UC

### **CIS 364 FROM DATA WAREHOUSING TO BIG DATA**

Introduction to data warehousing architecture, data extraction, management, and load. Also covered are metadata management, dimensional modeling, data aggregation, data mining and Business Intelligence. Both SQL and NoSQL databases will be employed. Introduction to Big Data architecture, technologies and analytics. Selection of Big Data stores for disparate data sets, processing large data sets and querying them are also covered. Other topics such as Cloud computing, security management, machine learning, Agile methodology and Big Data tools will be introduced. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. CIS 132 or CIS 363

**Transfer Credit:** CSU, UC

### **CIS 379 INTRODUCTION TO XML**

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

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Document Object Model (DOM). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### CIS 380 PHP PROGRAMMING

Comprehensive course in PHP (hypertext preprocessor scripting language). Includes writing server-side PHP scripts for the Web, procedural and object-oriented programming, forms and browser I/O, an introduction to SQL statements and the MySQL database, and advanced topics such as creating dynamic Web content with PHP and MySQL, sessions, Web services, e-commerce, and authentication with PHP. Intended for students with previous programming experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of CIS 111 or CIS 254

**Transfer Credit:** CSU, UC

### CIS 479 NETWORK SECURITY FUNDAMENTALS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** Completion or concurrent enrollment in CIS 151

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

## Communication Studies

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

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.

There is no course sequence for Communication Studies classes. Students may choose to take COMM classes in any order.

### COMM 110 PUBLIC SPEAKING

Theory and techniques of public speaking in democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, extemporaneous delivery, and evaluation of various types of speaking, including informative and persuasive speeches. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Eligibility for ENGL 100 or 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5d

**Transfer Credit:** CSU (CSU GE Area A1), UC (IGETC Area 1C)

**C-ID:** COMM 110

### COMM 115 SURVEY OF HUMAN COMMUNICATION

An introductory course to the field of Communication Studies. Fundamental theories and competencies in public speaking, interpersonal/intercultural communication, and small group communication will be covered. Oral presentations will be required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E2b, E2c, E5d

**Transfer Credit:** CSU

### COMM 130 INTERPERSONAL COMMUNICATION

Interpersonal communication, rational dialogue, and cooperative analysis of communicative events. Study of communicative interactions, the symbolic process, reasoning and advocacy, and the effects of communication on people and society. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105

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**AA/AS Degree Requirements:** Area E2b, E2c, E5d

**Transfer Credit:** CSU (CSU GE Area A1 or D), UC (IGETC Area 1C).

**C-ID:** COMM 130

### COMM 140 SMALL GROUP COMMUNICATION

Understanding of the principles of group interaction and decision making, including study of leadership, types of authority, teamwork, and conflict resolution. Participation in discussion groups to share information, solve problems, and reach consensus. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Eligibility for ENGL 100 or 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5d

**Transfer Credit:** CSU (CSU GE Area A1), UC (IGETC Area 1C)

**C-ID:** COMM 140

### COMM 150 INTERCULTURAL COMMUNICATION

Designed for students of all cultural backgrounds. Study of the relationship of communication to culture, cultural components of life within and outside the U.S., verbal and nonverbal differences, the effect of prejudice on society. Emphasizes the sensitivity and empathy required for intercultural competence. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Eligibility for ENGL 100 or 105

**AA/AS Degree Requirements:** Area E2b, E5d

**Transfer Credit:** CSU (CSU GE Area A1), UC (IGETC Area 1C)

**C-ID:** COMM 150

### COMM 170 ORAL INTERPRETATION I

Oral reading of different forms of literature (poetry, short story, drama); analysis of meaning; analysis of voice quality; enunciation, pronunciation, and expressiveness; recordings and performances for audiences. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Eligibility for ENGL 100 or 105

**AA/AS Degree Requirements:** Area E2b, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

**C-ID:** COMM 170

### COMM 171 ORAL INTERPRETATION II

Continuation of oral reading of different forms of literature (poetry, short story, drama); analysis of meaning; analysis of voice quality; enunciation, pronunciation, and expressiveness; recordings and performances for audiences. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Prerequisites:** COMM 170

**AA/AS Degree Requirements:** Area E2b, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

## Cosmetology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

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 FUNDAMENTAL COSMETOLOGY I

Study fundamental theoretical and practical application of history and career opportunities, anatomy, physiology, skin histology, hair design, hairstyling, facials, and chemical health and safety as prescribed by the California Board of Barbering and Cosmetology. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 10

**Hours/semester:** 80-90 Lecture; 240-270 Lab; 160-180 Homework

**Prerequisites:** Admission to and registration in the Cosmetology program.

**Recommended:** Eligibility for READ 400

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**COSM 722 FUNDAMENTAL COSMETOLOGY II**

Study fundamental theoretical and practical application of professional life skills, infection control, nail structure and growth, nail disorders and diseases, haircutting, hair coloring, hair removal, facial make-up, manicuring, pedicuring, health and safety laws and agencies, ergonomics, and communicable diseases in the workplace as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 10

**Hours/semester:** 80-90 Lecture; 240-270 Lab; 160-180 Homework

**Prerequisites:** Admission to and registration in the Cosmetology program.

**Recommended:** Eligibility for READ 400

**COSM 732 INTERMEDIATE COSMETOLOGY III**

Study intermediate theoretical and practical application of haircutting, hair removal, chemistry, electricity, hair color formulation, electrical and chemical facials, and preparation techniques for the state licensing written exam. Continued practice in building intermediate skill while applying and executing theoretical and practical discipline competencies studied in fundamental classes, as prescribed by the California Board of Barbering and Cosmetology. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 10

**Hours/semester:** 80-90 Lecture; 240-270 Lab; 160-180 Homework

**Prerequisites:** COSM 712 and COSM 722

**COSM 742 INTERMEDIATE COSMETOLOGY IV**

Study intermediate theoretical and practical application of communication for success, nail tips and wraps, artificial nails, nail disorders and disease, skin disorders and disease, chemical texture services, preparing for licensure, working on the job, and salon business. Continued practice in building intermediate skill while applying and executing theoretical and practical discipline competencies studied in fundamental classes, as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 10

**Hours/semester:** 80-90 Lecture; 240-270 Lab; 160-180 Homework

**Prerequisites:** COSM 712 and COSM 722

**COSM 746 ADVANCED COSMETOLOGY V**

Study advanced theoretical and practical application of haircutting, hair removal, chemistry, electricity, hair color formulation, electrical facials, and chemical facials, within a simulated salon environment. Concentration on developing advanced skills that will prepare students to achieve state licensing as well as acquire and retain employment. Continued practice in building other advanced skills by applying and executing theoretical and practical discipline competencies studied in fundamental and intermediate classes, as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** COSM 732 and COSM 742

**COSM 749 ADVANCED COSMETOLOGY VI**

Study advanced theoretical and practical application of hair design, hairstyling, facials, artificial nails, chemical texture services, and salon business within a simulated salon environment. Concentration on building professional soft skills that will prepare students for successful transition to employment. Continued practice in building other advanced skills while applying and executing theoretical and practical discipline competencies studied in fundamental and intermediate classes, as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** COSM 732 and COSM 742

**COSM 757 ADVANCED SUPPLEMENTAL COSMETOLOGY VII**

Supplemental class for students requiring extra theory and/or lab hours to meet state requirements for license testing. Continued practice in building cosmetology advanced skills by applying and executing theoretical and practical discipline competencies studied in fundamental, intermediate, and advanced classes, as prescribed by the California Board of Barbering and Cosmetology. *Letter Grade Only. Degree Credit.*

**Units:** 7

**Hours/semester:** 56-63 Lecture; 168-189 Lab; 112-126 Homework

**Prerequisites:** COSM 746 and COSM 749

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



### COSM 758 ADVANCED TECHNIQUES/PHOTO SHOOT

Study of theoretical and practical application of: intermediate to advanced techniques in hair, make-up, nails and health and safety provisions prescribed by the California Board of Barbering and Cosmetology as applied to a professional photo shoot group project. Students practice critical thinking skills to create a group theme, identify, apply, and utilize correct products and equipment. Emphasis is placed on learning professional group dynamics and photo shoot etiquette creating a work-based learning experience that will prepare students for future employment. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 40-45 Lecture; 48-54 Lab; 80-90 Homework

**Prerequisites:** COSM 712 and COSM 722

### COSM 759 ADVANCED TECHNIQUES/HAIR SPECIALTIES

Study of theoretical and practical application covering: intermediate to advanced techniques in hair enhancement, career opportunities in specialized cosmetology fields, and health and safety provisions prescribed by the California Board of Barbering and Cosmetology. Participation in individual and group activities utilizing critical thinking skills to strengthen academic, career and technical skills by direct participation in academic/work-based learning experiences while practicing hair enhancement services. Study of career opportunities in the specialized cosmetology field of hair enhancements. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 40-45 Lecture; 48-54 Lab; 80-90 Homework

**Prerequisites:** COSM 712 and COSM 722

### COSM 766 SALON BUSINESS ENTREPRENEUR

In this discipline specific course students are introduced to modern concepts in salon business management including examination of current practices and principles successful salon businesses employ in order to launch a salon business, attract clientele, increase sales, grow personal income, and set goals for the future. Segments include opportunities to learn and practice soft skills, track and record successes, and identify areas for improvement within personalized action plans. Salon specific content builds upon classes successfully completed within the

certificate or complements experiences already gained by new and established entrepreneurs seeking leading edge business training to survive and thrive in competitive markets. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. BUS. 150

**Transfer Credit:** CSU

## Counseling

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### COUN 111 COLLEGE PLANNING

This comprehensive college orientation is recommended for incoming students and provides information about exploring and achieving educational, career and personal goals. Topics include college student expectations, college culture, policies, services, and programs that enhance academic, career and personal development. Students are introduced to academic planning and preparing for future transfer and career goals. A materials fee as shown in the Schedule of Classes is payable upon registration. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

### COUN 112 INTRODUCTION TO CHOOSING A COLLEGE MAJOR

(Formerly CRER 107) 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. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

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If you have questions, see your counselor.



### COUN 114 TRANSFER ESSENTIALS I

This course provides essential information about the university transfer function. Highly recommended for students whose educational goal is to transfer to a college or university and complete a bachelor's degree. Learn how to transfer within the California State University (CSU) and University of California (UC) systems, as well as private-independent and out-of-state colleges and universities. The course covers academic requirements for transfer admission eligibility and selectivity, transfer admission decisions, planning for transfer, general education, lower division major preparation requirements, guarantee transfer programs and application timelines. This course is offered during the fall semester when most transfer applications are completed. Students will complete the CSU Application, UC Planner, TAG, Common Application and other applications for transfer admission. Other topics include services that support transfer, and issues related to achieving transfer as an educational goal. (Fall Only) *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### COUN 115 TRANSFER ESSENTIALS II

This course is highly recommended for students who have completed COUN 114 Transfer Essentials I and/or who have already applied or plan to apply for transfer admission for the next academic year. Emphasis will be placed on important follow-up activities for the University of California (UC) and California State University (CSU) systems, as well as completing admission applications for colleges and universities with spring application deadlines. Topics include applying for financial aid and scholarships, applying for an associate's degree before transfer, maintaining your Transfer Admission Agreement (TAG). The process of accepting offers of admission and appealing admissions decisions will be reviewed. Other pre-transfer essentials include participating in campus visit days, submitting official transcripts, applying for campus housing, attending campus events and orientations for new transfer students. (Spring only) *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105., Completion of COUN 114 or plans to transfer in the upcoming fall semester.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### COUN 120 COLLEGE AND CAREER SUCCESS

(Formerly CRER 120) A comprehensive approach to college and career planning. Emphasizes educational planning, self-assessment, decision making, college success strategies, study skills/learning styles and techniques for addressing personal changes associated with college and career. Explores college life, student responsibilities and career options. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

### COUN 121 PLANNING FOR STUDENT SUCCESS

(Formerly CRER 121) 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1)

### COUN 122 STUDY SKILLS

(Formerly CRER 122) 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### COUN 128 PUENTE: FOUNDATION FOR COLLEGE SUCCESS

(Formerly CRER 128) Puente: Foundation for College Success is part of the Puente Project and must be taken

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concurrently with ENGL 838. COUN 128 is designed to assist CSM Puente students in developing the skills and tools critical to succeed in college. Through a holistic and comprehensive approach, the course will consist of college orientation, student success strategies, cultural identity and personal development as a foundation for college success. Puente students will have the opportunity to engage collaboratively and promote team building while building their leadership skills. Topics covered will include educational planning, self-assessment, decision making, student success strategies, motivation, cultural identity, study skills, learning styles, goal setting and financial aid. Students will receive an introduction to library research and complete a research project. COUN 128 will support the degree/transfer attainment of Puente students by establishing a sense of belonging, enhancing student engagement and self-reflection as well as deepening the understanding of the college system and expectations. In addition, consideration of psychological, sociological and physiological components that attribute to personal and academic success will be explored. This course will require participation in off-campus field trips. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** ENGL 838

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

### COUN 129 PUENTE: TRANSFER READINESS

COUN 129 Puente: Transfer Readiness is part of the Puente Project and must be taken concurrently with ENGL 105. COUN 129 integrates a seminar-style approach to Transfer Readiness to a CSU, UC, Private or Out of State University. Topics include admissions requirements, transfer planning & selection, transfer tools/resources, Transfer Admissions Guarantees, Associate Degrees for Transfer and university visits. In addition, COUN 129 will focus on a deeper understanding and critical inquiry into educational history/theory of Public Education in the U.S. and how it's impacted the educational experience of underrepresented students. There will be a capstone interdisciplinary scholarly Latino Social Justice Research Project that will introduce university-level research through extensive critical inquiry, collaborative peer exchange of ideas, research methodology, survey design and analysis, multiple draft reviews, effective writing of research paper and oral presentation. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** ENGL 105 The Puente Project incorporates an interdisciplinary approach between English and COUN courses. To this end, curriculum, assignments, topics, discussions and themes are integrated between both Fall ENGL 838 and COUN 128 as well as Spring ENGL 105 and COUN 129. As such, students must be registered in both classes concurrently to meet Puente Project course expectations and to maintain the continuity of curriculum between ENGL and COUN courses as required by the Puente Project.

**AA/AS Degree Requirements:** Area C3

**Transfer Credit:** CSU

### COUN 240 COLLEGE AND ACADEMIC SUCCESS

This course assists students in understanding and engaging in college success skills and strategies. Designed to improve academic and personal success, this course takes students through a journey that includes study skills development, value clarification, personal and educational goals and options, financial literacy, time and life management, critical and creative thinking, and an awareness of learning styles. The course also provides assistance to develop communication skills related to self-advocacy. (Course is cross listed as LCTR 240.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

## Career and Life Planning

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### CRER 126 CAREER CHOICES I: CAREER ASSESSMENT

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 careers, college majors, and life planning issues in order to make informed choices. A materials fee as shown in the Schedule of Classes is payable upon registration. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1)

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**CRER 127 CAREER CHOICES II: JOB SEARCH**

Focuses on job search preparation. Topics include: the job market, resume, networking, marketing yourself, gathering information, preparing for the interview, common interview questions, successful interview strategies and follow-up actions. Students will practice and receive coaching on all phases of a successful interview. A materials fee as shown in the Schedule of Classes is payable upon registration. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**CRER 155 LEADERSHIP STUDY**

This course examines the practice of leadership, historical traditions of leadership, current leadership theories, and examines the context of leadership in a modern world. The course explores the responsibilities and privileges of leadership and provides a practical foundation for leadership within a community. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

**Dance**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**DANC 100 DANCE APPRECIATION**

A survey course exploring Western concert dance as well as world dance forms. Students will discover what dance reveals about cultural, national and ethnic identity, class and gender, and study the history of major dance forms. Students will investigate dance through readings, videos, dance participation exercises and by attending live performances. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**DANC 116.1 WALTZ I**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 116.2 WALTZ II**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 116.3 WALTZ III**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 116.4 WALTZ IV**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

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**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 117.1 TAP DANCE I

Beginning Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills.

Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 117.2 TAP DANCE II

Intermediate Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills.

Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 117.3 TAP DANCE III

Advanced Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and advanced performance skills.

Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 117.4 TAP DANCE IV

Expert Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills.

Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 121.1 MODERN DANCE I

Beginning level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 121.2 MODERN DANCE II

Intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 121.3 MODERN DANCE III

Advanced level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

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**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 121.4 MODERN DANCE IV

Expert level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 128.1 LATIN DANCE I

Beginning level instruction in several varieties of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No prior experience needed, no partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 128.2 LATIN DANCE II

Intermediate level instruction in several styles of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No prior experience needed, no partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 128.3 LATIN DANCE III

Advanced level instruction in several styles of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 128.4 LATIN DANCE IV

Expert level instruction in several styles of the popular Latin Social dances. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 130.1 JAZZ DANCE I

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the beginning level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 130.2 JAZZ DANCE II

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the intermediate level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

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If you have questions, see your counselor.



**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 130.3 JAZZ DANCE III

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 130.4 JAZZ DANCE IV

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the expert level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 140.1 BALLET I

Beginning barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 140.2 BALLET II

Intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 140.3 BALLET III

Advanced barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 140.4 BALLET IV

Expert level barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 151.1 SOCIAL DANCE I

This is an introductory Social Dance class geared to beginners and taught with an emphasis on the social aspects of dance. The basics of several dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Triple Step Swing, Slow Waltzes, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.





**DANC 151.2 SOCIAL DANCE II**

This is an intermediate Social Dance class emphasizing the basics of several dance styles, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Triple Step Swing, Slow Waltzes, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 151.3 SOCIAL DANCE III**

This Social Dance class is taught with an emphasis on the social aspects of dance. Several advanced level dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: West Coast Swing, Lindy Hop, Rotary Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Bachata and Salsa. Partners are not required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 151.4 SOCIAL DANCE IV**

This Social Dance class is taught with an emphasis on the social aspects of dance. Several expert level dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: West Coast Swing, Lindy Hop, Rotary Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Bachata and Salsa. Partners are not required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 167.1 SWING DANCE I**

Beginning level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes

principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No prior experience needed, no partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 167.2 SWING DANCE II**

Intermediate level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 167.3 SWING DANCE III**

Advanced level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with different tempos and styles. No partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 167.4 SWING DANCE IV**

Expert level instruction in several versions of the popular ballroom dance called Swing. This class emphasizes principles of fitness and enjoyment. Attention is paid to proper technique in both the lead and follow dance positions, including proper footwork, alignment and posture. Music is varied to broaden experience with

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different tempos and styles. No partner required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 330.1 CREATIVE DANCE I

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 330.2 CREATIVE DANCE II

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 330.3 CREATIVE DANCE III

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 330.4 CREATIVE DANCE IV

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 390 DANCE COMPOSITION/THEORY/CHOREOGRAPHY

This course is intended for students with dance experience. 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2.5 or 3

**Hours/semester:** 32-36 Lecture; 24-54 Lab; 64-72 Homework

**Recommended:** DANC 121, DANC 131, DANC 132, DANC 141 or DANC 143

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 391 DANCE COMPOSITION - THEORY AND CHOREOGRAPHY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Prior dance experience or, DANC 121.1 or DANC 130.1 or DANC 140.1

**Transfer Credit:** CSU

### DANC 400.1 DANCE PERFORMANCE & PRODUCTION I

Beginning level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

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**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU, UC

### **DANC 400.2 DANCE PERFORMANCE & PRODUCTION II**

Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU, UC

### **DANC 400.3 DANCE PERFORMANCE & PRODUCTION III**

Advanced level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU, UC

### **DANC 400.4 DANCE PERFORMANCE & PRODUCTION IV**

Expert level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU, UC

## **Dental Assisting**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

The courses DENT 753, DENT 770, DENT 721, DENT 722, DENT 740, DENT 742, DENT 749, DENT 751, and DENT 763 are open to those who have been accepted into the Dental Assisting program. DENT 701, DENT 702 and DENT 703 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**

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.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** BIOL 130 and Eligibility for ENGL 100

### **DENT 702 DENTAL SCIENCE II**

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.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** DENT 701

**Recommended:** BIOL 130 and Eligibility for ENGL 100 or ENGL 105

### **DENT 703 ALLIED HEALTH COMMUNICATION**

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

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with patients, dental team members, and other health professionals. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

### DENT 721 DENTAL MATERIALS I

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.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Acceptance to the Dental Assisting Program

### DENT 722 DENTAL MATERIALS II

Perform allowable duties for a RDA to include placing liners, bases, bonding agents, isolation devices, and matrices at the novice level utilizing safety precautions. Further study of dental materials including, but not limited to, custom trays, bleach trays, removable prosthodontics, and implants. (This course is offered in the Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** DENT 721

### DENT 740 CHAIRSIDE ASSISTING I

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.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Acceptance to the Dental Assisting Program

### DENT 742 CHAIRSIDE ASSISTING II

Further study in chairside procedures, skills, techniques, and instrumentation. Preparation for the California RDA Written State Board Examination. (This course is offered in the Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** DENT 740, DENT 751

### DENT 749 PRECLINICAL DENTAL SCIENCE LABORATORY

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.) *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Acceptance to the Dental Assisting Program

### DENT 751 DENTAL CLINIC

This course is held at the University of California San Francisco, School of Dentistry. The dental assisting students assist dental students at chairside. The student is able to apply previously taught chairside theory to practical experience while caring for the dental patient. (This course is offered in the Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 72-81 Lab

**Prerequisites:** Acceptance into the Dental Assisting Program

### DENT 753 DENTAL ASSISTING CLINICAL PRACTICE

Clinical experience in dental assisting for students in the dental assisting program 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. (Spring only) *Letter Grade Only. Degree Credit.*

**Units:** 5

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**Hours/semester:** 240-270 Lab

**Prerequisites:** DENT 751

**Transfer Credit:** CSU

### DENT 763 DENTAL RADIOLOGY

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. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** Admission into the Dental Assisting Program

### DENT 770 DENTAL OFFICE PROCEDURES

This course covers all aspects of dental office management and uses Dentrax G-4 Dental software. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 2.5

**Hours/semester:** 32-36 Lecture; 24-27 Lab; 64-72 Homework

**Prerequisites:** Acceptance to the Dental Assisting Program

### DENT 790 REGISTERED DENTAL ASSISTANT (RDA) PRACTICAL REVIEW

This one-day course will prepare the student to perform each Registered Dental Assistant (RDA) function required in the State of California Practical Exam to the stated criteria of the Dental Board of California. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Prerequisites:** Student that graduated from the CSM dental assisting program in the previous (same year) Spring

## Digital Media

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### DGME 100 MEDIA IN SOCIETY

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area C3; Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4).

**C-ID:** JOUR 100

### DGME 101 WRITING FOR MASS MEDIA

Students in this class will practice the basic skills needed to write for various forms of media, including news for print and broadcast, social media marketing, TV script writing, press releases, writing for the web, and advertising. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### DGME 102 MEDIA LAW AND ETHICS

Why do you think they're called "illegal" downloads? In this course, students will examine U.S. law and regulation governing mass media, from print to the Internet. Students will also examine the ethical conflicts faced by media professionals. Topics include: freedom of speech, citizen journalism, defamation, privacy, copyright, obscenity, truth, ethics, social media and advertising. This course will help prepare future media producers to work in industries that have significant influence over society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area C3; Area E2c, E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

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### DGME 103 FUNDAMENTALS OF TWO-DIMENSIONAL DESIGN

This course emphasizes critical examination of basic principles and elements of design. Students acquire fundamental design and compositional skills, while exploring basic theoretical and practical concepts of 2-D design. Students apply visual solution strategies to solve design problems in a series of projects. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 100

### DGME 104 DIGITAL MEDIA CAREER PATHWAYS

Digital Media Career Pathways focuses on digital media career avenues within creative industries. The course details the various skills needed in the areas of Graphic Design, Gaming and Animation, Interactive Media, Web Design, Broadcasting, and Digital Music. Those who complete the course will have an idea as to what digital media area(s) they may want to pursue as well as how to go about actively pursuing them. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### DGME 110 PHOTOSHOP FUNDAMENTALS

This introductory course is designed to provide an overview of Photoshop tools and techniques. Students will learn the fundamentals of digital imaging concepts and compositing techniques. Adobe Photoshop is an industry standard for many different disciplines including desktop publishing, multimedia design, web design, and digital video editing. Photoshop is used in many digital media courses and is an important tool in the digital media industry. Assignments require the use of Adobe Creative Cloud® outside of class hours. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### DGME 111 DREAMWEAVER FUNDAMENTALS

This introductory course is designed to provide an overview of Adobe Dreamweaver CC tools and techniques. Adobe Dreamweaver CC is a powerful web development tool for creating, publishing, and managing websites and mobile content. Students will learn fundamental concepts, tools, and site management. Assignments require the use of Adobe Creative Cloud® outside of class hours. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### DGME 112 TV STUDIO PRODUCTION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### DGME 113 DIGITAL VIDEO PRODUCTION

Students will acquire the skills necessary to make professional level video productions, which may be used in documentaries, music videos, TV productions, commercials, news reports, and digital films. Covers video field production from planning and scripting, through shooting and editing. Students learn on-location production techniques and technologies, such as shooting to edit. Hands-on training allows students to develop skills in camera operation, audio, and lighting. Includes digital video editing using common software like Final Cut Pro or Premiere. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

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**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### DGME 118 DIGITAL AUDIO PRODUCTION

Students get hands-on experience in audio production and the basic operation of professional audio equipment. Covers basic microphone techniques, recording in the studio and field, and broadcast production. Students will gain a practical understanding of digital audio recording, mixing, and editing. Includes an introduction to digital audio editing software. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### DGME 119 RADIO PRODUCTION LAB

Students in this hands-on audio lab course will produce radio programming with a community-interest focus that will air on CSM's HD FM radio station in accordance with FCC standards. Students may also serve as radio station staff and be invited to submit projects for broadcast on Jazz91FM (KCSM). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Prerequisites:** DGME 118

**Recommended:** ENGL 838 or ENGL 848

**Transfer Credit:** CSU

### DGME 122 LIVE SOUND

Students in this course will learn principles and techniques of sound reinforcement, including live sound history, theory, and technology with an emphasis on the technical manipulation of acoustics. Includes the latest networked audio systems, hands-on live sound operations for venues such as corporate conferences, theaters, and concerts. These are career skills for employment as an audio engineer or AV Equipment Technician. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Prerequisites:** DGME 118

**Transfer Credit:** CSU

### DGME 128 ON-AIR TALENT

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU

### DGME 143 MOTION GRAPHICS

Students will learn how to create motion graphics and special effects to enhance media productions and communicate information. Students will use common software applications to design motion graphics for TV and multimedia. Lessons include key-framing to create motion, and the use of luminance or key effects, such as green screen. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### DGME 164 USER INTERFACE/USER EXPERIENCE DESIGN

Covers the fundamentals of user-centered interface design concepts and practices for web, mobile devices, and other applications. Students gain an understanding of how users interact with an interface and be introduced to the concepts of usability, interface associations and aesthetics, and the user experience. Basic knowledge of Adobe Illustrator and Photoshop is required. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

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**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. DGME 211 and DGME 110

**Transfer Credit:** CSU, UC

### DGME 165 DIGITAL ANIMATION

A project-based course in which both traditional and digital animation techniques such as storyboarding and frame-by-frame animation are explored through the use of Adobe CC Flash® as a medium for the development of creative computer-based animations. Other topics included in this course deal with the implementation of successful graphic user interface solutions for web design and stand-alone applications using the scripting capabilities of the software. Some familiarity with Adobe Illustrator is presumed. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. DGME 211 or equivalent.

**Transfer Credit:** CSU

### DGME 166 WEB AUTHORING: ACTIONSCRIPT

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 Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. DGME 165

**Transfer Credit:** CSU

### DGME 167 WEB DESIGN I

This course teaches the fundamentals of creating a website through a mixture of hands-on exercises, lecture, and demonstration. Topics include site layout principles, a

discussion of HTML, color and image preparation, for the web, browser compatibility, graphic user interface design, usability and internet ethics and copyright issues. Students build a basic website following accepted design layout standards. Some familiarity with Adobe Photoshop is presumed. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. DGME 110 or equivalent.

**Transfer Credit:** CSU

### DGME 168 WEB DESIGN II

Students learn advanced concepts and techniques to create elaborate and visually appealing websites. User centered design, graphic user interface customization, Internet ethics, and copyright issues are taught as well as a review of basic color, layout and typography theory and practice. Some HTML, JavaScript, and CGI concepts are demonstrated to incorporate some basic interactivity. Students will build a website following accepted design layout and World Wide Web Consortium (W3C) standards. Some familiarity with Adobe Photoshop is presumed. Software: Adobe Creative Cloud® *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. DGME 167 or DGME 110

**Transfer Credit:** CSU

### DGME 169 WEB DESIGN III: HTML, CSS

Web Design III will focus on HTML and Cascading Style Sheets (CSS) which is the standard for controlling and formatting website content. They are the preferred method for design and presentational markup of well-structured pages. This course covers both the theoretical and practical aspects of HTML and Cascading Style Sheets (CSS) 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, and CSS 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.





**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. DGME 168 or equivalent.

**Transfer Credit:** CSU

### DGME 170 DIGITAL ADVERTISING

Introduction to digital advertising and the media buying life cycle. Topics include digital ad operations and the overall digital media ecosystem, complete campaign planning, execution, and analysis tasks for a range of digital advertising areas (e.g. media buying, selling, ad operations, data solutions, and marketing). Students will learn the techniques, tools, and software used in the industry while developing critical thinking and problem solving skills. Upon completion of the course, students will be eligible to take the IAB Digital Marketing and Media Foundations Certification Exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### DGME 211 INTRODUCTION TO GRAPHIC DESIGN

An introduction to visual communications in the field of graphic design. The course includes: concept development, the creative design process, production, and presentation techniques. Students develop technical abilities to amplify content through composition, symbolism and experimentation. Emphasis is on the basic design principles as related to graphic design problems. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

### DGME 215 HISTORY OF GRAPHIC DESIGN

Exploration of the history of graphic design with emphasis on late 19th Century to current contemporary styles in various media. Students develop a contextual awareness and background in graphic design in preparation for creating effective solutions to graphic design problems. This course is designed to connect the works of representative

artists and the relevant styles with the appearance and development of new printing and displaying technologies and their social and historical impact. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### DGME 216 INTERMEDIATE GRAPHIC DESIGN

Students express content and meaning in visual terms while exploring and applying design principles to a variety of practical design projects. Emphasis on branding, corporate identity design and self-promotion. Covers production techniques, and a strategic approach to the design problem solving process, including the role of the designer and working with various types of clients. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Prerequisites:** DGME 103 or DGME 211

**Transfer Credit:** CSU, UC

### DGME 220 TYPOGRAPHY

Study letterforms and understand fundamental typographic principles with an emphasis on the vocabulary of the typographic form and its relationship to message and purpose. Covers in a practical and useful manner, typographic history, anatomy, classification, legibility, choosing and mixing typefaces, and type as an expressive medium. Classroom theory is applied to practical typographic problems. A materials fee as shown in the Schedule of Classes is payable upon request. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### DGME 230 PRODUCTION DESIGN FOR PRINT AND SCREEN

Instruction in page layout software such as InDesign that focuses on the skills necessary to create professional quality

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typography and design. Emphasis on page layout, grid systems, interface design, and visual hierarchy. Students produce practical projects that include a wide variety of the software features. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### DGME 250 INTERNSHIP

Acquire real-world experience working in industry and build qualifications for entry-level jobs. Students prepare for, identify, and complete an internship based on their own professional interests and career goals under the direction of a faculty advisor. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Securing an internship in the industry requires a well developed digital media portfolio. For this reason, it's recommended that students seeking a web internship, complete the following courses: DGME 167, DGME 168 and DGME 169. For this reason, it's recommended that students seeking a graphic design internship, complete the following courses: DGME 103, DGME 211, and either DGME 220 or DGME 230. For this reason, it's recommended that students seeking a broadcast/multimedia internship, complete the following courses: DGME 112, DGME 113 and DGME 118.

**Transfer Credit:** CSU

## Drafting Technology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

Extra supplies required in all Drafting Technology courses.

### DRAF 110 SOLIDWORKS I

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 as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### DRAF 111 SOLIDWORKS II

SolidWorks software is used to generate 3-dimensional solid models, assemblies, and detailed drawings of mechanical objects used in industrial design and engineering. Drawing detailing, engineering standards, multiple part and assemblies configurations, design tables, bill of materials, datums, 3-D sketches and surface modeling and methods to create complex solid geometry will be covered. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** DRAF 110

**Transfer Credit:** CSU

### DRAF 113 REVIT

Preparation of working drawings using AutoDesk REVIT. Students prepare drawings of buildings, their components in 3D, annotation of the models with 2D drafting elements, access building information from the building models database and track various stages in the building's lifecycle, from concept to construction and later demolition. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### DRAF 121 COMPUTER-AIDED DRAFTING I

A beginning AutoCAD course. Covers basic entities, edit commands, display controls, layering, text, dimensioning and isometric drawing. A materials fee as shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

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**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Transfer Credit:** CSU, UC

### DRAF 122 COMPUTER-AIDED DRAFTING II

Intermediate computer aided drafting for students who have completed a basic course in AutoCAD. Includes plotting, wireframe modeling, AutoCAD 3D modeling, render, slide shows, blocks and attributes. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** DRAF 121

**Transfer Credit:** CSU, UC

### DRAF 130 MECHANICAL DESIGN WITH CAD

Preparation of working drawings including: detail, assembly drawings and engineering change procedures; threads and fasteners; dimensioning and tolerancing, pictorial projections; intersections and developments. A materials fee as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** DRAF 111 and DRAF 122

**Transfer Credit:** CSU, UC

## Developmental Skills

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### DSKL 800 LEARNING SKILLS ASSESSMENT FOR DRC

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 how the brain learns, learning strengths and weaknesses, effective study skills, learning strategies, and habits that align with personal learning styles. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

### DSKL 822 STUDY SMART SKILLS

Strategies to improve academic performance for students struggling with reading, writing, and/or math: Multi-sensory study strategies geared to students' individual learning profiles. Hands-on activities and group work. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

### DSKL 827 ASSISTIVE TECHNOLOGY: SMARTPEN

Designed primarily for students with disabilities. This course provides in-depth instruction about the various features of the Smartpen and ways to apply notetaking strategies when using the Smartpen. Students will also learn how to transfer recorded notes from the Smartpen to the computer-based software and how to review and organize notes in this software application. NOTE: Students who enroll in this class with a Smartpen identified as an accommodation will have access to a Smartpen for a one-month loan through the Disabled Students Programs and Services (DSPS) for the duration of this class. Other students will need to provide their own Smartpen. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

### DSKL 829 ASSISTIVE TECHNOLOGY - TEXT-TO-SPEECH PROGRAM

Designed primarily for students with disabilities; provides training in the use of a text-to-speech program, which supports students' learning styles and/or physical needs in the area of reading and studying their textbooks. Students will learn how to use this assistive technology tool as an accommodation for reading and studying electronic versions of their textbooks and completing tests/exams from concurrent subject area classes. No previous computer experience is required. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5

**Hours/semester:** 8-9 Lecture; 16-18 Homework

## Economics

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### ECON 100 PRINCIPLES OF MACROECONOMICS

The American economy: price system; the role of business, labor and government; the money and banking system;

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trends of national income and factors in its determination; problems and policies for stabilization and growth. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for MATH 120 or completion of Math 190.

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** ECON 202

### ECON 102 PRINCIPLES OF MICROECONOMICS

Supply, demand, and price determination in a market economy; business firm's costs, revenues, and price policies under conditions of competition through monopoly; role of government in cases of market failure; determination of wages, rent, interest, and profits; international trade and finance; comparative economic systems of other nations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for MATH 120 or completion of Math 190.

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** ECON 201

## Electronics Technology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

Extra supplies/lab fees may be required in all Electronics Technology courses.

### ELEC 111 INTRODUCTION TO ELECTRONICS FUNDAMENTALS

Introduction to DC and AC electricity; reading simple schematic diagrams and construction of elementary electrical/electronics circuits; making measurements with multimeters and oscilloscopes; using DC power supplies and AC power sources with series, parallel and series-parallel resistive circuits; exploration of induction and capacitance in DC and AC voltage circuits. Emphasizes laboratory experiments and techniques. A materials fee

as shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ENGL 828, or ESL 400, or appropriate skill level as indicated by the English or ESL placement tests. MATH 811, or MATH 802 or appropriate skill level as indicated by the math placement test. Completion of or concurrent enrollment in ELEC 231.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU

### ELEC 112 ADVANCED ELECTRONICS FUNDAMENTALS

Introduction to more advanced electrical/electronics circuits. Includes power supply circuits, filtering circuits, amplifiers and oscillators circuits using BJT, FET, and Op-amp devices; also an examination of digital circuits. Emphasizes laboratory techniques and the use of electronic test equipment. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** ELEC 111 and ELEC 231; 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.

**Transfer Credit:** CSU

### ELEC 144 SOLAR ENERGY FUNDAMENTALS

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. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Transfer Credit:** CSU

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### **ELEC 231 BASIC APPLIED ELECTRONICS MATHEMATICS**

Basic principles: algebra, trigonometry, logarithms, graphing, and scientific calculator use as applied to DC/AC circuits. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Prerequisites:** Eligibility for or completion of MATH 110 or MATH 111.

**Transfer Credit:** CSU

### **ELEC 232 ADVANCED ELECTRONICS MATHEMATICS**

In depth study of algebra, trigonometry, logarithms and graphing as applied to amplifier, oscillator and microwave circuits. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** ELEC 231

**Transfer Credit:** CSU

### **ELEC 405 TRANSFORMERS AND ROTATING MACHINERY**

This course deals with the electrical equipment used to produce rotary energy. Four main topics are included: three-phase power, transformers, generators, and motors. Device characteristics, operating theory, system interconnection, and basic control devices are covered. Troubleshooting and logical circuit tracing are emphasized. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** Completion of or concurrent enrollment in ELEC 112.

**Transfer Credit:** CSU

### **ELEC 421 FUNDAMENTALS OF ELECTRIC MOTOR CONTROL**

Theory, construction, and operation of fractional and multi-horse power DC and AC electric motors. Various types of motor controls are investigated including start/brake/stop switching, forward/reverse switching, and speed control systems. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ELEC 111 and ELEC 405 and completion of or concurrent enrollment in ELEC 112.

**Transfer Credit:** CSU

### **ELEC 422 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS**

Review of the component parts of a programmable logic controller and their function and their interrelationship. Examines PLC input/output systems and requirements. Covers ladder logic programming using basic I/O instructions, logic instructions, timers, counters, comparison, and math functions in-depth. Also introduces sequence of PLC operation, hardware installation, troubleshooting, and industrial applications of PLCs. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ELEC 421 or equivalent experience.

**Transfer Credit:** CSU

### **ELEC 424 HYDRAULIC, PNEUMATIC AND VACUUM POWER SYSTEMS**

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. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ELEC 422

**Transfer Credit:** CSU

### **ELEC 441 SENSORS AND DATA TRANSMISSION SYSTEMS**

A practical course in industrial measurement of temperature, flow, pressure, and level focusing on their physical basis and fundamental laws. Application concepts in industrial instrumentation systems, sensor troubleshooting, and factors with influence sensor and system accuracy, performance, and calibration are described while stressing basic sensor theory of operation, faults, and calibration. A materials fee as shown in the

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Schedule of Classes is payable upon registration. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ELEC 111, completion of or concurrent enrollment in ELEC 112.

**Transfer Credit:** CSU

### **ELEC 442 ELECTRONIC AND PNEUMATIC PROCESS CONTROL SYSTEMS**

A practical course in industrial electronic and industrial pneumatic control systems. Calibration theory, a review of transmitter calibration, electronic systems, pneumatic systems, controller operation, control loop theory, PID, loop tuning, and control loop troubleshooting are stressed. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ELEC 441

**Transfer Credit:** CSU

### **ELEC 445 INDUSTRIAL DATA COMMUNICATIONS SYSTEMS**

A practical course in industrial data communication starting from the basics. This course demonstrates how to design and maintain industrial communications systems in an industrial production environment. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** ELEC 112

**AA/AS Degree Requirements:** Area E2c, E5d

**Transfer Credit:** CSU

## **Electrical Apprenticeship**

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.

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### **ELEL 741 ELECTRICAL APPRENTICESHIP I**

First half of year one of a five-year Electrical Apprenticeship Program. Industry and program overview, work environment and basic skills, wire construction and insulation, conduit bending and trigonometric functions, material overview, drafting/blueprint reading. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### **ELEL 742 ELECTRICAL APPRENTICESHIP II**

Second half of year one of a five-year Electrical Apprenticeship Program. Electrical theory and its application on series circuits, parallel circuits and combination circuits; introduction to the National Electrical Code (NEC). *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

### **ELEL 743 ELECTRICAL APPRENTICESHIP III**

First half of year two of a five-year Electrical Apprenticeship Program. Electrical test instruments, NEC Code books skills, direct current (DC), generators, drafting and blueprints, conduit bending and fabrication for commercial installation. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

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**ELEL 744 ELECTRICAL APPRENTICESHIP IV**

Second half of year two of a five-year Electrical Apprenticeship Program. AC circuits, RLC circuits, power factor, electrical transformers, building/structure conductors. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

**ELEL 745 ELECTRICAL APPRENTICESHIP V**

First half of year three of a five-year Electrical Apprenticeship Program. Electrical safety-related work practices, blueprints, semi-conductor use, transistors, electronic applications in the construction electrical industry. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

**ELEL 746 ELECTRICAL APPRENTICESHIP VI**

Second half of year three of a five-year Electrical Apprenticeship Program. Grounding and bonding, grounding electrode system, ground faults and short circuits, grounding and bonding equipment, three-phase transformers, overcurrents. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

**ELEL 747 ELECTRICAL APPRENTICESHIP VII**

First half of year four of a five-year Electrical Apprenticeship Program. Motors, motor control devices, motor control diagrams. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

**ELEL 748 ELECTRICAL APPRENTICESHIP VIII**

Second half of year four of a five-year Electrical Apprenticeship Program. Programmable logic controllers, controller fundamentals, ladder programming, NEC for electrical equipment. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

**ELEL 749 ELECTRICAL APPRENTICESHIP IX**

First half of year five of a five-year Electrical Apprenticeship Program. Fire alarm systems, security systems, structured cabling system, generated power and distribution. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

**ELEL 750 ELECTRICAL APPRENTICESHIP X**

Second half of year five of a five-year Electrical Apprenticeship Program. Power distribution systems, high voltage testing, automation networks, preparation for general electricians' certification, electrical project supervision. *Letter Grade Only. Degree Credit.*

**Units:** 3.5

**Hours/semester:** 32-36 Lecture; 72-81 Lab; 64-72 Homework

**Prerequisites:** Indenture in the Electrical Apprenticeship Inside Wireman Program, approved by the California State Division of Apprenticeship Standards.

**English**

Multiple measures, including high school transcripts, are now being used to help determine proper placement of students into English 100 and other English courses. This means that all students entering College of San Mateo may

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use their high school transcripts to determine their English course placement. The English Placement Test, which measures reading and writing ability, is recommended but not required of all entering freshmen to assist with placement. Students transferring to College of San Mateo with credit in college English can use their transcripts to assist with placement, bypassing the need for English placement testing. Students who feel that their high school or college transcripts do not reflect their current abilities may want to take the placement test.

The following English courses are credit bearing but not degree applicable, which means that the units count for the purpose of financial aid but not toward the AA/AS degree: 828, 850, 875.

**The English Program**

The English program consists of transfer and non-transfer courses in composition, film, language, literature, reading, and speech communication. Entering students should enroll first in one of the following courses in composition:

Transfer Courses	Non-Transfer Courses
English 100 ESL 400	English 828, 838, 848 ESL 826, 827 or 828

The English requirement for the A.A./A.S. degree may be completed with additional units chosen from the following courses:

Transfer Courses	Non-Transfer Courses
English 110, 165 Communication 110, 130, 140, 170, 171	English 875 Communication 855

Note that English 100 with a grade of C or higher is the prerequisite for English 110, English 165, and for all transfer-level literature courses.

For those students who do not place into ENGL 100 on the placement tests, the following course options satisfy the prerequisite for ENGL 100 (all must be completed with a grade of C or higher): ENGL 838 or 848; or ESL 400.

For those students who do not place into ENGL 838 or 848 on the placement test, 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 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 A.A./A.S. degree: 828, 850, 875.

**ENGL 100 COMPOSITION AND READING**

College reading and writing based on the study of primarily nonfiction materials. Students write a minimum of 8,000 words; writing emphasizes expository forms. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Prerequisites:** ENGL 838 or ENGL 848 or ESL 400 OR appropriate skill level indicated by the English placement tests.

**AA/AS Degree Requirements:** Area C2, C3; Area E2a, E2b, E2c

**Transfer Credit:** CSU (CSU GE Area A2 or A3), UC (IGETC Area 1A)

**C-ID:** ENGL 100

**ENGL 105 INTENSIVE COMPOSITION AND READING**

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. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 16-18 TBA; 144-162 Homework

**Prerequisites:** ENGL 838 or ENGL 848 or ESL 400 OR appropriate skill level indicated by the English placement tests.

**AA/AS Degree Requirements:** Area C2, C3; Area E2a, E2b, E2c

**Transfer Credit:** CSU (CSU GE Area A2), UC (IGETC Area 1A)

**C-ID:** ENGL 100

**ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING**

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.





**Prerequisites:** ENGL 100 or 105.

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area A2 or A3 or C2), UC (IGETC Area 1B or 3B).

**C-ID:** ENGL 120

### ENGL 161 CREATIVE WRITING I

The craft of writing short fiction and poetry. Students write a minimum of two short stories and a complete poetry project. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or 105.

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU (CSU GE Area C2), UC

**C-ID:** ENGL 200

### ENGL 162 CREATIVE WRITING II

Further instruction in the writing of fiction and/or poetry. Students plan and complete an extensive creative writing project through agreement with the instructor. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ENGL 161

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU (CSU GE Area C2), UC

### ENGL 163 CREATIVE WRITING III

Instruction in the writing of fiction or poetry for advanced students, with an emphasis on longer works. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ENGL 162

**AA/AS Degree Requirements:** Area E2b

**Transfer Credit:** CSU (CSU GE Area C2), UC

### ENGL 165 COMPOSITION, ARGUMENT, AND CRITICAL THINKING

This course is designed to introduce students to logical and rhetorical tools for analyzing, evaluating and mounting persuasive arguments. Students will write a minimum

of eight thousand words of finished prose, employing methods of logical analysis and demonstrating skill in critical thinking. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Prerequisites:** ENGL 100 or 105.

**AA/AS Degree Requirements:** Area E2b, E2c

**Transfer Credit:** CSU (CSU GE Area A3), UC (IGETC Area 1B)

**C-ID:** ENGL 105

### ENGL 828 BASIC COMPOSITION AND READING

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 16-18 TBA; 144-162 Homework

**Recommended:** Appropriate skill level indicated by the English placement tests.

### ENGL 838 INTENSIVE INTRODUCTION TO COMPOSITION AND READING

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. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 16-18 TBA; 144-162 Homework

**Prerequisites:** 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).

**AA/AS Degree Requirements:** Area E2a

### ENGL 848 INTRODUCTION TO COMPOSITION AND READING

Practice in reading, writing, listening, speaking, and thinking to develop and refine composition proficiency. Includes

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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. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 16-18 TBA; 112-126 Homework

**Prerequisites:** 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).

**AA/AS Degree Requirements:** Area E2a

### ENGL 850 INDIVIDUAL WRITING INSTRUCTION

For all students wishing to improve their writing. Includes individual appointments with a faculty member who will help the student identify problems and develop content. Some writing areas that might receive attention are organization, development, and mechanics although help will be tailored to the specific needs of the student. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

### ENGL 875 ENGLISH GRAMMAR

Comprehensive review of English grammar, including topics such as syntax, agreement, verb tenses, precision, coordination and subordination, the absolute phrase, the elliptical clause, and punctuation and graphics. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

## Engineering

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### ENGR 100 INTRODUCTION TO ENGINEERING

Introduction to the engineering profession, courses of study and resources for engineering students, engineering design and analysis, software tools, ethics in engineering. Individual and group work; oral and written presentations. Some assignments may require use of campus computer

facilities outside of class hours. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** MATH 130

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

### ENGR 210 ENGINEERING GRAPHICS

Introduction to graphical communication and design for engineers. The engineering design process, visualization, sketching, orthographic projection, formal engineering drawings, descriptive geometry, manufacturing processes, dimensioning and tolerancing practices. Use of Computer-Aided Design (CAD) software to support engineering design. Students complete weekly homework assignments and group design projects that develop sketching, design, and 2-D and 3-D CAD skills. Assignments may require the use of CAD software outside of class hours (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 130

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 150

### ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS

Introduction to problem solving, programming, and computational methods using the MATLAB programming environment. Procedural programming, recursion, sorting, object-oriented representations, and data structures. Plotting and data visualization, introduction to statistical analysis of data, systems of linear equations, numerical methods. Applications in engineering, mathematics, and the sciences. Assignments may require the use of MATLAB software outside of class hours. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** MATH 251

**Transfer Credit:** CSU, UC

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**ENGR 230 ENGINEERING STATICS**

The study of systems in equilibrium. Plane and space force-moment systems, equivalent systems, free body diagrams; equilibrium problems involving structures, machines, distributed force systems, friction; shear and moment diagrams, moment of inertia, energy methods. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PHYS 250 and MATH 252

**Transfer Credit:** CSU, UC

**ENGR 260 CIRCUITS AND DEVICES**

Introduction to circuits. Natural and forced response, network theorems, characteristics and circuit models of electronic devices including transistors and diodes. Laboratory assignments include both hardware techniques and computer-aided analysis. (Spring only) *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 260, and completion of or concurrent enrollment in MATH 275.

**Transfer Credit:** CSU, UC

**ENGR 270 MATERIALS SCIENCE**

Application of basic principles of physics and chemistry to the engineering properties of materials with emphasis on the relationship between atomic- and micro-structure and the mechanical and electrical properties of metals, concrete, polymers, ceramics, and semiconducting materials. The effect of heat, stress, imperfections, and chemical environment on material properties. Selection of materials to meet engineering design criteria. Acquisition, analysis, and presentation of experimental data. (Spring only) *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** CHEM 210, PHYS 250

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 140B

**English Second Language**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**ESL 400 COMPOSITION FOR NON-NATIVE SPEAKERS**

Intensive practice in the writing of expository essays based on the analysis of complex pieces of writing, both fiction and non-fiction. Students are expected to conform to the conventions of standard English by demonstrating an ability to use proper punctuation, mechanics, sentence structure, and grammar and to employ a variety of sentence patterns. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 16-18 TBA; 144-162 Homework

**Prerequisites:** ESL 828 or appropriate skill level indicated by the ESL placement test.

**Recommended:** ESL 858 or appropriate skill level as indicated by the ESL placement test and concurrent enrollment in READ 830.

**AA/AS Degree Requirements:** Area E2a

**Transfer Credit:** CSU, UC

**ESL 810 PHONICS FOR NON-NATIVE SPEAKERS**

Introduction to basic speech sounds and practice in phonetic techniques for pronouncing, reading, and spelling unknown words. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Students are strongly advised to concurrently enroll in ESL 845 or a higher level conversation course, ESL 855 or higher level reading course, and ESL 825 or a higher level writing course.

**ESL 826 WRITING FOR NON-NATIVE SPEAKERS II**

Introduces to non-native speakers of English 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, contractions, special verbs, count/no-count nouns, plurals, (regular/irregular), articles, adverbs, correct word order, punctuation, and spelling. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** Appropriate skill level as indicated by placement tests. It is recommended that students enroll concurrently in ESL 856 or higher course and ESL 846 or higher course.

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**ESL 827 WRITING FOR NON-NATIVE SPEAKERS III**

Practice in writing organized, well-developed academic paragraphs and introduction to writing a basic essay. Work on intermediate-level grammar structures: form, meaning, and use. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** ESL 826 or appropriate skill level as indicated by placement test. It is recommended that students enroll concurrently in ESL 857, ESL 858, or READ 830, and ESL 847 or higher course.

**ESL 828 WRITING FOR NON-NATIVE SPEAKERS IV**

Practice in writing organized and well-developed paragraphs and essays to develop composition skills. Work on high-intermediate-level grammar structures and editing within the context of the student's own work. *Letter Grade Only. Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** ESL 827 or appropriate skill level indicated by placement tests. Completion of ESL 857 or higher-level reading course or appropriate skill level indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 858 or higher-level reading course and ESL 848 or higher-level communication studies course.

**ESL 846 LISTENING AND SPEAKING II**

Practice in low-intermediate level listening and speaking skills on a variety of personal and academic topics. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Students are strongly advised to enroll concurrently in ESL 826 or higher course and ESL 856 or higher course. Appropriate skill level as indicated by placement test. Appropriate skill level as indicated by placement test.

**ESL 847 LISTENING AND SPEAKING III**

Practice in high-intermediate level listening and speaking skills on a variety of personal and academic topics. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** ESL 846 or appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 827 or higher course and ESL 857 or higher course.

**ESL 848 LISTENING AND SPEAKING IV**

Advanced practice in speaking, listening, and the use of idiomatic expressions on a range of academic and informal topics. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** ESL 847 or appropriate skill level as indicated by placement tests. Students are strongly advised to enroll concurrently in ESL 828 or higher course and ESL 858 or higher course.

**ESL 849 LISTENING AND SPEAKING WORKSHOP**

For native speakers of languages other than English who want to improve their speaking and listening skills. Includes individual appointments, conversation circle activities, pronunciation practice and listening practice. Some areas that might receive attention are listening skills, note-taking skills, pronunciation, word choice, and specific grammar problems, although instruction will be tailored to the specific needs of each student. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**ESL 856 READING FOR NON-NATIVE SPEAKERS II**

Designed to emphasize low-intermediate vocabulary and comprehension skills (context clues, subject, main ideas, supporting details, and inferences) and build general background knowledge. It is recommended that students enroll concurrently in ESL 826 or higher-level writing course and ESL 846 or higher-level conversation course. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Appropriate skill level as indicated by Reading Placement tests. Students are strongly advised to

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enroll concurrently in ESL 826 or higher-level writing course and ESL 846 or higher-level conversation course.

### ESL 857 READING FOR NON-NATIVE SPEAKERS III

Designed to emphasize high-intermediate vocabulary and comprehension skills (context clues, main idea/supporting details, critical reading) and introduce fiction. It is recommended that students enroll concurrently in ESL 827 or higher writing course and ESL 847 or higher-level conversation course. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** ESL 856 or appropriate skill level as indicated by Reading Placement tests. Students are strongly advised to enroll concurrently in ESL 827 or higher-level writing course and ESL 847 or higher-level conversation course.

### ESL 858 READING FOR NON NATIVE SPEAKERS IV

Designed to strengthen vocabulary and comprehension skills, develop critical thinking skills, and increase world/cultural knowledge through the reading of high-intermediate works of fiction and/or non-fiction. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ESL 857 or placement into ESL 858. ESL 827 or higher level writing course and ESL 847 or higher level 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.

### ESL 887 PRONUNCIATION OF ENGLISH CONSONANTS AND VOWELS

Designed to enable non-native speakers of English to improve their pronunciation. The class focuses on reducing misunderstandings and reducing non-native accents with an emphasis on the proper pronunciation of American English vowels, vowel length, consonants, consonant clusters and grammatical word endings. It also introduces various sound/spelling (phonics) patterns. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Eligibility for ESL 847

### ESL 888 PRONUNCIATION OF ENGLISH STRESS, RHYTHM AND INTONATION

Designed to enable non-native speakers of English to improve their pronunciation. The class focuses on reducing misunderstandings and reducing non-native accents with an emphasis on word stress, rhythm, focus, intonation, and linking and blending. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** Eligibility for ESL 847

### ESL 895 READING IMPROVEMENT FOR NON-NATIVE SPEAKERS

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. Open entry/open exit. Students may enroll any time through the twelfth week of the semester. Variable units. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

### ESL 897 INTERMEDIATE VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

### ESL 898 COMPREHENSIVE GRAMMAR REVIEW FOR NON-NATIVE SPEAKERS

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

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agreement, some clauses and prepositions. Practice of these structures through written and oral exercises and in short compositions. Review of strategies for finding and correcting these errors in students' own writing. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ESL 827 or appropriate skill level as indicated by placement tests. Eligibility for ESL 828

### ESL 907 INDEPENDENT WRITING STUDY- INTERMEDIATE ESL

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Eligibility for ESL 827

### ESL 908 INDEPENDENT WRITING STUDY- ADVANCED ESL

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Eligibility for ESL 828

## 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

Study of the historical and cultural presence of Native Americans/Indians and Latino[a] Americans in the United States. We will study the general background of two of America's oldest ethnic groups and examine issues that show racial and ethnic stereotypes as well as how these

images create an ethnic identity. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E1, E5b

**Transfer Credit:** CSU (CSU GE Area D and US-3), UC (IGETC Area 4)

### ETHN 103 ASIAN PACIFIC AMERICAN HISTORY AND CULTURAL EXPERIENCE

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### ETHN 104 ASIAN PACIFIC ISLANDERS IN UNITED STATES HISTORY AND CULTURE

A study of the historical and cultural presence of Asian Pacific Islanders in the United States, with special emphasis on their experiences and contribution to California's and Hawaii's social, political and economic institutions. Students will explore the indigenous cultural heritage and experiences of immigration to the United States of Pacific Islanders from Samoa, Tonga, Tahiti, Micronesia, Melanesia, Palau, New Zealand, Cook Islands, Marquesans, and the U.S. Territory of Guam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b, E5c

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**Transfer Credit:** CSU (CSU GE Area C2 or D), UC (IGETC Area 3B or 4)

### ETHN 105 AFRICAN AMERICAN HISTORY AND CULTURE

This is a survey of the history of African Americans from their origins in Africa to the present, with special emphasis on their contributions to California's social, political and economic institutions. It examines the political, economic, social, and cultural factors as well as interactions between African Americans and the larger society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D and US-1), UC (IGETC Area 3B or 4)

### ETHN 106 OCEANIA & THE ARTS

A survey of traditional and contemporary art across Oceania (Pacific Islands). Emphasis on literature, dance, music, visual arts, film, and museums. From an interdisciplinary and cross-cultural approach, the course explores the underlying unity of Pacific cultures and their engagement with both western and non-western societies, colonization, and diasporic communities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D), UC (IGETC Area 3B or 4)

### ETHN 107 INTRODUCTION TO NATIVE AMERICAN STUDIES

This course provides an introduction to the study of Native American histories, experiences, intellectual traditions, and forms of artistic expression. Students will engage with texts that confront the structural genocide underlying the construction of the U.S. settler state, and will explore Native practices of resistance, resilience, and regeneration. Course materials will include fiction, poetry, spoken word, and other creative texts, as well as historical and archival studies. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU

### ETHN 108 RETHINKING RACE, GENDER, AND NATION

This course introduces students to the theoretical, methodological, and substantive foundations of Ethnic Studies. Through a re-examination of U.S. history, students will develop an understanding of the relationships between racial formation and the production of social and economic inequality. Readings will focus on the interrelated processes of settler-colonial land expropriation, chattel slavery, multiple forms of migration, overseas imperial expansion, inter- and intra-national circulations of economic value, and the historical development of the U.S. settler legal regime. We will pay particular attention to the ways in which race and ethnicity have been historically co-constituted with other socially-constructed identities, such as gender, sexuality, class, and citizenship. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU

### ETHN 109 BORDERS AND CROSSINGS

The second in a two-semester introduction to Ethnic Studies, this course examines how U.S. processes of racial formation and gendering are related to multiple transnational circulations – circulations of commodities, bodies, labor, capital, knowledge, and culture. We interrogate the material and ideological work of borders – particularly nation-state borders, but also the borders and boundaries of racial and ethnic categories, gendered and sexualized identities, languages, forms of labor, and disciplinary categories of knowledge. We also explore the many ways in which such borders are variously resisted, contested, transgressed, transcended, and transformed over time. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ETHN 108

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

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**Transfer Credit:** CSU

### ETHN 122 BLACK LEADERSHIP THEORY

Leadership development course through the lens of the African and African American experience. Students will research and discuss leadership theories and study the leadership styles of prominent Black Leaders, helping them develop their own leadership capacity and practice. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ETHN 105

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU

### ETHN 123 BLACK LEADERSHIP PRACTICUM

Students will utilize their personal leadership philosophy and vision to implement a service project in the African and African American community. Project development will include data analyses, planning, advocacy, execution and assessment. This class is a part of the Umoja learning community but is open to all students. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ETHN 122

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### ETHN 265 EVOLUTION OF HIP HOP CULTURE: A SOCIO-ECONOMIC AND POLITICAL PERSPECTIVE

Course traces the evolution of Hip Hop from its African roots through the diaspora as a cultural form of expression by examining music, dancing, spoken word, philosophy, and lifestyles. Also, Hip Hop will be analyzed from a social, economic, and political perspective. It will be explored as a product of the African American struggle as reflected in music, poetry, lyrics, dance, artists, and major issues associated with Hip Hop *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400 and completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### ETHN 288 AFRICAN-AMERICAN CINEMA

Contributions of Blacks in the film industry and their historical relationship to the industry. Extensive use of films, supplemented by lecture and presentations by Black persons involved in the film industry. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### ETHN 300 INTRODUCTION TO LA RAZA STUDIES

Introduction to the philosophy, methodology and structure of La Raza Studies (Chicano/Chicana, Latino/Latina studies); emphasis on the analysis and the relationships between social institutions and their effects upon the La Raza individual, especially in the United States setting. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### ETHN 585 ETHNICITY IN CINEMA

This course will explore how ethnicity/race continues to portray Persons of Color in cinema in the United States as the "other." The course will focus on case studies in film/media that show the complexities of ethnicity and how racial representations speak to, reflect, reproduce and/or contest contemporary issues of race and racism, and stereotypes of Persons of Color. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or enrollment in READ 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.





## Film

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### FILM 100 INTRODUCTION TO FILM

Introductory survey of fundamental film techniques and styles of expression. Emphasizes film appreciation, the language of film, and analysis for full film enjoyment. Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 120 FILM HISTORY I

Chronological survey of important American and international films, from 1895 to World War II. Emphasis on the evolution of film as a distinct art form, and the intersection of film and society. Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 121 FILM HISTORY II

Chronological survey of important American and international films, from World War II to the present. Emphasis on the evolution of film as a distinct art form, and the intersection of film and society. Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 122 FILM HISTORY FOCUS

Survey of key films from a specific time period in film history, such as a particular decade (1950s, 1980s, etc.) or a socio-historical movement (postwar baby boom, civil rights era, etc.) Critical investigation of the relationship between film, history and society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 123 DOCUMENTARY FILM: STUDIES AND PRACTICE

Introduces students to the study and practice of documentary film. Critical survey of key historical and contemporary documentary films; and practical application of documentary concepts through group and individual film production exercises, using primarily consumer electronic devices, though including access to higher grade film department equipment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1)

### FILM 130 FILM DIRECTORS

Critical survey of key works by major film directors. Mostly American, some international. Emphasis on auteur theory, biography, film style and visionary contributions to film history. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 135 FILM GENRES

Critical survey of a variety of film genres, including gangster, musical, comedy, film noir, Westerns, and others. Hollywood, independent and international examples, from

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different time periods. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 140 CONTEMPORARY WORLD CINEMA

Survey of important national and transnational cinemas. Emphasis on recent international cinematic trends in the context of globalization. Films from Europe, Latin America, the Middle East and Asia may be included. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 145 WATCHING QUALITY TELEVISION

Explores a variety of popular, critically acclaimed cable, satellite and network television programs from a cinematic perspective. Topics to include the history of quality television; the influence of filmmakers and film genres on quality TV; and cable and satellite broadcast as a venue for film style experimentation and social commentary. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 153 SCREENWRITING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2)

### FILM 200 FILM IN FOCUS

Study of the art and history of film by focusing on selected film topics, such as genres, directors, stars, gender, race, national cinemas, new technologies (course topic varies from semester to semester). Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** FILM 100, FILM 110, FILM 120 or FILM 121

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### FILM 215 FILM AND NEW DIGITAL MEDIA

Explores the new role of digital media in the art of film. Historical survey of digital special effects and digital independent film practice since the 1990s; critical overview of the interface between film and other digital media, such as computer animation, video games, and the Internet. Lectures, screenings, discussions, quizzes and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. FILM 100, FILM 110, FILM 120 or FILM 121

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

## Fire Technology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### Fire Technology - Public Safety Training Courses

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.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
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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 the [South Bay](#) website or call (408) 270-6458.

### **FIRE 714 WILDLAND FIRE CONTROL**

This course focuses on the principles and techniques used to extinguish wildland fires, as well as prevention and control of their occurrences. Discussion points will include California's wildland fire problem, safety, weather effects, wildland fuels, fire behavior, attack methods, urban-interfaces and investigation. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

### **FIRE 715 PRINCIPLES OF EMERGENCY SERVICES**

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire strategy and tactics; life safety initiatives. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or 105.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**C-ID:** FIRE 100

### **FIRE 720 FIRE PREVENTION**

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and

standards; plans review; fire inspections; fire and life safety education; fire investigation. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

**C-ID:** FIRE 110

### **FIRE 725 FIRE APPARATUS AND EQUIPMENT**

This course covers the operation, care and maintenance, specifications, capabilities and effective use of fire service apparatus and related equipment. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

### **FIRE 730 FIRE BEHAVIOR AND COMBUSTION**

This course explores the theories and fundamentals of how and why fires start, spread and are controlled. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or 105., FIRE 715

**Transfer Credit:** CSU

**C-ID:** FIRE 140

### **FIRE 740 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

**C-ID:** FIRE 130

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**FIRE 745 FIRE PROTECTION SYSTEMS**

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

**C-ID:** FIRE 120

**FIRE 748 FIREFIGHTER SAFETY & SURVIVAL**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**Transfer Credit:** CSU

**FIRE 770 FIRE SERVICE CAREER PREP**

This course gives an overview of the hiring process for firefighter positions. It will cover models for written examinations and oral interviews; writing skills for resumes and applications; physical requirements; written test preparation; and career opportunities. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. FIRE 715

**FIRE 787 EMERGENCY MEDICAL TECHNICIAN: BASIC - REFRESHER**

This is a refresher course in preparation for EMT Basic recertification. Required topics per National Registry requirements are covered, as well as recent advances in the field of pre-hospital healthcare. Students must possess their EMT Basic certification. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 - 1.5

**Hours/semester:** 8-27 Lecture; 16-54 Homework

**Prerequisites:** Possession of a valid, current EMT Basic Certificate, or expired no longer than two years.

**FIRE 789 RECRUIT FIREFIGHTER TRAINING**

This course provides training in basic firefighting knowledge and skills through lecture and manipulative instruction in all areas of responsibility for a firefighter. Topics include fire suppression, handling hose/ladders, operating hand and power tools, completing salvage functions, performing rescue operations, and responding to hazardous materials emergencies. Intensive, physically demanding course that meets daily for eight hours. *Pass/No Pass Only. Degree Credit.*

**Units:** 15.5

**Hours/semester:** 128-144 Lecture; 360-405 Lab; 256-288 Homework

**Prerequisites:** Sponsorship by a fire service agency as a professional firefighter. Successful completion of, or concurrent enrollment in, a State Fire Marshal certified basic firefighting academy or equivalent as determined by the Coordinator of the Fire Technology program. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Successful completion of a National Registry certified Emergency Medical Technician: Basic course or equivalent as determined by the Coordinator of the Fire Technology program. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.

**FIRE 793 FIREFIGHTER I ACADEMY**

Pre-service instruction in basic fire fighting knowledge and skills. Lecture and manipulative instruction in all areas of responsibility for a firefighter. (Certificate of course completion issued by the Fire Technology Department.) *Pass/No Pass Only. Degree Credit.*

**Units:** 12

**Hours/semester:** 136-153 Lecture; 168-189 Lab; 272-306 Homework

**Prerequisites:** Proof of Emergency Medical Technician certification or Paramedic licensure. FIRE 715 or equivalent course from another accredited California Community College Fire Technology program. Successful completion of an additional three units of Fire Technology coursework. Admission to the Fire Academy.

**FIRE 796 EMERGENCY MEDICAL TECHNICIAN: BASIC**

This course provides instruction in basic life support/pre-hospital care using the National Registry curriculum. A

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materials fee as shown in the Schedule of Classes is payable upon registration. *Pass/No Pass Only. Degree Credit.*

**Units:** 10

**Hours/semester:** 144-162 Lecture; 48-54 Lab; 288-324 Homework

**Prerequisites:** Current certification in health care provider/professional rescuer CPR (Cardiopulmonary Resuscitation) through an accredited agency.

**Corequisites:** Vaccinations for healthcare workers per California Code of Regulations, Title 8, Section 5199 Aerosol Transmissible Diseases; Appendix E. Plus, additional vaccinations as listed on the list provided to EMT students.

**Transfer Credit:** CSU

### **FIRE 797 EMERGENCY MEDICAL TECHNICIAN: BASIC**

This course provides instruction in basic life support/pre-hospital care using the National Registry curriculum. A materials fee as shown in the Schedule of Classes is payable upon registration. *Pass/No Pass Only. Degree Credit.*

**Units:** 11

**Hours/semester:** 160-180 Lecture; 48-54 Lab; 320-360 Homework

**Prerequisites:** Current certification in Basic Life Support (BLS) for the healthcare provider/professional rescuer through an accredited agency. Admission into the Emergency Medical Technician (EMT) course.

**Corequisites:** Vaccinations for healthcare workers per California Code of Regulations, Title 8, Section 5199 Aerosol Transmissible Diseases; Appendix E. Plus, additional vaccinations as listed on the Vaccination Recommendations for Healthcare Workers list, which can be found at <http://collegeofsanmateo.edu/emt>.

**Transfer Credit:** CSU

### **FIRE 810 FIREFIGHTER CADET I**

Under supervision, students will learn to work in a firehouse environment alongside professional firefighters. Students will be introduced to basic situations in a working firehouse, including hands-on training, emergency response, clerical responsibilities and other duties as assigned. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** Successful completion of, or concurrent enrollment in, a State Fire Marshal certified basic firefighting academy or equivalent as determined by

the Coordinator of the Fire Technology program. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Successful completion of a National Registry certified Emergency Medical Technician: Basic course or equivalent as determined by the Coordinator of the Fire Technology program. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Acceptance into a fire agency cadet program. Cadets (or volunteer firefighters) are subjected to an interview process by a fire department before being chosen as a cadet. Minimum requirements to be chosen as a cadet are successful completion of, or concurrent enrollment in, a Fire Academy, successful completion of an EMT course and possession of an EMT certificate, age of 18 or older, and a valid California Driver License.

### **FIRE 811 FIREFIGHTER CADET II**

Under supervision, students will work in a firehouse environment alongside professional firefighters. Students are expected to build upon the knowledge and skills obtained in the previous course. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** FIRE 810, Acceptance into a fire agency cadet program. Cadets (or volunteer firefighters) are subjected to an interview process by a fire department before being chosen as a cadet. Minimum requirements to be chosen as a cadet are successful completion of, or concurrent enrollment in, a Fire Academy, successful completion of an EMT course and possession of an EMT certificate, age of 18 or older, and a valid California Driver License.

### **FIRE 812 FIREFIGHTER CADET III**

Under supervision, students will complete their assignment working in a firehouse environment alongside professional firefighters. Students will continue hands-on training, emergency response, clerical responsibilities and other duties as assigned. Students will be able to use these hours towards their requirement for their Firefighter I State Certification. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** FIRE 811, Acceptance into a fire agency cadet program. Cadets (or volunteer firefighters) are subjected to an interview process by a fire department before being chosen as a cadet. Minimum requirements to be chosen

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as a cadet are successful completion of, or concurrent enrollment in, a Fire Academy, successful completion of an EMT course and possession of an EMT certificate, age of 18 or older, and a valid California Driver License.

## Fitness

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### FITN 112.1 CROSS TRAINING I

A beginning level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Class may include Spinning, weight training or resistance exercises, yoga, Pilates, hiking, running, and/or fitness walking. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 112.2 CROSS TRAINING II

An intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 112.3 CROSS TRAINING III

An advanced level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 112.4 CROSS TRAINING IV

An expert level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 116.1 BODY CONDITIONING I

Instruction and personal fitness program development on a beginning level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at a beginning level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 116.2 BODY CONDITIONING II

Instruction and personal fitness program development on an intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 116.3 BODY CONDITIONING III

Instruction and personal fitness program development on an advanced level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

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**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 116.4 BODY CONDITIONING IV

Continued instruction and personal fitness program development on an expert level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an expert level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 134 TRACK AND TRAIL AEROBICS

Designed to increase the student's personal fitness through a comprehensive stretching, jogging and/or walking program. Instruction includes proper stretching techniques, proper training principles, correct walking/jogging techniques, and heart rate monitoring to assist the student in developing a realistic cardiovascular program. Upon completion of the course, the student will be able to successfully design and implement a stretching and cardiovascular training program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 201.1 WEIGHT TRAINING I

Individual weight conditioning for beginning level students. Emphasis will be on selectorized machines, aerobic training, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 201.2 WEIGHT TRAINING II

Individual weight conditioning for intermediate level students. Emphasis will be on selectorized machines, aerobic training, free weights, cables, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 201.3 WEIGHT TRAINING III

Individual weight conditioning for advanced level students. Emphasis will be on selectorized machines, aerobic training, free weights, cables, and stretching routines. Instruction on form, technique, safety, and muscle development with more emphasis placed on free weights as progression from levels I and II. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 201.4 WEIGHT TRAINING IV

Individual weight conditioning for expert level students. Emphasis will be on selectorized machines, aerobic training, free weights, cables, and stretching routines. Instruction on form, technique, safety, and muscle development with more emphasis placed on free weights and Olympic lifts as progression from levels I and II and III. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

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If you have questions, see your counselor.



**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 220 WEIGHT CONDITIONING FOR VARSITY FOOTBALL**

Recommended only for Varsity Football candidates. Designed to teach students to use overload weight training to build bulk and strength. Students work on major muscle groups, emphasizing leg and upper-body development. May be taken four times for a maximum of 8 units. *Letter Grade Only. Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 225 ATHLETIC CONDITIONING**

Prepares student athlete for varsity-level competition through general and sport specific strength and conditioning exercise. Student athletes engage in general and sport specific strength development, stretching, aerobic conditioning, sport specific movement and speed development. May be taken four times for a maximum of 8 units. *Letter Grade Only. Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 226 PLYOMETRIC CONDITIONING**

Course designed to promote physiological development of strength, speed and power through a series of leaping, bounding and hopping exercises to effectively improve coordination and agility, and fast-twitch muscle fiber conditioning. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in a varsity course or equivalent fitness level as documented by a physical conducted by a licensed medical physician and a thorough orthopedic examination.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2)

### **FITN 235.1 BOOT CAMP I**

A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at a beginning level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-27 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 235.2 BOOT CAMP II**

A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at an intermediate level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 235.3 BOOT CAMP III**

A group exercise class that mixes traditional calisthenic and body weight exercises with interval and strength training at an advanced level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 235.4 BOOT CAMP IV**

A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at an expert level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.





**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 237 TOTAL CORE TRAINING

Designed to incorporate various core movement exercises including: dumbbell weights, calisthenics, whole body lifts, jump rope, speed drills, various agility drills, medicine ball throws and core movements and flexibility exercises. Emphasizes multiple body aerobic and anaerobic exercises to produce cross training effect. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 301.1 INDOOR CYCLING I

A beginning level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 301.2 INDOOR CYCLING II

An intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 301.3 INDOOR CYCLING III

An advanced level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 301.4 INDOOR CYCLING IV

An expert level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 332.1 STRETCHING AND FLEXIBILITY I

A beginning class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 332.2 STRETCHING AND FLEXIBILITY II

An intermediate level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 332.3 STRETCHING AND FLEXIBILITY III

An advanced level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

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If you have questions, see your counselor.



**FITN 332.4 STRETCHING AND FLEXIBILITY IV**

An expert level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 334.1 YOGA I**

Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for all ages and abilities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 334.2 YOGA II**

Designed to educate students in Hatha Yoga at an intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for continuing yoga students. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 334.3 YOGA III**

Designed to educate students in Hatha Yoga at an advanced level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 334.4 YOGA IV**

Designed to educate students in Hatha Yoga at an expert level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 335.1 PILATES I**

Training of the muscles in the torso through controlled exercises taught at a beginning level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 335.2 PILATES II**

Training of the muscles in the torso through controlled exercises taught at an intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 335.3 PILATES III**

Training of the muscles in the torso through controlled exercises taught at an advanced level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

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If you have questions, see your counselor.



**FITN 335.4 PILATES IV**

Training of the muscles in the torso through controlled exercises taught at an expert level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 336 RESTORATIVE YOGA**

Restorative yoga, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 336.1 RESTORATIVE YOGA I**

Restorative yoga I, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 336.2 RESTORATIVE YOGA II**

Restorative yoga II, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function

at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** FITN 336.1

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 336.3 RESTORATIVE YOGA III**

Restorative Yoga III, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** FITN 336.2

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 336.4 RESTORATIVE YOGA IV**

Restorative Yoga IV, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** FITN 336.3

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**FITN 339 PILATES CIRCUIT TRAINING**

A fitness class designed to develop core strength, flexibility, balance, and postural stability utilizing Pilates equipment, exercises, and technique. Students will work on a wide variety of apparatus which may or may not include: Reformers, Towers, Chairs, Spine Correctors, and small

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equipment. This class will incorporate non-stop exercise routines to increase strength and endurance. Instruction on equipment safety, proper exercise set up and execution, and detailed information about each exercise circuit will precede each new routine. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** FITN 335.1

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

## Global Studies

### GBST 101 INTRODUCTION TO GLOBAL STUDIES

This course is an introduction to the interdisciplinary field of Global Studies. This includes the history of globalization, and may include economic, political, historical, anthropological, philosophical, geographical, artistic, cultural and ecological developments related to the processes of globalization. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### GBST 102 GLOBAL STUDIES AND APPLICATIONS

This course encourages students to become active global citizens by better understanding the origins, current status, and future trends of major transnational issues confronting the global community. Topics can include population trends, economic development and inequality, basic human needs (for food, water health care), the role of history as narrative, human rights, international conflict and security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities and students' awareness of how global issues manifest locally. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5b, E5c

**Transfer Credit:** CSU

## Geography

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### GEOG 100 PHYSICAL GEOGRAPHY

This course is a spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. MATH 110

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

**C-ID:** GEOG 110

### GEOG 110 CULTURAL GEOGRAPHY

The study of the use and understanding of space within and between culture groups of the world. Interpretation of cultural landscapes resulting from the interactions of humans with features and processes of the physical environment and with one another. Special attention is given to the concepts of location, place, distribution, circulation, and region. Focus on the concepts of culture region, cultural origin, cultural diffusion, cultural ecology, cultural interaction, and cultural landscape as applied to the analysis of specific culture traits, including those of popular culture. Additional topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** GEOG 120

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**GEOG 150 WORLD REGIONAL GEOGRAPHY**

Geographic analysis of the physical, cultural, and population patterns of world regions. A critical examination, with historical context, is also made of the economy and politics, sociocultural issues, environmental issues, and measures of human well-being within each region. Emphasis on spatial and historical influences of population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** GEOG 125

**Geology**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**GEOLOG 100 SURVEY OF GEOLOGY**

An introduction to the principles of geology, including plate tectonics, earthquakes, volcanoes, earth structure, earth materials, and the processes that shape and change the Earth. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

**C-ID:** GEOL 100

**GEOLOG 101 GEOLOGY LABORATORY**

Optional introductory geology laboratory course designed to be taken concurrently with or following GEOL 100. Identification of tectonic plates, minerals, rocks; interpretation of cross sections, maps and seismograms; geologic processes and features. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** completion or concurrent enrollment in GEOL 100

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**C-ID:** GEOL 100L

**History**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**HIST 100 HISTORY OF WESTERN CIVILIZATION I**

This course examines the evolution of Western history from its earliest articulations in the ancient Near East through early Modern era. Particular emphasis is placed on the multicultural and global influences that have shaped, and continue to shape, the intellectual, artistic, economic, religious, cultural, and political institutions of the Western world. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of any READ 400 level course.

**AA/AS Degree Requirements:** Area E1, E5b

**Transfer Credit:** CSU (CSU GE Area C2 or D), UC (IGETC Area 3B or 4)

**C-ID:** HIST 170

**HIST 101 HISTORY OF WESTERN CIVILIZATION II**

Examination of the history of Western Civilization from the late 15th century to the present. Beginning with the Scientific Revolution, this course explores the economic, political, social, scientific, technological, artistic, and religious developments of the Western world. Topics include the Scientific Revolution; the Enlightenment; the "Age of Revolutions" (including the American, Haitian and French Revolutions), industrialization, nationalism, imperialism; modern ideologies; the emergence of totalitarianism; the World Wars, the Cold War, the Korean War, the Vietnam War; and other cultural, economic, intellectual, and political developments. These topics will be explored through the analytical lenses of race, class, gender, and ethnicity. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of any READ 400 level course.

**AA/AS Degree Requirements:** Area E1, E5b

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**Transfer Credit:** CSU (CSU GE Area C2 or D), UC (IGETC Area 3B or 4)

**C-ID:** HIST 180

### HIST 201 UNITED STATES HISTORY I

This course explores the evolution of United States history from its pre-Columbian Native American origins through the Reconstruction Era (1877). Using the analytical lenses of race, class, gender, ethnicity and sexuality, this course examines the political, economic, social, religious, environmental, and cultural forces that shaped, and continue to shape, the nation and the lives of its diverse inhabitants. Topics include indigenous societies and cultures, European conquest and colonization, slavery and abolition, the women's movement, westward expansion, immigration, the American Revolution, the Constitution and the formation of the U.S. government, reform movements, the U.S. Civil War, and Reconstruction. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400 and any READ 400 level course.

**AA/AS Degree Requirements:** Area E1, E5b

**Transfer Credit:** CSU (CSU GE Area C2 or D and US-1 and US-2), UC (IGETC Area 3B or 4)

**C-ID:** HIST 130

### HIST 202 UNITED STATES HISTORY II

This course explores United States history from the Reconstruction Era to the present. Through the analytical lenses of race, class, gender, ethnicity and sexuality, students examine the major forces that shaped, and continue to shape, the political, social, cultural, scientific, technological and environmental life of the nation. Specific attention is dedicated to examining the ways that the philosophical foundations of the U.S. Constitution and the government institutions it established evolved, and continue to evolve, in response to the ever-changing social, economic, and political rights and obligations of its inhabitants. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838, ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E1, E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D and US-1 and US-2), UC (IGETC Area 3B or 4)

**C-ID:** HIST 140

### HIST 260 WOMEN IN AMERICAN HISTORY

An in-depth survey of the experiences, contributions, and roles of American women in United States history from pre-contact to the present. Analysis of the political, economic, and social developments concerning American women, as well as the effects of gender, ethnicity, class, and sexual orientation upon their experiences. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E1, E1, E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D and US-1 and US-2), UC (IGETC Area 3B or 4)

### HIST 310 CALIFORNIA HISTORY

This course explores the history of California from pre-contact through the present. Topics include the civilizations of indigenous Californians; Pacific exploration; Spanish colonization; mission, pueblo, and rancho life; American expansion and the Gold Rush; railroad, agricultural and mineral booms; Progressive reform; the impact of the Great Depression and World War II; conflicts around water and environmental resources; counterculture, civil rights, and modern conservative movements; and the growth of Silicon Valley. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Any READ 400 level course.

**AA/AS Degree Requirements:** Area E1, E5b, E5c

**Transfer Credit:** CSU (CSU GE Area C2 or D and US-3), UC (IGETC Area 3B or 4)

## Health Science

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### HSCI 100 GENERAL HEALTH SCIENCE

Survey of today's most prevalent health issues, including nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety. Emphasis is placed on individual responsibility, detection, treatment, prevention, and maintenance of personal and social health as well as

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the promotion of physical, emotional, mental, and holistic health. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

## Individual Sports

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### INDV 121.1 BADMINTON I

Rules and beginning strategies of badminton; instruction and practice in fundamentals of grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 121.2 BADMINTON II

Rules and strategies of intermediate badminton; instruction and further practice in grips, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 121.3 BADMINTON III

Advanced instruction in badminton with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 121.4 BADMINTON IV

Instruction with an emphasis on expert level strategy, footwork, doubles team work, and singles games in the sport of badminton. Tournament play in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.1 TENNIS I

Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play at a beginning level; testing program in all tennis skills and rules. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.2 TENNIS II

Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.3 TENNIS III

Continued instruction on the skills of tennis at the advanced level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
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**INDV 251.4 TENNIS IV**

Continued instruction on the skills of tennis at the expert level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**Interdisciplinary Studies**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**IDST 101 HUMANITIES HONORS SEMINAR I**

Introductory interdisciplinary research seminar for students admitted into the Honors Project program. Students learn to distinguish between various interpretive methodologies of the humanities disciplines, the social sciences, and the creative arts. Working through an interdisciplinary seminar theme, students expand upon and deepen the content of a linked transfer course from the Humanities Cluster (Language Arts, Creative Arts, and Social Sciences). Students apprehend fundamental interdisciplinary theory, and complete a distinct scholarly project that extends a content area of the chosen transfer course. Emphasis on peer collaboration, the fundamentals of research methodology, critical inquiry and effective written and oral presentation. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Prerequisites:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**Transfer Credit:** CSU

**IDST 102 SCIENCES HONORS SEMINAR I**

Introductory interdisciplinary research seminar for students admitted into the Honors Project program. Students are instructed and guided in various scientific investigative approaches and their applications in the natural science, mathematical and engineering disciplines. Working through an interdisciplinary seminar theme, students expand upon and deepen the content of a linked transfer course from the Sciences Cluster (Sciences, Technology, Engineering and Math). Students apprehend fundamental interdisciplinary theory, and complete a distinct scholarly project that extends a content area of the chosen transfer course.

Emphasis on peer collaboration, the fundamentals of scientific research and its application, and effective written and oral presentation. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Prerequisites:** Completion of or concurrent enrollment in ENGL 100 or ENGL 105.

**Transfer Credit:** CSU

**IDST 103 HUMANITIES HONORS SEMINAR II**

For continuing Honors Project students with a concentration in the Humanities Cluster, this seminar further develops their mastery of interdisciplinary theory, research methodologies and critical inquiry. Students are introduced to incorporating primary sources as they develop and complete a more advanced scholarly project based upon the content of the transfer course they have linked to the seminar. Emphasis on mentoring IDST101 students, and the pursuit of more original and independent research. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Recommended:** IDST 101 or IDST 102

**Transfer Credit:** CSU

**IDST 104 SCIENCES HONORS SEMINAR II**

For continuing Honors Project students with a concentration in the Sciences Cluster, this seminar further develops their mastery of interdisciplinary theory, research methodologies and critical inquiry. Students are introduced to incorporating primary sources as they develop and complete a more advanced scholarly project based upon the content of the transfer course they have linked to the seminar. Emphasis on mentoring IDST102 students, and the pursuit of more original and independent research. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Recommended:** IDST 101 or IDST 102

**Transfer Credit:** CSU

**IDST 110 COLLEGE 1**

This course assists new, first-time college students in making a successful transition to college by providing opportunities to explore college student mindset, identity, habits and expectations. Through a shared reading experience and series of common assignments, students develop critical reading strategies, information literacy

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awareness and skills, and establish a community of first-year support. Course content will be informed by the discipline expertise of the instructional faculty. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1)

## Kinesiology, Athletics, and Dance

Kinesiology, Athletics, and Dance courses are offered under the following disciplines: Adapted Physical Education, Aquatics, Dance, Fitness, Individual Sports, Kinesiology, Physical Education Theory, Team Sports and Varsity Sports.

Kinesiology is the 5th most sought after degree in the CSU system. Curriculum in the division has been developed to meet the broad interests of students in general activity courses addressing the Associates Degree requirement. These activity courses range from Adaptive Physical Education to cardiovascular conditioning, resistance training, yoga, Pilates, team sports, individual sports, dance, and Intercollegiate Athletics. Additionally, the division offers courses and programs designed for students seeking a certificate to enter the workforce; Yoga Teacher Training and Pilates Instructor Training, as well as many certificates and degrees. Lecture courses for students intending to transfer and major in Kinesiology at the four-year university level are also available.

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

To understand the repeatability legislation, please refer to the [Course Families](#) page.

## Kinesiology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### KINE 101 INTRODUCTION TO KINESIOLOGY

This course explores the broad spectrum of kinesiology as an academic discipline, fundamental concepts and meaning of movement/physical activity, diversity of

humans as moving beings, professional/career options, current/ social issues, personal characteristics/ professional responsibilities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

**C-ID:** KIN 100

### KINE 102 INTRODUCTION TO COACHING PRINCIPLES

A course which examines the philosophical, physiological, sociological, and psychological aspects of the coaching profession. Other aspects that will be studied are the principles used in the effective teaching of sports, technical and tactical skills, and the principles used in effective team management. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

### KINE 103 SOCIAL ISSUES IN SPORT

An examination of sport as a significant aspect of modern culture and a major institution of modern society. Among the topics that will be discussed are gender, race, and ethnicity and their role in sport, sport as an economic enterprise, sport at the High School, collegiate, professional, and international levels, the effects that religion, social class, politics, deviance and the media have on sport, and what future trends will have an influence on the world of sport. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](#).  
If you have questions, see your counselor.



**KINE 104 SPORTS PSYCHOLOGY**

Examination of current theoretical perspectives in sports psychology, applications of theories and techniques of optimal performance, and experiential exercises related to psychological factors that affect performance in sports, and in life. Topics include: Goal setting, motivation, physiology, neuropsychology, stress versus relaxation (arousal regulation), commitment, peak potential, focus/concentration, confidence, and visualization. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU, UC

**KINE 106 INTRODUCTION TO SPORTS MANAGEMENT**

An examination of the field of sport management. The course will provide an overview of sports management by presenting a discussion of the fundamental aspects of the profession. Areas of discussion include: legal, sociocultural, historical, political and psychological as they relate to the field of sports management. Further discussion centers on the ways the globalization of sports impact the contemporary sports manager. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**KINE 110 CARE AND PREVENTION OF ATHLETIC INJURIES**

Examination of the techniques used in the prevention of athletic injuries, including taping, bandaging, and strapping along with how to recognize and evaluate basic signs and symptoms associated with common injuries. Establishing a plan of care that includes rehabilitative exercise will also be studied. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** BIOL 130 or BIOL 250 or KINE 300

**Recommended:** KINE 300

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU, UC

**KINE 119 FIRST AID/ADULT & PEDIATRIC CPR**

The Adult and Pediatric First Aid/CPR/AED course incorporates the latest science and teaches students to recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies to help victims of any age - adults (about 12 years and older) and pediatric (infants and children up to 12 years of age). Students who successfully complete this course will receive a certificate for Adult and Pediatric First Aid/CPR/AED valid for two years. Because the certificate for Adult CPR/AED is valid for two years, a student may file a Petition to Repeat KINE 119 if the course was completed more than 4 semesters ago. This is not an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU (CSU GE Area E1), UC

**C-ID:** KIN 101

**KINE 125 PILATES MAT INSTRUCTOR TRAINING**

Course designed for students working toward a Pilates Certificate. This course includes an introduction to the history and principles of Pilates, review of essential anatomy, beginning, intermediate, and advanced level Pilates Mat exercises as well as modifications for each exercise. This course includes lectures on pedagogy, programming, and teaching special populations. During the lab portion of this course, students will gain practical teaching experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** FITN 335, KINE 300

**Transfer Credit:** CSU

**KINE 126 PILATES REFORMER INSTRUCTOR TRAINING**

For students working toward a Pilates Certificate. 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

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modifications for each exercise. This course includes lectures on pedagogy, programming, and teaching special populations. During the lab portion of this course, students will gain practical teaching experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** KINE 300, FITN 335, KINE 125

**Transfer Credit:** CSU

### **KINE 127 PILATES APPARATUS INSTRUCTOR TRAINING**

For students working toward a Pilates Certificate. 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** KINE 300, FITN 335, KINE 125, KINE 126

**Transfer Credit:** CSU

### **KINE 130 GROUP FITNESS INSTRUCTOR LECTURE**

This lecture course is part of the Group Fitness Instructor program. Students will learn knowledge and skill foundations necessary to teach a safe and effective group fitness class, no matter what type of modality. Students will also learn how to successfully develop and implement safe and effective group exercise programs, and engage their participants. Topics covered include: anatomy, kinesiology, exercise physiology, instructional techniques, class design, cueing, and injury prevention. Upon completion students will be prepared to take a Group Fitness Certification test. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture

**Corequisites:** KINE 131

**Recommended:** BIOL 130, BIOL 250

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **KINE 131 GROUP FITNESS INSTRUCTOR LAB**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Corequisites:** KINE 130

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU

### **KINE 135 ACADEMIC SKILL DEVELOPMENT FOR INTERCOLLEGIATE ATHLETES I**

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### **KINE 136 ACADEMIC SKILL DEVELOPMENT FOR INTERCOLLEGIATE ATHLETES II**

Designed for student athletes. Continued instruction on college-level study skills and preparedness. Provides organizational skills for a lifetime. Teaches attitude development while building self-esteem. NCAA/NAIA transfer regulations are addressed. Extra supplies may be required. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

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**KINE 190 BASEBALL THEORY: DEFENSE**

Designed to help students understand the defensive fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball and apply them in a practical setting. (Same as TEAM 190) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2 or 3

**Hours/semester:** 16-18 Lecture; 48-108 Lab; 32-36 Homework

**Transfer Credit:** CSU, UC

**KINE 191 BASEBALL THEORY: OFFENSE**

Designed to help students understand the offensive fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball and apply them in a practical setting. (Same as TEAM 191) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2 or 3

**Hours/semester:** 16-18 Lecture; 48-108 Lab; 32-36 Homework

**Transfer Credit:** CSU, UC

**KINE 200 YOGA HISTORY AND CULTURE**

This course is designed as a survey of the history and culture of yoga, both as a historical practice and a physical discipline. Students will learn about yoga's transformation from ancient to contemporary times, ayurveda and nutrition, and yoga as a career option. This course is designed as part of the Yoga Teacher Training Certificate program. KINE 200, 201, and 202 are designed to be taken concurrently. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** KINE 201 and KINE 202

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area E1)

**KINE 201 YOGA PEDAGOGY LECTURE**

This course is designed as an introduction to 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** KINE 200 and KINE 202

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**KINE 202 YOGA PEDAGOGY LAB**

This course is designed as a introduction to teaching the physical discipline of Hatha yoga. Students will learn alignment, adjustments, and cueing for yoga postures. They will also develop and teach their own yoga class. This course is designed as part of the Yoga Teacher Training Certificate program. KINE 200, 201, and 202 are designed to be taken concurrently. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Corequisites:** KINE 200 and KINE 201

**Transfer Credit:** CSU

**KINE 203 YOGA PEDAGOGY RESEARCH 1**

This course is part of the 300 hour Yoga Teacher Training certificate program. Students will practice yoga, observe yoga classes, assist yoga classes, teach yoga classes, and develop a personal yoga practice. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of a Yoga Alliance RYS-200 program.

**Corequisites:** KINE 204, KINE 205

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. FITN 334.1 a strong yoga practice.

**Transfer Credit:** CSU

**KINE 204 ADVANCED YOGA PEDAGOGY & PHILOSOPHY**

This course is part of the 300 hour Yoga Teacher Training certificate program. Students will develop their knowledge of yoga pedagogy and philosophy by studying ethics, pedagogical theories, teacher/students communication techniques, yoga philosophy, and how to develop your

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personal voice as a yoga teacher. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of a Yoga Alliance RYS-200 program.

**Corequisites:** KINE 203, KINE 205

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### KINE 205 ADVANCED YOGA ASANA

This course is part of the 300 hour Yoga Teacher Training certificate program. Students will develop their understanding of yoga asana practice through study of sun salutations, theories of transitional and embodied movement, and restorative yoga. Students will also choreograph and teach personal flow and restorative sequences. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Successful completion of a Yoga Alliance RYS-200 program.

**Corequisites:** KINE 203, KINE 204

**Transfer Credit:** CSU

### KINE 206 YOGA PEDAGOGY RESEARCH 2

This course is part of the 300 hour Yoga Teacher Training certificate program. Students will practice yoga, observe yoga classes, assist yoga classes, teach yoga classes, and develop a personal yoga practice at an advanced level. Students will also conduct deeper research on a yoga topic of their choice and attend/assist in organizing a yoga retreat. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 96-108 Lab

**Prerequisites:** Successful completion of a Yoga Alliance 200-hour Yoga Teacher Training. KINE 203

**Transfer Credit:** CSU

### KINE 300 ANATOMY OF MOTION

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU (CSU GE Area E1), UC

## Learning Center

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### LCTR 100 EFFECTIVE TUTORING

Explores a variety of procedures for understanding and utilizing effective peer tutoring practices. Under guided supervision, students use classroom experiences to connect theory to practice. Communication and study strategies, course specific tutoring expertise, and techniques for working with students from diverse cultural and academic backgrounds are emphasized. This course is for students who are interested in working as tutors. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 8-9 Lecture; 24-27 Lab; 16-18 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. READ 830

**Transfer Credit:** CSU

### LCTR 105 KEYS TO SUCCESS

This course assists new, first time students in making a successful transition to college life. Students receive information and engage in exercises that will make academic requirements more clear and remove common obstacles that can delay students' progress. Topics include: knowledge of resources, study techniques, writing skills, critical thinking skills, motivation and self-efficacy. This class has a strong emphasis on group work and peer learning. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

### LCTR 240 COLLEGE AND ACADEMIC SUCCESS

This course assists students in understanding and engaging in college success skills and strategies. Designed to improve academic and personal success, this course takes students through a journey that includes study skills development, value clarification, personal and educational goals and options, financial literacy, time and life management, critical and creative thinking, and an awareness of learning

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styles. The course also provides assistance to develop communication skills related to self-advocacy. (Course is cross listed as COUN 240.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU (CSU GE Area E1), UC

### LCTR 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE

Under the supervision of 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. *No Grade Awarded (Non-Credit Course). Units do not apply toward AA/AS degree.*

**Units:** 0

**Corequisites:** concurrent enrollment in a course in which tutorial/academic assistance is being provided.

## Library Studies

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### LIBR 100 INTRODUCTION TO LIBRARY RESEARCH

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area C3; Area E5d

**Transfer Credit:** CSU, UC

## Literature

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### LIT. 101 TWENTIETH-CENTURY LITERATURE

Study of a representative selection of twentieth-century fiction, poetry, and drama. Authors may include T.S. Eliot, Pablo Neruda, Vladimir Nabokov, Samuel Beckett, Virginia Woolf, Gabriel Garcia Marquez, Sylvia Plath, Eugene O'Neill, Toni Morrison, among others. Emphasis on innovations of the century's major writers within the context of literary and cultural movements. Lectures, discussions, and related reading. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 105 THE BIBLE AS LITERATURE

Selected texts from the Old and New Testaments and from the Apocrypha. Lectures, discussions, related readings, quizzes, and project. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 113 THE NOVEL

Study of a representative selection of novels of the 19th, 20th and 21st Centuries and of various aspects of literary criticism. Authors may include Jane Austen, Charlotte and Emily Bronte, Thomas Hardy, Henry James, William Faulkner, Gabriel Garcia Marquez, among others. Lectures, discussions, and related reading. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 115 THE SHORT POEM IN ENGLISH: A SURVEY

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, and related reading. *Letter Grade Only. Degree Credit.*

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**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 150 CRIME AND DETECTIVE FICTION

Study of representative works from the genres of detective and crime fiction, with an emphasis on their influence on English language literature and thought and on a broad range of creative media. Reading, discussion, and analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 151 SHAKESPEARE

Study of representative plays and poems, with an emphasis on Shakespeare's poetic and dramatic skills and his understanding of human nature. Reading and discussion. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 154 INTRODUCTION TO LGBT LITERATURE

Study of representative works by LGBTQ+ authors in addition to exploring themes relevant to the LGBTQ+ community and allies. Authors may include E.M. Forster, Rita Mae Brown, Adrienne Rich, Michelle Tea, David Henry Hwang, E. Lynn Harris, W.H. Auden, James Merrill, among others. Reading, discussion, critical analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU

### LIT. 155 COMICS AND THE GRAPHIC NOVEL

Study of representative works from the genre of comics and graphic novels with an emphasis on the unique tools inherent to the genre, their influence on English language literature, and thought and on a broad range of creative media. Reading, discussion, and analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for English 100 or English 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 156 SCIENCE FICTION AND FANTASY LITERATURE

Study of representative works from the genres of Science Fiction and Fantasy, examining their roots, twentieth-century rise, and contemporary status. Focus is on how the genres interact with mythology, philosophy, and a broad range of creative media both present and past. Reading, discussion, and analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 201 AMERICAN LITERATURE I

Study of American Literature from the European conquest of the Americas through the 1870s with a focus on the major authors from the 18th and 19th centuries. Lectures, discussions, and reading of primary and secondary works. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 130

### LIT. 202 AMERICAN LITERATURE II

Study of American Literature from the end of the U. S. Civil War in 1865 through the modern day. Lectures, discussions, and recorded readings. *Letter Grade Only. Degree Credit.*

**Units:** 3

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 135

### LIT. 220 INTRODUCTION TO WORLD LITERATURE

Study of World Literature and texts (poetry, prose, drama and film) from antiquity to the present with a focus on major authors representing literary traditions world-wide. Lectures, discussions, and recorded readings. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 221 WORLD LITERATURE FROM 1600

Comparative study of selected works, in translation and in English, of literature from around the world, including Africa, Asia, Europe, the Middle East, the Pacific Islands, and other areas, from the mid or late seventeenth century to the present. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU

### LIT. 231 SURVEY OF ENGLISH LITERATURE I

Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Lectures, discussions, and readings. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 160

### LIT. 232 SURVEY OF ENGLISH LITERATURE II

Study of the typical works of major English writers of the 19th and 20th century. Lectures, discussions, and readings. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** ENGL 165

### LIT. 251 WOMEN IN LITERATURE

Examination of the artistic, social, political, and cultural concerns and interests of women as expressed through literature written by women. Reading and discussion. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 266 AFRICAN AMERICAN LITERATURE

Study of representative works from the genre of African American literature, with an emphasis on English language literature and thought and on a broad range of creative media. Reading, discussion, and analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 430 GREEK MYTHOLOGY AND CLASSICAL LITERATURE

Survey of major deities and heroes, recurring mythological themes, and relationships between people and deities in ancient Greece and Rome. Reading, discussion, and analysis. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2b, E2c, E5c

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.





**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 804 TWENTIETH-CENTURY LITERATURE

Study of a representative selection of the 20th Century fiction, poetry, and drama. Authors may include T.S. Eliot, Pablo Neruda, Vladimir Nabokov, Samuel Beckett, Virginia Woolf, Gabriel Garcia Marquez, Sylvia Plath, Eugene O'Neil, Toni Morrison, among others. Emphasis on innovations of the Century's major writers within the context of literary and cultural movements. Lectures, discussions, readings, and optional writing of critical papers. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### LIT. 809 BIBLE AS LITERATURE

Study of selected texts from the Old and New Testaments and from the Apocrypha. Lectures, discussions, related readings, quizzes, and optional project. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### LIT. 813 THE NOVEL

Study of a representative selection of novels of the 19th, 20th, and 21st Centuries and of various aspects of literary criticism. Authors may include Jane Austen, Charlotte and Emily Bronte, Thomas Hardy, Henry James, William Faulkner, Gabriel Garcia Marquez, among others. Lectures, discussions, and related reading. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### LIT. 820 INTRODUCTION TO WORLD LITERATURE

Study of World Literature and texts (poetry, prose, drama and film) from antiquity to the present with a focus on major authors representing literary traditions world-wide. Lectures, discussions, recorded readings, and writing of critical essays. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### LIT. 823 AMERICAN LITERATURE I

Study of American Literature from the European conquest of the Americas through the 1870s with a focus on the major authors from the 18th and 19th centuries. Lectures, discussions, reading of primary and secondary works, and writing of reader-response journal. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### LIT. 824 AMERICAN LITERATURE II

Study of American Literature from the end of the U. S. Civil War in 1865 through the modern day. Lectures, discussions, recorded readings, and writing of reader-response journal. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### LIT. 830 GREEK MYTHOLOGY AND CLASSICAL LITERATURE

Survey of 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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### LIT. 835 SHAKESPEARE

Study of representative plays and poems, with an emphasis on Shakespeare's poetic and dramatic skills and his understanding of human nature. Readings, discussions, and writing of optional critical papers. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

### LIT. 837 SURVEY OF ENGLISH LITERATURE I

Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Lectures, discussions, readings. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**LIT. 838 SURVEY OF ENGLISH LITERATURE II**

Study of the typical works of major English writers of the 19th and 20th Centuries. Lectures, discussions, readings. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**LIT. 840 THE SHORT POEM IN ENGLISH: A SURVEY**

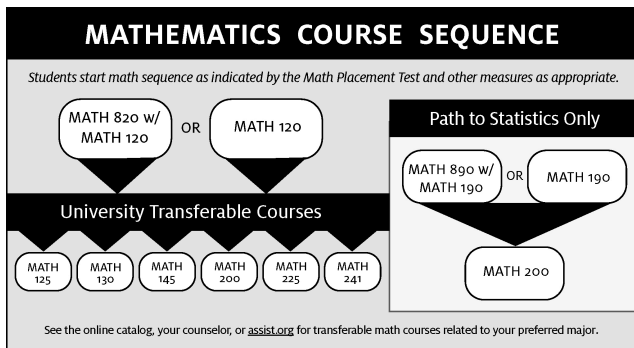
The study of major short poems in English from Chaucer to hip-hop, with an emphasis on different critical approaches, historical context, and literary appreciation. Lectures, discussions, and related reading. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Mathematics**

(Also see Business 115)



The Transfer Math Sequence you choose will depend on your major and your transfer destination. See a counselor for more information.

Multiple measures, including high school transcripts, are now being used to help determine proper placement of students into Mathematics courses. The Math Placement Test is recommended but not required of all entering freshmen to assist with placement. Students transferring to College of San Mateo with credit in college Mathematics can use their transcripts to assist with placement, bypassing the need for placement testing.

Prerequisites are listed in the descriptions of Mathematics courses in the catalog and the web schedule. Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses. Prerequisites may be met by showing proof of satisfactory completion of an equivalent course at a post-secondary institution.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.

**MATH 110 ELEMENTARY ALGEBRA**

A study of elementary algebra including introduction to: signed number operations, order of operations, linear equations and inequalities in one and two variables, systems of linear equations, exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations, and quadratic equations. *Letter Grade Only. Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** Appropriate score on the College Placement Test or MATH 811 or MATH 802

**Recommended:** Concurrent enrollment in READ 830.

**MATH 111 ELEMENTARY ALGEBRA I**

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Appropriate score on the College Placement Test or MATH 811 or MATH 802

**Recommended:** Concurrent enrollment in READ 830.

**MATH 112 ELEMENTARY ALGEBRA II**

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. *Letter Grade Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 111

**Recommended:** Concurrent enrollment in READ 830.

**MATH 115 GEOMETRY**

Study of the properties of plane and solid figures, using formal logic and the real number system. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 110 or 112 or appropriate score on the College Placement Test.



**MATH 120 INTERMEDIATE ALGEBRA**

A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 110 or MATH 112 or appropriate score on the College Placement Test.

**Recommended:** Eligibility for READ 400 or an equivalent level of reading proficiency.

**AA/AS Degree Requirements:** Area C1; Area E2c

**MATH 122 INTERMEDIATE ALGEBRA I**

First half of MATH 120, a comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. MATH 122 and 123 together are equal to MATH 120. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 110 or MATH 112 or higher or appropriate score on the College Placement Test.

**Recommended:** MATH 115 and READ 830

**MATH 123 INTERMEDIATE ALGEBRA II**

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 122

**Recommended:** MATH 115 and READ 830

**AA/AS Degree Requirements:** Area C1; Area E2c

**MATH 125 ELEMENTARY FINITE MATHEMATICS**

An introduction to finite mathematics, including linear functions, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. Applications in business, economics and social sciences. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 120 or MATH 123 or appropriate score on the College Placement Test.

**Recommended:** READ 400 or an equivalent level of reading proficiency.

**AA/AS Degree Requirements:** Area C1; Area E2c

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 130

**MATH 130 ANALYTICAL TRIGONOMETRY**

Trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations; radian measure; inverse functions; and solution of triangles. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** 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.

**AA/AS Degree Requirements:** Area C1; Area E2c

**Transfer Credit:** CSU (CSU GE Area B4)

**MATH 145 LIBERAL ARTS MATHEMATICS**

An examination of important concepts of mathematics and of mathematics as a tool for decision making. Topics and applications may include aspects of the history of mathematics, problem solving, counting methods, elementary number theory, sets, Euclidean and non-Euclidean geometry, Platonic solids, topology and logic. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Prerequisites:** MATH 120 or MATH 123 or appropriate score on the College Placement Test.

**Recommended:** READ 400 or an equivalent level of reading proficiency.

**AA/AS Degree Requirements:** Area C1, C3; Area E2c

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

### MATH 190 PATH TO STATISTICS

This accelerated course prepares students for transfer-level Statistics. It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who intend to take transfer level statistics and no other transfer level mathematics, physics or chemistry. Note: This course is NOT intended for students who plan to take courses in science, computer information science, engineering, math, as well as business and other non-STEM majors. Please see your counselor. *Letter Grade Only. Degree Credit.*

**Units:** 6

**Hours/semester:** 96-108 Lecture; 192-216 Homework

**Prerequisites:** MATH 811 or appropriate score on District math placement test and other measures as appropriate.

**AA/AS Degree Requirements:** Area E2c

### MATH 200 ELEMENTARY PROBABILITY AND STATISTICS

Representation and interpretation of data, use and misuse of statistics, graphical display of distributions, measures of central tendency and dispersion, probability, sampling distributions, statistical inference (including ANOVA), contingency tables, regression and correlation. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** MATH 120 or 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. Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area C1; Area E2c

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 110

### MATH 222 PRECALCULUS

Study of more advanced algebra including the theory of equations, complex numbers, logarithmic and exponential functions, sequences and series, review of trigonometry and topics of analytic geometry, polar coordinates. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 130 or appropriate score on the College Placement Test.

**Recommended:** READ 400 or an equivalent level of reading proficiency.

**AA/AS Degree Requirements:** Area C1; Area E2c

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 155

### MATH 225 PATH TO CALCULUS

Equivalent to MATH 130 and 222. This course combines the topics of Trigonometry and Pre-Calculus and is designed to fulfill the requirements of both courses as a prerequisite for MATH 251. Topics include a study of functions, function families, their properties and transformations, compositions, inverses and combinations, complex numbers, and vectors. Function families include linear, trigonometric, logarithmic, exponential, polynomial, power, and rational. Multiple representations of functions are emphasized. *Letter Grade Only. Degree Credit.*

**Units:** 6

**Hours/semester:** 96-108 Lecture; 192-216 Homework

**Prerequisites:** MATH 120 or Math 123 or appropriate score on the District math placement test and other measures.

**AA/AS Degree Requirements:** Area C1; Area E2c

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

### MATH 241 APPLIED CALCULUS I

Selected topics from analytic geometry, plus basic techniques of differential and integral calculus. (This sequence may not be substituted for the MATH 251 sequence for mathematics, physics or engineering majors.) *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 120 or MATH 123 or appropriate score on the College Placement Test and other measures as appropriate.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Recommended:** Eligibility for READ 400 or an equivalent level of reading proficiency.

**AA/AS Degree Requirements:** Area C1; Area E2c

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** MATH 140

### MATH 242 APPLIED CALCULUS II

Further work in differentiation and integration, trigonometric functions, calculus of functions of several variables, and selected topics from differential equations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 130 and MATH 241

**Recommended:** Eligibility for READ 400 or equivalent level of reading proficiency.

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

### MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I

Study of limits, continuity, the derivative, and its applications, and the definite integral. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 222 or Math 225 or appropriate score on the College Placement Test or other measures.

**Recommended:** Eligibility for READ 400 or an equivalent level of reading proficiency.

**AA/AS Degree Requirements:** Area C1; Area E2c

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** MATH 210

### MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II

Study of the Fundamental Theorem of Calculus, techniques of integration, applications of the definite integral, exponential, logarithmic and hyperbolic functions, polar coordinates, conic sections infinite series, Taylor series, and Taylor's formula. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 251

**Recommended:** READ 400 or an equivalent level of reading proficiency.

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** MATH 220

### MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III

Study of the calculus of functions of several independent variables, partial derivatives, vectors and vector calculus to include Green's theorem, Stokes' theorem, and the divergence theorem. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 252

**Recommended:** Eligibility for READ 400 or an equivalent level of reading proficiency.

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** MATH 230

### MATH 268 DISCRETE MATHEMATICS

Covers topics in discrete mathematics with particular emphasis on applications to computer science. Includes logic, sets, functions and relations, mathematical induction, recursion, Boolean algebra, elementary number theory, and probability. Extra supplies may be required. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** MATH 251

**Recommended:** Any READ 400 level course.

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 160

### MATH 270 LINEAR ALGEBRA

Vectors and matrices applied to linear equations and linear transformations; real and inner product spaces. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 252

**Recommended:** Completion of or concurrent enrollment in any READ 400 level course.

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 250

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS**

Differential equations of first, second, and higher order; simultaneous, linear and homogeneous equations; solutions by power series; numerical methods, Fourier series, Laplace transforms, and applications. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 253

**Recommended:** Completion of or concurrent enrollment in any READ 400 level course.

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 240

**MATH 280 PROOFWRITING**

An introductory course on reading and writing proofs with an emphasis on mathematical rigor. Topics include formal logic, set theory, infinity, equivalence relations, well-orderings, modular arithmetic, the Euclidean algorithm; and proof techniques such as direct, indirect, contrapositive, induction, and exhaustion. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** MATH 252

**Recommended:** Eligibility for ENGL 110

**Transfer Credit:** CSU

**MATH 800 JUST-IN-TIME SUPPORT FOR ELEMENTARY PROBABILITY AND STATISTICS**

A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MATH 200, Elementary Probability and Statistics, at College of San Mateo. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Prerequisites:** Appropriate score on the College Placement Test or other multiple measures assessment.

**Corequisites:** MATH 200

**MATH 811 ARITHMETIC REVIEW WITH PRE ALGEBRA**

Basic arithmetic involving whole numbers, signed numbers, fractions, decimals, and percents; estimation, number sense, order of operation, area and volume and other applications. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** ENGL 828 or ESL 828

**MATH 820 JUST-IN-TIME SUPPORT FOR INTERMEDIATE ALGEBRA**

A review of the core prerequisite skills, competencies, and concepts for intermediate algebra. Intended for students who are concurrently enrolled in MATH 120, Intermediate Algebra, at College of San Mateo. Review topics include: computational skills developed in pre-algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions. Topics covered in more depth include: solving and graphing linear equations and inequalities in one and two variables, solving and graphing systems of equations in two variables, factoring, algebraic operations on polynomial and rational expressions, solving quadratics using factoring, and rational equations. Recommended for students with little or no recent knowledge of algebra. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Corequisites:** MATH 120

**MATH 890 JUST-IN-TIME SUPPORT FOR PATH TO STATISTICS**

A review of the core prerequisite skills, competencies, and concepts needed in pre-statistics. Intended for students who are concurrently enrolled in MATH 190, Path to Statistics at College of San Mateo. Topics include basic arithmetic involving whole numbers, signed numbers, fractions, and decimals; estimation, number sense, and order of operation. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Corequisites:** MATH 190

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



## Management

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT

Introduction to Management examines the purpose and role of managers, management principles and practices, and the application of management theories. The course gives considerable attention to the identification and development of critical management skills and understanding the factors that affect management success. Upon completion, students should be able to demonstrate an understanding of management concepts as a foundation for advanced studies. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### MGMT 215 MANAGEMENT OF HUMAN RESOURCES

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### MGMT 220 ORGANIZATIONAL BEHAVIOR

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### MGMT 235 SUPERVISORY MANAGEMENT

Supervisory Management focuses on the 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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### MGMT 265 PROJECT MANAGEMENT

Principle functions of contemporary project management, including defining, organizing, tracking, controlling and communicating information in order to meet project goals. Focuses on the science of project management as well as the art of managing projects. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### MGMT 306 ESSENTIALS OF FACILITY MANAGEMENT

Concepts of facility management and how it can be of value to an organization. The primary goal of this course is to expose students to tactical planning, scheduling, and facility management tasks that support the operations of an organization's facilities. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

## Music

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
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**MUS. 100 FUNDAMENTALS OF MUSIC**

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** MUS 110

**MUS. 111 MUSICIANSHIP I**

Develop practical musicianship skills through the study of basic rhythmic, melodic, harmonic, and metric material. Emphasis is on training the ear through aural and performance based activities such as sight singing, dictation (melodic, rhythmic and harmonic) and basic keyboard exercises. Concurrent enrollment in Mus. 131 is strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MUS. 100 or MUS. 301 or MUS. 371 or MUS. 401, or equivalent. Students who feel they meet the prerequisite through prior experience should complete a short assessment of basic music skills in the assessment center (Bldg. 10-370. See also <http://collegeofsanmateo.edu/assessment>.)

**Transfer Credit:** CSU, UC

**C-ID:** MUS 125

**MUS. 112 MUSICIANSHIP II**

Incorporates and builds on concepts introduced in MUS. 111. Further development of ear training and sight singing skills. Topics include: sight singing of triads and seventh chords, second-layer subdivision, and harmonic dictation of diatonic progressions. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MUS. 111

**Transfer Credit:** CSU, UC

**C-ID:** MUS 135

**MUS. 113 MUSICIANSHIP III**

Incorporates and builds on concepts introduced in MUS. 112. Further development of ear training and sight singing skills. Topics include: triplets/duplets, syncopations, chromatic alterations, and modulation to closely-related keys. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MUS. 112

**Transfer Credit:** CSU, UC

**C-ID:** MUS 145

**MUS. 114 MUSICIANSHIP IV**

Incorporates and builds on concepts introduced in MUS. 113. Further development of ear training and sight singing skills. Topics include: advanced chromaticism including modulation to distantly-related keys, diatonic modes, non-diatonic and synthetic scales, pitch sets and tone rows, irregular beat division, polyrhythms, asymmetrical meters, mixed meters. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MUS. 113

**Transfer Credit:** CSU, UC

**C-ID:** MUS 155

**MUS. 124 JAZZ IMPROVISATION I**

This is an introductory course designed to apply the study of beginning techniques of rhythmic, melodic, and harmonic improvisation in the jazz performance idiom. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

**MUS. 125 JAZZ IMPROVISATION II**

This is an intermediate level course designed to apply the study of intermediate techniques of rhythmic, melodic, and harmonic improvisation in the jazz performance idiom. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

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**Prerequisites:** MUS. 124 or demonstration through audition of intermediate level jazz improvisation skills.

**Transfer Credit:** CSU

### MUS. 131 HARMONY I

An in-depth exploration into the basic structures of tonal music and how these elements intertwine. Topics include meter, scales, keys, intervals and triads, transposition, phrase structure, Roman numeral analysis, and an introduction to voice leading in 4 parts. Assignments focus on building solid written skills, contextual analysis of classical and popular music, and creative composition. Concurrent enrollment in MUS. 111 is strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MUS. 100 or MUS. 301 or MUS. 371 or MUS. 401 or equivalent. Students who feel they meet the prerequisite through prior experience should complete a short assessment of basic music skills in the assessment center (Bldg. 10-370. See also <http://collegeofsanmateo.edu/assessment>.)

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** MUS 120

### MUS. 132 HARMONY II

Topics include principles of diatonic harmonic progression, dominant and non-dominant 7th chords, voice leading, harmonization, and an introduction to two-part counterpoint, modulation and secondary/applied chords. Analyze both classical and popular music using Roman numerals and popular lead sheet symbols. Assignments emphasize part writing skills and creative composition. Concurrent enrollment in MUS. 112 strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MUS. 131

**Transfer Credit:** CSU, UC

**C-ID:** MUS 130

### MUS. 133 HARMONY III

The study of chromatic harmony including secondary chords, borrowed chords, augmented and Neapolitan 6th

chords, as well as more advanced modulatory techniques. Contextual analysis of classical, jazz, and popular music. Emphasis is on written, analytical, and creative skills. Concurrent enrollment in MUS. 113 strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MUS. 132

**Transfer Credit:** CSU, UC

**C-ID:** MUS 140

### MUS. 134 HARMONY IV

A continuation of the study of chromatic harmony (including chromatic 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. 114 strongly recommended for music majors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MUS. 133

**Transfer Credit:** CSU, UC

**C-ID:** MUS 150

### MUS. 202 MUSIC LISTENING AND ENJOYMENT

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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** MUS 100

### MUS. 210 FROM BLUES TO HIP HOP: A HISTORY OF AMERICAN POPULAR MUSIC

This course will closely examine the history and development of American popular music, and its integration with general culture and society. This course will include

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identification and analysis of blues, rock, R&B, Reggae, Hip Hop, Latin Rock, and other musical genres. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU

### MUS. 231 AFRO-LATIN PERCUSSION ENSEMBLE I

Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. The conga drum is the main instrument of this class. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Transfer Credit:** CSU, UC

### MUS. 232 AFRO-LATIN PERCUSSION ENSEMBLE II

Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. Students will build on the skills developed in Music 231: Afro-Latin Percussion Ensemble, by singing and playing simultaneously, and by playing additional instruments including güiro and cowbell (cencerro), as well as by incorporating more complex rhythms, rhythmic exercises, and variations of fundamental rhythms. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 231

**Transfer Credit:** CSU, UC

### MUS. 233 AFRO-LATIN PERCUSSION ENSEMBLE III

Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. Students will build on the skills developed in Music 232: Afro-Latin Percussion Ensemble 2, by singing and playing more intricate rhythms simultaneously, playing additional instruments including the timbales, as well as by incorporating a wide variety of listening exercises, and incorporating more complex rhythms, rhythmic exercises, and variations of fundamental rhythms. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 232

**Transfer Credit:** CSU, UC

### MUS. 234 AFRO-LATIN PERCUSSION ENSEMBLE IV

Course focuses on the basic percussive techniques and rhythms associated with the genre of Afro-Latin music, as it applies to traditional and contemporary expression. It is intended to address how percussion and percussive instruments, much like their African prototypes, have been utilized as indispensable tools of artistic and social expression. Focus will be centered on but not limited to Afro-Caribbean instruments and forms, their parallel relationships, and the telling socio-political circumstances in which they developed. Students will build on the skills developed in Music 233: Afro-Latin Percussion 3, through fundamental improvisation, as well as by incorporating more complex rhythms, rhythmic exercises, and variations of fundamental rhythms. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

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**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 233

**Transfer Credit:** CSU, UC

### MUS. 250 WORLD MUSIC

A course in comparative music styles of various cultures of the world. Each semester will explore one or more of the musical styles (popular, folk or classical) of Western Hemisphere, European, Asian and African cultures. Wherever possible, guest performers will present, and an opportunity shall be afforded to attend live performances. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### MUS. 275 HISTORY OF JAZZ

The study of the historical and sociological development of jazz since 1900, with emphasis on instrumental and vocal jazz and the role of jazz in our culture. Attendance required at a minimum of three live jazz performances. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### MUS. 290 ELECTRONIC MUSIC I

Learn to create, produce and record music in a variety of genres using current music technology. Gain hands-on experience in electronic music studio techniques including: digital recording, audio editing, signal processing, mixing, sampling, MIDI, synthesizers and drum machines. Acquire a historic perspective of the development of electronic music and an understanding of acoustics as applied to music production. Develop your listening skills and your appreciation for a wide variety of electronic music and for the world of sound. Great introductory course for aspiring singer/ songwriters, musicians, composers, producers, sound designers and sound artists. No previous musical experience necessary. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Transfer Credit:** CSU, UC

**C-ID:** MUS. 290+291 = CMUS 100X

### MUS. 291 ELECTRONIC MUSIC II

Continue developing your electronic music production skills by focusing on MIDI sequencing and editing, audio multi-tracking, electronic orchestration, live performance, and compositional methods. Further explore and integrate synthesizers, drum machines, software plug-ins, virtual synthesizers and MIDI controllers with digital music production software, specifically Logic Pro Studio. Deepen your critical listening skills through practice, awareness of historical context of electronic music, and a greater understanding of acoustics. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** MUS. 290

**Transfer Credit:** CSU, UC

**C-ID:** MUS. 290+291 = CMUS 100X

### MUS. 292 SOUND CREATION: SAMPLING AND SYNTHESIS

Create original sounds for composition, live performance, and sound effects. Fully utilize the technical and artistic potential of synthesizers and samplers. Study the nature of musical instruments and environmental sounds. From an historical as well as a technical perspective, analyze synthesized and sampled sounds found in experimental and popular music. Specific synthesis techniques covered include: analog modular synthesis, FM synthesis, additive synthesis, granular synthesis and physical modeling. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Recommended:** MUS. 290

**Transfer Credit:** CSU, UC

### MUS. 293 AUDIO FOR VISUAL MEDIA

Using a wide-variety of sound production techniques and software tools, create a completely original soundtrack for film or video. Compose, orchestrate and arrange original music; design original sound effects; develop a personal

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sound library; create and record Foley and voice-overs. Make use of SMPTE and MTC to synchronize all your sound and music to picture. Analyze the narrative, spatial and emotive content of soundtracks. Examine the history of sound design through studying various media including theater, radio, film, and video games. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 40-45 Lecture; 24-27 Lab; 80-90 Homework

**Recommended:** MUS. 290 and MUS. 291

**Transfer Credit:** CSU, UC

### MUS. 296 ELECTRONIC MUSIC COMPOSITION PORTFOLIO I

Students will develop electronic music compositions to be included in a professional portfolio. They will begin assembling a cohesive body of work and present their pieces in peer reviews and public performance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 72-81 Lab

**Prerequisites:** MUS. 290 and MUS. 291 and MUS. 292

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### MUS. 297 ELECTRONIC MUSIC COMPOSITION PORTFOLIO II

Continuation of Music 296: Each student will refine his/her portfolio to create a professional, coherent, representative collection of works. These portfolios may be used for applying for internships, transfer applications or professional employment. Students will research and select one or more ways to publicly release their music such as internet radio, podcasts, live performance venues and web-based music sites. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 72-81 Lab

**Prerequisites:** MUS. 296

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### MUS. 301 PIANO I

Study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. Designed only for those students who have no

previous piano playing experience. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. MUS. 100

**Transfer Credit:** CSU, UC

### MUS. 302 PIANO II

Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 301

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### MUS. 303 PIANO III

Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 302

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### MUS. 304 PIANO IV

Continuation of study in the techniques of piano playing. Individual attention, assignments, and performance in a class situation. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 303

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**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC

### **MUS. 314 PIANO LITERATURE & PERFORMANCE - THE BAROQUE ERA**

This course focuses on the study and performance preparation of keyboard literature from the baroque period. The class will explore stylistic characteristics of baroque keyboard music, advancements in keyboard instruments of the time, general historical climate, and specific stylistic considerations of the main keyboard composers. Focus will remain on performance practice and the preparation and performance in a class situation of representative repertoire. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** Prior piano playing experience and music reading knowledge.

**Transfer Credit:** CSU, UC

### **MUS. 315 PIANO LITERATURE & PERFORMANCE: THE CLASSICAL ERA**

Study and perform keyboard literature from the classical period: Learn stylistic norms, advancements in keyboard instruments of the time, general historical climate, and specific stylistic considerations of the main keyboard composers. Focus is on performance practice and the preparation and performance in a class situation of representative repertoire. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** Prior piano playing experience and music reading knowledge.

**Transfer Credit:** CSU, UC

### **MUS. 316 PIANO LITERATURE & PERFORMANCE: THE ROMANTIC ERA**

Study and perform keyboard works from the romantic period: Explore stylistic characteristics, advancements in keyboard instruments of the time, general historical climate, and specific stylistic considerations of the main keyboard composers. Focus is on performance practice

and the preparation and performance in a class situation of representative repertoire. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** Prior piano playing experience and music reading knowledge.

**Transfer Credit:** CSU, UC

### **MUS. 317 PIANO LITERATURE & PERFORMANCE: THE 20TH CENTURY & BEYOND**

Study and perform keyboard works from the 20th/21st centuries: Explore the general historical climate and the myriad of styles and techniques needed to play this music. Focus is on performance practice and the preparation and performance in a class situation of representative repertoire. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** Prior piano playing experience and music reading knowledge.

**Transfer Credit:** CSU, UC

### **MUS. 371 GUITAR I**

Techniques of guitar performance and reading music to enable students to play accompaniments to compositions written for the guitar. Students must supply their own instruments. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** MUS. 100 or equivalent

**Transfer Credit:** CSU, UC

### **MUS. 372 GUITAR II**

Continuation of Music 371 with emphasis on solo performances. Students must supply their own instruments. Individual practice outside of class hours is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

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**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 371

**Transfer Credit:** CSU, UC

### MUS. 373 GUITAR III

Continuation of MUS. 372 with emphasis on solo performances. Students must supply their own instruments. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 372

**Transfer Credit:** CSU, UC

### MUS. 374 GUITAR IV

Continuation of MUS. 373 with emphasis on solo performances. Students must supply their own instruments. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 373

**Transfer Credit:** CSU, UC

### MUS. 401 VOICE I

Elementary vocal problems analyzed and corrected through exercises and songs. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Recommended:** MUS. 100 or equivalent.

**Transfer Credit:** CSU, UC

### MUS. 402 VOICE II

Intermediate songs and recital performance as ability merits. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 401

**Transfer Credit:** CSU, UC

### MUS. 403 VOICE III

Advanced songs and recital performance as ability merits. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 402

**Transfer Credit:** CSU, UC

### MUS. 404 VOICE IV

Advanced songs and recital performance as ability merits. Individual practice outside of class hours is required. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 24-27 Lecture; 24-27 Lab; 48-54 Homework

**Prerequisites:** MUS. 403

**Transfer Credit:** CSU, UC

### MUS. 409.1 INTRODUCTORY SYMPHONIC BAND I

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. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration of proficiency on a band instrument.

**Transfer Credit:** CSU, UC

### MUS. 409.2 INTRODUCTORY SYMPHONIC BAND II

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

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band medium. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration of proficiency on a band instrument.

**Transfer Credit:** CSU, UC

### MUS. 409.3 INTRODUCTORY SYMPHONIC BAND III

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. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration of proficiency on a band instrument.

**Transfer Credit:** CSU, UC

### MUS. 409.4 INTRODUCTORY SYMPHONIC BAND IV

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. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration of proficiency on a band instrument.

**Transfer Credit:** CSU, UC

### MUS. 424 SMALL JAZZ ENSEMBLES

Preparation and performance of literature for jazz trios, quartets, or quintets. Course emphasizes jazz improvisational and ensemble performance, sight-reading, and the ability to perform a variety of jazz styles in a small group environment. Open to all students by audition. Participation at all scheduled performances is required. Auditions held at first class meeting. Course repetition

is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** Demonstration, through audition, of intermediate level proficiency in instrumental or vocal technique, and music reading.

**Recommended:** MUS. 124

**Transfer Credit:** CSU, UC

### MUS. 425 CONTEMPORARY JAZZ COMBO

Preparation and performance of literature from the Hard Bop Era of the 1960's to current contemporary repertoire for jazz combo. Course emphasizes jazz improvisational and ensemble performance, sight-reading, and the ability to perform a variety of jazz styles in a small group environment. Open to all students by audition. Auditions held at first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 16-18 Lecture; 48-54 Lab; 32-36 Homework

**Prerequisites:** Demonstration, through audition, of intermediate to advanced level proficiency in instrumental or vocal technique, and music reading.

**Recommended:** MUS. 124

**Transfer Credit:** CSU, UC

### MUS. 429 WIND ENSEMBLE

Preparation and performance of advanced level literature from the contemporary and traditional wind band repertoire. Course emphasizes performance of a variety of band styles, meters, and sight-reading. Open to all students by audition. Auditions will take place at the first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration, through audition, of advanced level proficiency in instrumental technique and music reading.

**Transfer Credit:** CSU, UC

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**MUS. 430 SYMPHONIC BAND**

Correct playing techniques as well as group performance of band literature will be emphasized. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration of proficiency on a band instrument.

**Transfer Credit:** CSU, UC

**C-ID:** MUS 180

**MUS. 452 REPERTORY JAZZ BAND**

Group performance of advanced collegiate level jazz literature for the big band will be emphasized. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration of advanced proficiency on musical instrument.

**Recommended:** MUS. 124

**Transfer Credit:** CSU, UC

**C-ID:** MUS 180

**MUS. 454 JAZZ WORKSHOP BIG BAND**

Preparation and performance of literature for the big band from 1960 to current contemporary repertoire. Course emphasizes large group jazz performance of a variety of jazz styles, sightreading, and jazz improvisation in a big band setting. Open to all students by audition. Auditions will take place at the first class meeting. Participation at all scheduled performances is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration, through audition, of intermediate to advanced level proficiency in instrumental technique, music reading, and jazz improvisation.

**Transfer Credit:** CSU, UC

**MUS. 466.1 ADVANCED BAND I**

Correct playing techniques for brass, woodwind and percussion instruments as part of an ensemble performing band literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency on a band instrument.

**Transfer Credit:** CSU, UC

**MUS. 466.2 ADVANCED BAND II**

Continuation of MUS. 466.1. Correct playing techniques for brass, woodwind and percussion instruments as part of an ensemble performing band literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency on a band instrument.

**Transfer Credit:** CSU, UC

**MUS. 467.1 ADVANCED CHOIR I**

Correct vocal techniques as part of an ensemble performing choral literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency in vocal performance.

**Transfer Credit:** CSU, UC

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If you have questions, see your counselor.





**MUS. 467.2 ADVANCED CHOIR II**

Continuation of MUS. 467.1. Correct vocal techniques as part of an ensemble performing choral literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency in vocal performance.

**Transfer Credit:** CSU, UC

**MUS. 468.1 ADVANCED ORCHESTRA I**

Correct playing techniques for string, brass, woodwind, and percussion instruments as part of an ensemble performing orchestral literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency on an orchestra instrument.

**Transfer Credit:** CSU, UC

**MUS. 468.2 ADVANCED ORCHESTRA II**

Continuation of MUS. 468.1. Correct playing techniques for string, brass, woodwind, and percussion instruments as part of an ensemble performing orchestral literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency on an orchestra instrument.

**Transfer Credit:** CSU, UC

**MUS. 470 CONCERT CHOIR**

Performance of choral music for accompanied and/or unaccompanied choir. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. Course repetition is required by CSU or UC for completion of a bachelor's degree. The limit for this course is four enrollments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Demonstration through audition of proficiency in vocal performance.

**Recommended:** MUS. 100

**Transfer Credit:** CSU, UC

**C-ID:** MUS 180

**MUS. 501 STUDIO LESSONS I (APPLIED MUSIC I)**

This course is individualized study of the appropriate beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. Enrollment eligibility determined by audition. NOTE: Individual lessons (7.5-8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** By Audition. The end-of-semester jury performance serves as the audition to continue in the program in the following semester

**Corequisites:** MUS. 424 or MUS. 425 or MUS. 429 or MUS. 430 or MUS. 454 or MUS. 231 or MUS. 232 or MUS. 233 or MUS. 234

**Transfer Credit:** CSU, UC

**C-ID:** MUS 160

**MUS. 502 STUDIO LESSONS II (APPLIED MUSIC II)**

This course is individualized study of the appropriate advanced-beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for

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Music majors who are able to perform at college level. NOTE: Individual lessons (7.5-8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** MUS. 501

**Corequisites:** MUS. 231 or MUS. 232 or MUS. 233 or MUS. 234 or MUS. 424 or MUS. 425 or MUS. 429 or MUS. 430 or MUS. 454

**Transfer Credit:** CSU, UC

**C-ID:** MUS 160

### **MUS. 503 STUDIO LESSONS III (APPLIED MUSIC III)**

This course is individualized study of the appropriate intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. NOTE: Individual lessons (7.5-8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** MUS. 502

**Corequisites:** MUS. 231 or MUS. 232 or MUS. 233 or MUS. 234 or MUS. 424 or MUS. 425 or MUS. 429 or MUS. 430 or MUS. 454

**Transfer Credit:** CSU, UC

**C-ID:** MUS 160

### **MUS. 504 STUDIO LESSONS IV (APPLIED MUSIC IV)**

This course is individualized study of the appropriate advanced-intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. NOTE: Individual lessons (7.5-8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** MUS. 503

**Corequisites:** MUS. 231 or MUS. 232 or MUS. 233 or MUS. 234 or MUS. 424 or MUS. 425 or MUS. 429 or MUS. 430 or MUS. 454

**Transfer Credit:** CSU, UC

**C-ID:** MUS 160

### **MUS. 866.1 ADVANCED BAND III**

Continuation of MUS. 466.2. Correct playing techniques for brass, woodwind and percussion instruments as part of an ensemble performing band literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency on a band instrument.

### **MUS. 866.2 ADVANCED BAND IV**

Continuation of MUS. 866.1. Correct playing techniques for brass, woodwind and percussion instruments as part of an ensemble performing band literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency on a band instrument.

### **MUS. 867.1 ADVANCED CHOIR III**

Continuation of MUS. 467.2. Performance of choral music for accompanied and/or unaccompanied choir at the intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

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**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency in vocal performance.

### MUS. 867.2 ADVANCED CHOIR IV

Continuation of MUS. 867.1. Performance of choral music for accompanied and/or unaccompanied choir at the advanced intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency in vocal performance.

### MUS. 868.1 ADVANCED ORCHESTRA III

Continuation of MUS. 468.2. Correct playing techniques for string, brass, woodwind, and percussion instruments as part of an ensemble performing orchestral literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency on an orchestra instrument.

### MUS. 868.2 ADVANCED ORCHESTRA IV

Continuation of MUS. 868.1. Correct playing techniques for string, brass, woodwind, and percussion instruments as part of an ensemble performing orchestral literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** Demonstration through audition of proficiency on an orchestra instrument.

## Nursing

### Registered Nursing

The courses NURS 211, 212, 221, 222, 225, 231, 232, 235, 241, 242, 245, 620, 815, 816, 817, 818, and 819 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).

### NURS 211 INTRODUCTION TO NURSING

Human health needs and the principles, facts, concepts and skills basic to nursing care. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 4.5

**Hours/semester:** 32-36 Lecture; 120-135 Lab; 64-72 Homework

**Prerequisites:** Admission to the A.S. Degree Nursing Program

**Transfer Credit:** CSU

### NURS 212 CONCEPTS OF HOMEOSTASIS IN NURSING

Continuation of the study of human health needs and the principles, facts, concepts, and skills basic to nursing care using the nursing process to promote homeostasis. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 4.5

**Hours/semester:** 32-36 Lecture; 120-135 Lab; 64-72 Homework

**Prerequisites:** NURS 211

**Transfer Credit:** CSU

### NURS 221 PEDIATRIC NURSING

Developmental assessment and common health issues from infancy to young adulthood. Supervised learning experiences correspond with classroom instruction in off-campus health care facilities. (Spring only.) *Letter Grade Only. Degree Credit.*

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**Units:** 4.5

**Hours/semester:** 40-45 Lecture; 96-108 Lab; 80-90 Homework

**Prerequisites:** NURS 212

**Corequisites:** Concurrent enrollment in NURS 225.

**Transfer Credit:** CSU

### **NURS 222 MATERNITY NURSING**

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.) *Letter Grade Only. Degree Credit.*

**Units:** 4.5

**Hours/semester:** 40-45 Lecture; 96-108 Lab

**Prerequisites:** NURS 212

**Corequisites:** Concurrent enrollment in NURS 225.

**Transfer Credit:** CSU

### **NURS 225 NURSING SKILLS LAB II**

This course is an adjunct to the corequisite nursing courses listed above. It provides individual and group practice of nursing skills with competency evaluation of the skills identified for the concurrent nursing courses. (Spring only.) *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** NURS 212

**Corequisites:** Concurrent enrollment in NURS 221 and NURS 222.

**Transfer Credit:** CSU

### **NURS 231 PSYCHIATRIC NURSING**

Effective and non-effective communication, equilibrium and disequilibrium in life styles and functioning in the adolescent to adult patient. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities. (Fall only.) *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** NURS 222

**Corequisites:** Concurrent enrollment in NURS 235.

**Transfer Credit:** CSU

### **NURS 232 MEDICAL/SURGICAL NURSING**

Identification of more complex health needs and problems in the adult, and special needs of the surgical patient. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities (Fall only). *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** NURS 231

**Corequisites:** Concurrent enrollment in NURS 235

**Transfer Credit:** CSU

### **NURS 235 NURSING SKILLS LAB III**

Provides for nursing skills development with competency evaluation of the skills identified for the concurrent nursing courses. Extra supplies may be required. (Fall only.) *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** NURS 222

**Corequisites:** Concurrent enrollment in NURS 231 and NURS 232.

**Transfer Credit:** CSU

### **NURS 241 ADVANCED MEDICAL/SURGICAL NURSING**

Addressing the overt and covert needs of adult patients undergoing threats to homeostasis in a variety of complex situations. Supervised learning experiences corresponding with classroom instruction in off-campus health care facilities (Spring only). *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab; 80-90 Homework

**Prerequisites:** NURS 232

**Corequisites:** NURS 245

**Transfer Credit:** CSU

### **NURS 242 LEADERSHIP/MANAGEMENT IN NURSING**

Transition to the graduate role. Students initiate the nursing process with emphasis on the determination of priorities, on decision-making responsibilities, and on personal accountability. Supervised learning experiences

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corresponding with classroom instruction in off-campus health care facilities. (Spring only.) *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 40-45 Lecture; 120-135 Lab

**Prerequisites:** NURS 241

**Corequisites:** NURS 245

**AA/AS Degree Requirements:** Area C3; Area E5d

**Transfer Credit:** CSU

### NURS 245 NURSING SKILLS LAB IV

Provides for nursing skill development with competency evaluation of the skills identified for the concurrent nursing courses. Extra supplies may be required. (Spring only.) *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** NURS 232

**Corequisites:** Concurrent enrollment in NURS 241 and 242.

**Transfer Credit:** CSU

### NURS 610 BASIC MEDICATION DOSAGE CALCULATIONS FOR NURSES

Designed to meet the needs of current and potential practitioners of nursing. The safe and accurate administration of medications to a client is an important and primary responsibility of the nurse. A step-by-step approach to medication dosage calculations by various routes of administration will be used. This course will help nurses in applying basic mathematical concepts to real world clinical situations. Dosage accuracy is emphasized in clinical scenarios that apply critical thinking skills. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** MATH 120 or equivalent skill level as measured by satisfactory score on the Mathematics Placement Test.

**Transfer Credit:** CSU

### NURS 615 PHARMACOLOGY FOR NURSES: PRACTICAL APPLICATIONS

Course provides practical application of the pharmacological principles of drug therapy to the Nursing Practice. Discussion will stress the utilization of key drugs prescribed to treat different disease states. Lectures are organized by body system in order to correlate with the

nursing pharmacology text currently being used (Summer only). *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### NURS 620 BRIDGE COURSE FOR ADVANCED ENTRY STUDENTS

This bridge course is designed for students who have been accepted into the CSM Nursing Program at an advanced entry point. Students for whom this course is appropriate include returning students, transfer students, LVNs, and international RNs. This course will also help students adjust to CSM's RN program, develop a learning profile, meet other students, and build a support network. The course will also provide an opportunity for students to demonstrate competency in adult physical assessment, in a timed Medication Dosage Calculation Test and in Oral Medication Administration. *Pass/No Pass Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Transfer Credit:** CSU

### NURS 630 INTRODUCTION TO MEDICAL TERMINOLOGY

Course is designed to familiarize students with the basics of vocabulary used in the medical and health professions. Medical terminology is taught by using a systematic word-building approach. This four week self-paced course requires excellent time management skills, computer skills and commitment by the student. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### NURS 666 CAREER EXPLORATION IN NURSING

Provides an overview of nursing roles, educational requirements, responsibilities, job opportunities, and settings for nursing practice. Includes the historical evolution of current nursing roles, contemporary health care issues, and career pathways available in nursing. Designed for potential nursing majors and non-nursing majors. *Pass/No Pass Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

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**NURS 815 TRANSITION FROM 1ST YEAR TO 2ND YEAR: MEDICAL SURGICAL NURSING**

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 Medical Surgical 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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 - 1.5

**Hours/semester:** 8-27 Lecture; 16-54 Homework

**Prerequisites:** NURS 212

**NURS 816 OPEN LAB FOR NURSING 211/212**

Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 211 Introduction to Nursing and NURS 212 Concepts of Homeostasis in Nursing. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** Previous or concurrent enrollment in NURS 211 and/or NURS 212.

**NURS 817 OPEN LAB FOR NURSING 221/222**

Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 221 Pediatric Nursing and NURS 222 Maternity Nursing. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** Previous or concurrent enrollment in NURS 221 and/or NURS 222.

**NURS 818 OPEN LAB FOR NURSING 231/232**

Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 231 Psychiatric and NURS 232 Medical Surgical Nursing. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** Previous or concurrent enrollment in NURS 231 and/or NURS 232.

**NURS 819 OPEN LAB FOR NURSING 241/242**

Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 241 Advanced Medical-Surgical Nursing and NURS 242 Leadership/Management in Nursing. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5

**Hours/semester:** 24-27 Lab

**Prerequisites:** Previous or concurrent enrollment in NURS 241 and/or NURS 242.

**Oceanography**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**OCEN 100 OCEANOGRAPHY**

Introduction to marine geology, chemistry, and biology. Includes the hydrologic cycle and properties of sea water and marine organisms; currents, waves, tides, coastal processes, and ecology of the ocean; continental drift; and sea-floor spreading. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5a

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**Transfer Credit:** CSU (CSU GE Area B1 or B2), UC (IGETC Area 5A)

## Paleontology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### PALN 110 GENERAL PALEONTOLOGY

The origin and evolution of the planet and life on earth through the past 4.6 billion years. Includes the study of fossils, rocks, geologic time, dating methods, evolution by natural selection, modern and ancient ecosystems, plate tectonics, speciation and mass extinction. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 or B2), UC (IGETC Area 5A or 5B)

**C-ID:** GEOL 110

### PALN 111 PALEONTOLOGY LABORATORY/FIELD STUDIES

Optional introductory paleontology laboratory course designed to be taken concurrently with or following PALN 110. Laboratory exercises in dating methods, fossil preservation, rock, fossil and ecosystem identification and interpretation, stratigraphic correlation, natural selection and extinction processes, fossil collection and preparation. Field trips to depositional/ecological environments and fossil sites required. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** Completion of or concurrent enrollment in PALN 110.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B3), UC (IGETC Area 5C)

**C-ID:** GEOL 110L

## Philosophy

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### PHIL 100 INTRODUCTION TO PHILOSOPHY

Introductory survey of philosophical questions about the nature of reality; the prospects for human knowledge; and moral, political, and religious issues. Intended to help students clarify their own thinking about such questions through learning and discussing how philosophers have dealt with them. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** PHIL 100

### PHIL 103 CRITICAL THINKING

Designed to develop critical thinking. Presents techniques for analyzing arguments used in political rhetoric, advertisements, editorials, scientific claims, and social commentary. Develops the ability to create and refine written arguments. Includes inductive and deductive arguments, the validity and consistency of arguments, the relationship between evidence and conclusions, and the use of arguments in science. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105 and READ 400.

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU (CSU GE Area A3), UC

### PHIL 160 HISTORY OF ANCIENT PHILOSOPHY

This course addresses ancient philosophy with emphasis on the development of Greek philosophy from the Pre-Socratics through Aristotle and may also include Hellenistic, Roman, medieval or non-western thinkers. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** PHIL 130

### PHIL 175 HISTORY OF MODERN PHILOSOPHY

This course addresses 16th through 18th century philosophy with emphasis on broad epistemological and/or

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



metaphysical developments of empiricism and rationalism in philosophical thought from Descartes to Kant and may include approximate precursors and successors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E2c, E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** PHIL 140

### PHIL 200 INTRODUCTION TO LOGIC

This course introduces some principles of valid reasoning with emphasis on proof systems for propositional and predicate logic. Includes translation of English sentences into a symbolic language, patterns and techniques of deductive and inductive inference, and basic probability theory. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E2c

**Transfer Credit:** CSU (CSU GE Area A3), UC

**C-ID:** PHIL 110

### PHIL 244 INTRODUCTION TO ETHICS: CONTEMPORARY SOCIAL AND MORAL ISSUES

This course examines the concept of morality and values, representative ethical theories and includes their applications to contemporary social and moral issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**C-ID:** PHIL 120

### PHIL 300 INTRODUCTION TO WORLD RELIGIONS

Survey of major contemporary Eastern and Western religions. Includes theories, practices, history, and leaders of each religion studied. Emphasizes the similarities underlying the differences between various religions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105. Completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

## Physical Education Theory

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### P.E. 101 THEORY OF BASEBALL

Concepts of modern baseball are explored including: strategy, coaching techniques, history, game rules and umpiring; developmental drills, theory of strength and conditioning programs and fundamentals of coaching youth baseball. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC\*

### P.E. 102 THEORY OF OFFENSIVE FOOTBALL

Current concepts of offense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's offensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC\*

### P.E. 103 THEORY OF DEFENSIVE FOOTBALL

Current concepts of defense are examined using game footage, practice, and computer assisted analysis. Concepts are examined and applied to attack opponent's defensive strategies. Strategy, techniques, game rules, development drills, strength and conditioning programs are covered. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC\*

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**P.E. 104 THEORY OF SPECIAL TEAMS**

Current concepts of special teams are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's special teams strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC\*

**P.E. 106 THEORETICAL ANALYSIS OF SOFTBALL**

Current concepts of softball are examined using game footage, practices, and computer assisted analysis. Strategy to be covered include, but are not limited to: the short game (bunting, hit and run, squeeze play), when to play for the big inning, batting in different counts, batting in different scenarios. Techniques, game rules, developmental drills, and proper softball strength and conditioning programs are covered. This is NOT an activity class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU, UC\*

**Physics**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**PHYS 100 CONCEPTUAL PHYSICS**

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 250. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 110 or appropriate placement test score.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1), UC\* (IGETC Area 5A)

**PHYS 101 CONCEPTUAL PHYSICS LAB**

Observation and testing of basic laws of physics through hands-on and video analysis experiments. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** MATH 110 or equivalent, and completion of or concurrent enrollment in PHYS 100

**Transfer Credit:** CSU, UC

**PHYS 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of elementary school teaching careers and requirements for earning a California K-5 school teaching credential; study of California Department of Education standards in science for grades K-5; development and teaching class lessons in physical and life sciences. Same as BIOL 126. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**PHYS 127 TEACHING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of middle school teaching careers and requirements for earning a California middle school teaching credential; study of California Department of Education standards in science for grades 6, 7, 8; development and teaching class lessons in physical and life sciences. Same as BIOL 127. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** One college level course in Physics or Chemistry or Biology.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**PHYS 128 TEACHING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE AND SEMINAR**

Investigation of high school teaching careers and requirements for earning a California high school teaching credential; study of California Department of Education standards in science for grades 9-12; development and teaching class lessons in physical and life sciences. Same as BIOL 128. *Letter Grade Only. Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** BIOL 126 or BIOL 127 or PHYS 126 or PHYS 127.

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

### PHYS 150 PREPARATION FOR PHYSICS

Review and development of algebra and trigonometry skills required for physics, including vector addition problems. Development of laboratory skills and problem solving skills and application of those skills to kinematics and Newton's Laws of Motion. Designed for students planning to take PHYS 210 or 250. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** Completion of or concurrent enrollment in MATH 130 or appropriate score on the College Placement Test.

### PHYS 210 GENERAL PHYSICS I

First course in a two semester non-calculus-based physics sequence. Topics covered include: Kinematics, Newton's Laws of Motion, Work and Energy, Momentum, Rotational Motion, Mechanical Equilibrium with Skeletal/Muscular Applications, Fluids, Thermodynamics, Oscillations, Waves and Sound. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 130

**Recommended:** PHYS 150

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** PHYS 105, PHYS 100S (PHYS 210 & PHYS 220)

### PHYS 211 GENERAL PHYSICS I-CALCULUS SUPPLEMENT

Application of calculus to topics in PHYS 210. Primarily intended for majors requiring one year of calculus-based physics. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** Completion of or concurrent enrollment in MATH 242 or MATH 252; Completion of or concurrent enrollment in PHYS 210.

**Transfer Credit:** CSU, UC

### PHYS 220 GENERAL PHYSICS II

Second semester of a two-semester sequence for students majoring in biological and other non-physical sciences. Topics covered include electricity and magnetism, light, and modern physics. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 210

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** PHYS 110, PHYS 100S (PHYS 210 & PHYS 220)

### PHYS 221 GENERAL PHYSICS II-CALCULUS SUPPLEMENT

Application of calculus to topics in Physics 220. Primarily intended for majors requiring one year of calculus-based physics. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** Completion of or concurrent enrollment in MATH 242 or MATH 252 and completion of or concurrent enrollment in PHYS 220.

**Transfer Credit:** CSU, UC

### PHYS 250 PHYSICS WITH CALCULUS I

First semester in a three semester calculus-based physics sequence covering mechanics, wave motion, and special relativity. Intended primarily for students majoring in the physical sciences or engineering. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** Completion of or concurrent enrollment in MATH 252.

**Recommended:** PHYS 150 or equivalent

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

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**C-ID:** PHYS 205, PHYS 200S (PHYS 250 & 260 & 270)

### PHYS 260 PHYSICS WITH CALCULUS II

Second semester in a three-semester sequence for students majoring in the Physical Sciences and Engineering. Topics covered are electricity and magnetism including AC and DC circuits. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 250, and completion of or concurrent enrollment in MATH 253.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** PHYS 210, PHYS 200S (PHYS 250 & 260 & 270)

### PHYS 270 PHYSICS WITH CALCULUS III

Third semester in a three-semester sequence for students majoring in the Physical Sciences and Engineering. Topics covered are thermodynamics, geometric and physical optics, and modern physics. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 250, and completion of or concurrent enrollment in MATH 253.

**AA/AS Degree Requirements:** Area E5a

**Transfer Credit:** CSU (CSU GE Area B1 and B3), UC (IGETC Area 5A and 5C)

**C-ID:** PHYS 215, PHYS 200S (PHYS 250 & 260 & 270)

## Political Science

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### PLSC 100 INTRODUCTION TO POLITICAL SCIENCE

An introduction to political science designed to familiarize students with basic political concepts, political ideologies, political systems, and subfields within political science. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105, and completion of, or concurrent enrollment in, any READ 400-level course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 150

### PLSC 110 CONTEMPORARY FOREIGN GOVERNMENTS

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105 and completion of, or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 130

### PLSC 130 INTERNATIONAL RELATIONS

Introduction to the nature of relations among nation-states, and non state actors within the global system. Basic forces affecting the formulation of foreign policy and the dynamics of international politics will be analyzed. Covers the nation-state system, sources of national power, instruments of national policy, international law and organization, and 21st Century challenges presented by globalization and terrorism. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105, and completion of, or concurrent enrollment in, any READ 400-level course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 140

### PLSC 150 INTRODUCTION TO POLITICAL THOUGHT

Study of classical and modern political thought designed to develop understanding of various theoretical approaches to politics, basic political problems and proposed solutions to these problems. *Letter Grade Only. Degree Credit.*

**Units:** 3

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105, and completion of, or concurrent enrollment in, any READ 400-level course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 120

### PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENTS

A study of the structure and function of the basic national, state and local government institutions. The course will examine the dynamics of the constitutional power relationship between the respective branches of government and the operational relationship between the national, state and local governments. Note: Upon transfer to a U.C. campus, students who have completed both PLSC 200 and PLSC 210 will receive transfer credit for only one 3-unit course. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105, and completion of, or concurrent enrollment in, any READ 400-level course.

**AA/AS Degree Requirements:** Area E1, E5b

**Transfer Credit:** CSU (CSU GE Area D and US-2 and US-3), UC\* (IGETC Area 4)

**C-ID:** POLS 110

### PLSC 210 AMERICAN POLITICS

The historical and constitutional development of the foundations of the United States political institutions and the dynamics of governmental decision-making processes from the colonial era to the present. Examination of the various sources of political attitudes, roles, and behaviors of political participants and ways political decisions are made by the different units of government. This course is designed to satisfy the CSU requirements US 1 (US History and American Ideals) and US 2 (US Constitution). Note: Upon transfer to a U.C. campus, students who have completed both PLSC 200 and PLSC 210 will receive transfer credit for only one 3-unit course. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105, and completion of, or concurrent enrollment in, any READ 400-level course.

**AA/AS Degree Requirements:** Area E1, E5b

**Transfer Credit:** CSU (CSU GE Area D and US-1 and US-2), UC\* (IGETC Area 4)

### PLSC 215 CONTEMPORARY ISSUES IN AMERICAN POLITICS

Learn how the 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105, and completion of, or concurrent enrollment in, any READ 400-level course.

**AA/AS Degree Requirements:** Area E1, E5b

**Transfer Credit:** CSU (CSU GE Area D, US-2), UC (IGETC Area 4)

### PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT

The study of the institutions and problems of state and local government in California; California in the federal system. (Satisfies the California State and Local Government requirement.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105, and completion of, or concurrent enrollment in, any READ 400-level course.

**AA/AS Degree Requirements:** Area E1, E5b

**Transfer Credit:** CSU (CSU GE Area D, US-3), UC (IGETC Area 4)

## Psychology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### PSYC 100 GENERAL PSYCHOLOGY

Survey of major topics, theories, and research methods of contemporary psychology. Covers personality, social behavior, memory, motivation, emotion, perception, learning, and biological basis of behavior. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
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**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** PSY 110

### PSYC 105 EXPERIMENTAL PSYCHOLOGY

Philosophy and aims of scientific inquiry and its application to questions in psychology. Students conduct experiments using methods discussed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100

**Recommended:** PSYC 121

**AA/AS Degree Requirements:** Area E5a, E5b

**Transfer Credit:** CSU (CSU GE Area B2 or D), UC (IGETC Area 4)

### PSYC 106 PSYCHOLOGY OF PREJUDICE AND DISCRIMINATION

Exploration of the psychological underpinnings of prejudice and discrimination. Investigates fundamental aspects of the mind and society that can lead to prejudice, conditions that can trigger discrimination, and complex psychological patterns that develop among different majority and non-majority groups. Explores ethnic, racial, gender, and sexual prejudice and solutions for how to reduce prejudice among these groups and others. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU

### PSYC 110 COURTSHIP, MARRIAGE AND THE FAMILY

A psychological and sociological analysis of family, examining historical and current changes. The present nature, socio-cultural, and economic forces shaping these changes examine aspects such as gender, sex, love, and conflict in dating, marital and familial interaction. Current theories, applications, assessments, and relevant research is explored; applying insights to personal and

family relationships. Special emphasis is placed upon solving personal problems relating to communication, relationships, and sexuality. May not be taken for credit following SOCI 110. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** SOCI 130

### PSYC 120 INTRODUCTION TO RESEARCH METHODS

Students examine fundamental elements of empirical research and the ways psychologists and sociologists think critically. Includes attention to the nature of theory, hypothesis, variables, and ethics of research. Application of qualitative and quantitative analytic tools, including logic and research design, such as survey, observational, experimental, case study, and comparative historical research. Computer applications are introduced. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100 and either MATH 200 OR PSYC 121.

**Recommended:** ENGL 100

**AA/AS Degree Requirements:** Area E2c, E5b

**Transfer Credit:** CSU (CSU GE Area D), UC\* (IGETC Area 4)

**C-ID:** POLS 160, PSY 200

### PSYC 121 BASIC STATISTICAL CONCEPTS

Introduction to basic descriptive techniques and statistical inferences used in the behavioral sciences. Basic statistics includes measures of central tendency, variability, probability, hypothesis testing, correlation, and experimental and quasi-experimental designs. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 120 or MATH 123 or MATH 190 or appropriate score on the college math placement test.

**Recommended:** PSYC 100 or SOCI 100 and, eligibility for ENGL 838 or ENGL 848 or ESL 400.

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**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU: GE Area B4), UC\* (IGETC Area 2A)

**C-ID:** SOCI 125

### PSYC 200 DEVELOPMENTAL PSYCHOLOGY

Psychological development across the life-span. Examines theories of physical, cognitive, personality, and social development throughout the lifespan. Particular emphasis is placed on research studies that illustrate principles of developmental psychology. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** PSY 180

### PSYC 201 CHILD DEVELOPMENT

Study of the physical, perceptual, cognitive, linguistic, and social and emotional development from conception through adolescence. Particular emphasis is placed on current research studies and theories as well as on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages along with current scientific literature. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** CDEV 100

### PSYC 220 INTRODUCTION TO PSYCHOBIOLOGY

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, 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. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100

**Recommended:** Eligibility for ENGL 100 or ENGL 105

**AA/AS Degree Requirements:** Area E5a, E5b

**Transfer Credit:** CSU (CSU GE Area B2 or D), UC (IGETC Area 4 or 5B)

**C-ID:** PSY 150

### PSYC 225 THEORIES OF PERSONALITY

This course examines the major theories of personality from Sigmund Freud to modern day, including psycho-dynamic, trait, humanistic, existential, learning, and social cognition. It also provides a review of personality assessments and research with a focus on application for students interested in applying concepts to personal daily life, others, and related social sciences. Cultural and gender differences are examined as they relate to the development of personality. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course and PSYC 100

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

### PSYC 230 INTRODUCTION TO CROSS-CULTURAL PSYCHOLOGY

An examination of the diversity of human thought, feeling, and behavior, and the underlying reasons for such diversity. Focuses on the way culture influences human behavior and shapes mental processes. Reviews a variety of theories and research-findings regarding cultural influences on human behavior. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100 or ENGL 105, or equivalent.

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**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU

### PSYC 300 SOCIAL PSYCHOLOGY

Study of human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Emphasized topics include: social influences on conformity, processes of attitude change, person perception and attribution, attraction, stereotyping, and prejudice. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** PSYC 100, eligibility for ENGL 838 or ENGL 848 or ESL 400, and completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** PSY 170

### PSYC 301 PSYCHOLOGY OF HUMAN RELATIONSHIPS AND ADJUSTMENT

A survey of current theoretical and applied psychological knowledge relevant to personal and social interactions and normal psychological adjustment. Examination of different psychological perspectives and theoretical foundations and how these are applied across a person's life taking into account the influence of culture, gender, ethnicity, historical, cohort, and social-economic status. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PSYC 100

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU

### PSYC 310 POSITIVE PSYCHOLOGY

Introduces positive psychology, the scientific study of human strengths, well-being and happiness. Surveys the research, theories, and ideas about human health and happiness. Students will explore topics in the field of positive psychology including but not limited to wellness, optimism, flow, happiness, and positive thinking. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU

### PSYC 320 PSYCHOLOGY OF WELLNESS: THE MIND-BODY CONNECTION

An exploration in the research, related concepts, factors and practices that contribute to overall health and wellness of brain and mind over the lifespan. It emphasizes holism: the physical, intellectual, emotional, social and self-directed spiritual components of wellness. It is interdisciplinary in nature drawing on source materials from positive, cross-cultural, clinical and health psychology, holistic health and neuroscience. The course will examine the intersection of the mind and body and reviews the scientific application of techniques that reduce stress and enhance biological, social, and psychological wellness. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU

### PSYC 330 SPORTS PSYCHOLOGY

Survey of current theoretical perspectives, research, and applications of theory and techniques specific to the field of sports psychology. Course material entails engagement of theory, scientific methodology, and experiential exercises to facilitate the understanding of research as related to optimal performance in athletics and in life. Course topics include: the history and foundations of sport and exercise psychology, personality, attribution and cognition, leadership, motivation, goal setting, neuropsychology and physiology of arousal, attention, and psychological skills training. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b, E5d

**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**PSYC 410 ABNORMAL PSYCHOLOGY**

Study of abnormal behavior and personality. Covers neuroses, psychoses, and other psychological problems, along with their etiology, dynamics, principal symptoms, and treatments. Explores the relationship between theory of personality and psychotherapy. Types and patterns of abnormal behavior; major theories regarding its causes; clinical assessment and modes of treatment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** PSY 120

**Real Estate**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

**R.E. 100 REAL ESTATE PRINCIPLES**

This course introduces the legal concepts of property ownership, contracts, agency, financing, liens and encumbrances, taxes, escrows, land description, and additional RE topics as they apply to realty in California. (This is the usual first course in Real Estate. This introductory course is mandatory for meeting the California State licensing requirements for admission to the salesperson's license exam.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

**R.E. 105 PROPERTY INVESTMENTS, VALUATION, AND MANAGEMENT**

Real Estate as part of a larger, well-diversified investment strategy. Real Estate markets, financing investment purchases, value of money, estimating costs and revenues of real estate investments with some key legal, depreciation and tax considerations. (This course has been accepted by the California State Board of Real Estate for credit towards sales agent and broker licenses.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**R.E. 110 REAL ESTATE PRACTICE**

Real estate sales practices in California emphasizing the daily activities of agents and brokers, some of their key legal responsibilities, professional ethics, and how real estate sales agents achieve their greatest success. Meets the State requirement as one of three courses for the RE salesperson's license. Also, accepted for credit for the broker's license. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**R.E. 121 LEGAL ASPECTS OF REAL ESTATE I**

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 course required to obtain salesperson's license. Meets the requirement for one of the required courses for obtaining a broker's license.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**R.E. 131 REAL ESTATE FINANCE I**

Practices, customs, law, and regulation relating to mortgage lending and the financing of real estate, with emphasis on financing private residences in California. Real Estate Finance in its context including some legal, financial, industry, regulatory, and historical considerations. (This course has been accepted by the California State Board of Real Estate for credit towards the sales agent and broker licenses.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**R.E. 141 REAL ESTATE APPRAISAL: BASIC**

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 the additional courses required to obtain a salesperson's license. Meets the State requirements as one of the additional courses required to obtain a broker's license.) *Letter Grade Only. Degree Credit.*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.





**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### R.E. 200 REAL ESTATE ECONOMICS

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.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### R.E. 215 COMMERCIAL AND INVESTMENT PROPERTY

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.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** R.E. 100

**Transfer Credit:** CSU

### R.E. 220 REAL ESTATE PROPERTY MANAGEMENT

Key essential elements of property management including some of the important legal and practical aspects of successful long-term and day-to-day management and operation of real property with a focus on California residential markets. Merchandising or marketing the property, screening potential tenants legally, leases and rental agreements, cash flow and collecting rents, maintenance, tenant relations, and evictions. (This course has been accepted by the California State Board of Real Estate for credit towards sales agent and broker licenses.) *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 8-9 Lecture; 16-18 Homework

**Transfer Credit:** CSU

## Reading

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### READ 400 ACADEMIC TEXTBOOK READING

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Prerequisites:** READ 830 or appropriate skill level indicated by the Reading placement tests.

**Transfer Credit:** CSU

### READ 412 COLLEGE-LEVEL INTRODUCTORY READING IMPROVEMENT

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. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Eligibility for any READ 400 level course OR ENGL 100 or ENGL 105.

**Transfer Credit:** CSU

### READ 413 COLLEGE-LEVEL ADVANCED READING IMPROVEMENT

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. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**READ 811 INTRODUCTION TO READING IMPROVEMENT**

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**READ 812 INTERMEDIATE READING IMPROVEMENT**

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**READ 830 COLLEGE AND CAREER READING**

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 course 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** ESL 858 or appropriate skill level indicated by the Reading placement tests.

**READ 852 VOCABULARY BUILDING INTRODUCTORY**

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**READ 853 VOCABULARY BUILDING INTERMEDIATE**

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**READ 854 VOCABULARY IMPROVING HIGH-INTERMEDIATE**

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**READ 855 VOCABULARY IMPROVING ADVANCED INTERMEDIATE**

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. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



## Sociology

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### SOCI 100 INTRODUCTION TO SOCIOLOGY

This course focuses on the study of group behavior and interaction of the individual and society. Topics include family, politico-economic, educational, and religious institutions; social movements; population; mass society and communications; community structure; social class and status; ethnic and racial minorities; work and leisure; personality development in different cultures as shaped by customs, attitudes and values. A cross-cultural and global perspective is woven throughout the course. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** SOCI 110

### SOCI 105 SOCIAL PROBLEMS

This course in contemporary social issues uses the methodology and paradigms of sociology to examine the nature and types of social problems. Topics include the nature and definition of social problems, theory and research in social problems, race, social inequality, gender population growth, urbanization deviance, world economy, and family, etc. Course contains theoretical and descriptive studies of crime, delinquency, mental illness, drug abuse, suicide, and other social problems of mass society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** SOCI 115

### SOCI 110 COURTSHIP, MARRIAGE AND THE FAMILY

Sociological analysis of the family, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. History and development of marriage as a social institution,

including dating; courtship; love; mate selection; personality adjustment in marriage; children; parenthood; the family; anatomical, psychological, and sociological aspects of sex; class and religious factors; divorce; and remarriage. (May not be taken for credit following PSYC 110.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D or E1), UC (IGETC Area 4)

**C-ID:** SOCI 130

### SOCI 121 INTRODUCTION TO RESEARCH METHODS

Students examine fundamental elements of empirical research and the ways sociologists think critically. Includes attention to the nature of theory, hypothesis, variables, and ethics of research. Application of qualitative and quantitative analytic tools, including logic and research design, such as survey, observational, experimental, case study, and comparative historical research. Computer applications are introduced. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOCI 100 or PSYC 100

**Recommended:** MATH 120 or PSYC 121

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

**C-ID:** POLS 160, SOCI 120

### SOCI 141 RACE AND ETHNIC RELATIONS

Sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as patterns of interaction between various racial and ethnic groups. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU (CSU GE Area D), UC (IGETC Area 4)

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



C-ID: SOCI 150

## 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

An introductory course for students who are interested in any area of human services and who wish to increase their knowledge of substance abuse (alcohol and other drugs) in society. Covers the history of alcohol and other drug abuse, its impact on the community and the community's responses. Includes cultural factors of use and abuse of chemical prevention strategies and individual/society intervention. Also covers theories of substance abuse and identification of signs and symptomatology, as well as treatment resources and myths of use. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.**AA/AS Degree Requirements:** Area E5d**Transfer Credit:** CSU

### SOSC 302 PHARMACOLOGY AND PHYSIOLOGICAL EFFECTS OF ALCOHOL AND OTHER DRUG ABUSE

A theory course focusing on the effects of alcohol and other drugs upon the body and studying the physiology of alcohol and other drugs in two areas: physical effects of alcohol and other drugs on the body and the physiological effects of the disease of alcoholism and of drug abuse. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.**Transfer Credit:** CSU

### SOSC 304 INTERVENTION, TREATMENT AND RECOVERY

Introduction to the recovery process in chemical dependency; covers intervention strategies, dependency in its clinical and social contexts, and philosophical, organizational and clinical approaches in treatment. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.**Transfer Credit:** CSU

### SOSC 307 FAMILY SYSTEMS IN ADDICTION

Designed to assist the significant persons (family, employer, etc.) in the lives of chemically dependent persons. The AOD (alcohol and other drug) counselor will develop strategies to address the dynamics of the interrelationships of the family members. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Prerequisites:** SOSC 301 and SOSC 302 and SOSC 304**Transfer Credit:** CSU

### SOSC 308 GROUP AOD (ALCOHOL AND OTHER DRUG) COUNSELING PROCESS

Explores individual AOD (alcohol and other drug) counseling techniques, intervention skills, and relapse prevention strategies. Theories of group counseling process and group interactions will be practiced. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Prerequisites:** SOSC 301 and SOSC 302 and SOSC 304**Transfer Credit:** CSU

### SOSC 310 SPECIAL POPULATION GROUPS IN ADDICTION STUDIES

Survey of special population groups in Addiction Studies Certificate Program and their characteristics, particular intervention needs, and individual responses to treatment. Particular attention given to ethnic/racial, gender, age, economic, sexual orientation, and disability issues. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.**AA/AS Degree Requirements:** Area E5b**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



### **SOSC 314 INDIVIDUAL AOD (ALCOHOL AND OTHER DRUG) COUNSELING PROCESS**

Explores beginning counseling techniques as well as interviewing and referral skills. Also, includes intervention skills and relapse prevention strategies. Using the experiential format, participants study and practice skills in attentive listening and recognizing and responding to different levels of client communication. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOSC 301 and SOSC 302 and SOSC 304

**Transfer Credit:** CSU

### **SOSC 315 FIELD STUDIES AND SEMINAR I**

Supervised practicum/internship. Part of a two-semester sequence placing students in Substance Use Disorders' agencies or organizations. Participants must already be knowledgeable about substance use disorders and mental health disorders. Course focuses on law and ethics; clinical policies and structure; client case addiction assessment, diagnosis and treatment; counselor practice domains. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOSC 301, SOSC 302 and SOSC 304

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**Transfer Credit:** CSU

### **SOSC 316 FIELD STUDIES AND SEMINAR II**

Supervised practicum/internship. Part of a two-semester sequence placing students in substance use disorder agencies/organizations. Participants must already be knowledgeable about substance use disorders and mental health disorders. Course focuses on county, state and federal regulations; clinical relations; professional addiction counseling evidence based practices; co-occurring disorder clinical syndromes and differential diagnosis; supervisor/counselor/client evaluation outcomes. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOSC 301, SOSC 302 and SOSC 304

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**Transfer Credit:** CSU

### **SOSC 317 CASE MANAGEMENT**

The course examines the principles and critical issues in case management as an integrated system of care approach to the delivery of health, substance abuse, mental health and social services, linking clients with appropriate services to address the client's specific needs and stated goals. Special attention is given to diverse populations in Behavioral Health agencies in community public health and social service settings and the legal and ethical scope of practice. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### **SOSC 319 CO-OCCURRING DISORDERS I: RECOGNITION AND REFERRAL**

This course explores historical and current theories of dealing with clients who have both a substance abuse and co-existing psychiatric disorder. Topics include concepts, definitions, epidemiology, historical divisions in the fields of substance abuse and psychiatry, funding, clinical implications, recognition, and appropriate assessment and referral of clients. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**Transfer Credit:** CSU

### **SOSC 321 ADOLESCENT/YOUTH SUBSTANCE USE PREVENTION, INTERVENTIONS AND TREATMENT**

This course is designed to explore current adolescent and youth substance use prevention strategies, substance use interventions and treatment. The emphasis will be placed on youth and adolescent biological, psychological, social and environmental issues. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**AA/AS Degree Requirements:** Area E5b

**Transfer Credit:** CSU

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



### **SOSC 325 CO-OCCURRING DISORDERS II: MANAGEMENT AND TREATMENT**

Introduces management and treatment of persons with co-existing psychiatric and substance abuse disorders within chemical dependency behavioral health modalities. Building on topics covered in SOSC 319, study focuses on common issues facing alcohol and drug counselors and other behavioral health counselors who manage cases of persons diagnosed as having a psychiatric disorder in addition to substance abuse disorder, includes pain management utilizing 12 step programs, conflicts with such programs, working with families, integration of treatment and treatment modalities. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SOSC 319

**Recommended:** Eligibility for ENGL 838 or ENGL 848 or ESL 400. Completion of or concurrent enrollment in any READ 400 level course.

**Transfer Credit:** CSU

### **SOSC 333 LAWS AND ETHICS IN ADDICTION STUDIES**

Explores the legal, ethical, professional and personal issues in addiction prevention, interventions, and treatment of substance use disorders. Emphasis is placed on professional responsibility and patient rights as well as issues in the workplace and professional growth. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E5d

**Transfer Credit:** CSU

## **Spanish**

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

Note: to be transferable to UC, Spanish courses must be taken for letter grade.

Modern Language Center: since imitation, response, and independent practice are integral features of the study of a modern language at the College, student 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,

### **SPAN 110 ELEMENTARY SPANISH**

Introduces students with no prior knowledge of Spanish to the Spanish language and the cultures of the Spanish-speaking world. Students use basic language structures and vocabulary to develop proficiency in all language skills; speaking, reading, listening and writing. Students communicate about themselves, families, education, professions, pastimes and hobbies, etc. Cultural aspects of the Spanish-speaking world are emphasized; students develop knowledge and understanding through comparing these cultures to their own. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** Eligibility for ENGL 838 or a higher English course

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

### **SPAN 112 ELEMENTARY SPANISH II**

Continuation of Spanish 111 that provides students with limited prior knowledge of Spanish the opportunity to develop proficiency in all language skills; speaking, reading, listening and writing. Students communicate about themselves, families, education, professions, pastimes and hobbies, etc. Cultural aspects of the Spanish-speaking world are emphasized; students develop knowledge and understanding through comparing these cultures to their own. (Completion of SPAN 111 and 112 IS equivalent to completing SPAN 110.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 111

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC

### **SPAN 120 ADVANCED ELEMENTARY SPANISH**

Continuation of SPAN 110 or 112, for students who can communicate in Spanish to discuss present events and narrate a simple story in the past. Students further develop and practice oral and written communication skills in many contexts (health, the arts, the environment, social life, the workplace, government and civic responsibilities and travel). Cultural aspects of the Spanish-speaking world are emphasized; students develop knowledge and understanding through comparing these cultures to their own. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 5

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** SPAN 110 or SPAN 112

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 6A)

### SPAN 122 ADVANCED ELEMENTARY SPANISH II

Continuation of SPAN 121. Designed for students who can communicate in Spanish to discuss present events, narrate the past and express feelings and opinions. Students further develop and practice oral and written communication skills in a variety of contexts (the environment, social life, the workplace, government and civic responsibilities and travel). Cultural aspects of the Spanish-speaking world are emphasized; students develop knowledge and understanding through comparing these cultures to their own. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 121

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 6A)

### SPAN 131 INTERMEDIATE SPANISH I

Vocabulary development in topics such as the environment, inventions and innovations, human and civil rights. Preterit and imperfect, present indicative and subjunctive, plans and preferences. Cultural aspects of the Spanish-speaking world presented through literature, songs, art, videos, newspapers, internet. Class is conducted primarily in Spanish. This course is equal to approximately the first half of SPAN 130. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 120 or SPAN 122

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A)

### SPAN 132 INTERMEDIATE SPANISH II

Vocabulary development in topics such as diversity and discrimination, relationships, show business, food and nutrition. Indicative and subjunctive (present and past), perfect tenses, conditional sentences. Cultural aspects of the Spanish-speaking world presented through literature, art, songs, videos, newspapers, internet. The class is conducted primarily in Spanish. This course is equal to

approximately the second half of SPAN 130. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 131

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A)

### SPAN 140 ADVANCED INTERMEDIATE SPANISH

Vocabulary development and composition in topics such as social and economic issues, work-related and spare-time activities, breakthroughs in technology and medicine. Cultural aspects of the Spanish-speaking world related to these topics are presented through literature, art, songs, videos, newspapers, internet. Pluperfect subjunctive, relative pronouns, indirect speech, passive voice. The class is conducted primarily in Spanish. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 132

**AA/AS Degree Requirements:** Area E5c

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B and 6A)

## Team Sports

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### TEAM 105 ADVANCED BASEBALL

Training class for students seeking to participate in Varsity Baseball. Practice in fundamental as well as advanced skills and techniques in baseball. Written and practical testing. May be taken four times for a maximum of 16 units. *Letter Grade Only. Degree Credit.*

**Units:** 0.5 - 4

**Hours/semester:** 24-216 Lab

**Recommended:** Interscholastic baseball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 111.1 BASKETBALL I

Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last

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half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 111.2 BASKETBALL II

Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 111.3 BASKETBALL III

Instruction at an advanced level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 111.4 BASKETBALL IV

Instruction at an expert level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 116 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT

Designed to improve the individual skills of students wishing to play competitive basketball. Students will spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students will take part in numerous basketball and conditioning drills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Interscholastic basketball abilities recommended.

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 118 ADVANCED BASKETBALL: WOMEN

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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**Recommended:** Interscholastic basketball

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 119 TOURNAMENT BASKETBALL FOR WOMEN

Major concepts of basketball; defense, offense, conditioning, strategies and rules taught in tournament format. Designed for the advanced student with previous interscholastic or intercollegiate experience. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** High school interscholastic basketball experience

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 135 ADVANCED FOOTBALL AND CONDITIONING

Course designed to develop the physiological conditioning of students currently involved in the intercollegiate football program. Emphasis will be placed on resistance training, cardiovascular conditioning, speed and agility. Stresses conditioning necessary to play the game and to achieve life-long health goals. May be taken four times for a maximum of 10 units *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2.5

**Hours/semester:** 24-135 Lab

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**Recommended:** Interscholastic varsity football experience or equivalent.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU, UC\*

### TEAM 148.1 INDOOR SOCCER I

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at a beginning level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 148.2 INDOOR SOCCER II

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 148.3 INDOOR SOCCER III

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 148.4 INDOOR SOCCER IV

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an expert level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 150 SOFTBALL

Basic skills, strategy, and practice in softball. Includes batting, catching, throwing, rules of play, and team strategy through round-robin competition. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 158 ADVANCED SOFTBALL: WOMEN

A training class for women interested in participating on the Women's Varsity Softball team. Emphasizes advanced skills of softball, including team play, offense and defense. May be taken four times for a maximum of 8 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**Recommended:** Previous competition at the high school level, Interscholastic softball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 165 ADVANCED TRACK AND FIELD

Designed to increase conditioning through weight training, with emphasis on individual needs in specific track events. Includes running and instruction in all aspects of track and field. Designed for athletes planning to participate in Varsity Track and Field in the spring semester. May be taken four times for a maximum of 8 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 2

**Hours/semester:** 24-108 Lab

**Recommended:** Interscholastic participation in track and field or cross country.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 171.1 VOLLEYBALL I

Basic fundamentals of serving, passing, setting, spiking, and team play. Emphasis on knowledge of rules. Round-Robin

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team play including tournaments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 171.2 VOLLEYBALL II

Continuation of TEAM 171.1. Provides the intermediate student with the opportunity to refine and perfect the basic volleyball skills and to master individual positions when using the 6-2 volleyball system. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 171.3 VOLLEYBALL III

Continuation of TEAM 171.2. Emphasis is placed on refinement of the basic fundamentals of the game as well as the more advanced aspects of setting, hitting, and serving. The 6-2 and 5-1 offensive and defensive systems of play are emphasized. Round robin team play is involved. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 171.4 VOLLEYBALL IV

Designed to teach advanced skills, principles and techniques necessary and fundamental to understanding and playing at an expert level. Emphasis is placed on the 6-2 and 5-1 team offensive/defensive systems and strategies. Includes participation in organized round-robin competition preceded by a brief period of appropriate warm-up and skill development activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 180 VOLLEYBALL - APPLICATIONS IN TEAM TACTICS

This course is designed to enhance team tactics utilizing theoretical concepts pertinent to competing in intercollegiate volleyball. Students will compete in numerous competitive drills, creating challenging team driven, game-like scenarios to prepare for the competitive season. Demonstration of appropriate skill level is required and evaluated by instructor. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** Interscholastic volleyball or the equivalent

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 182 INDIVIDUAL VOLLEYBALL TRAINING

Focuses on mastering individual skills within team concepts. It is designed to improve the individual technique of students wishing to play intercollegiate community college volleyball. Students participate in numerous individual competitive drills and volleyball conditioning to improve fundamental techniques. Demonstration of appropriate skill level is required, and monitored by instructor. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Recommended:** A high level of volleyball participation is recommended for the safety of students and the progression (skill development) of the class.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### TEAM 186 MEN'S BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT

Focuses on mastering individual skills rather than team concepts. It is designed to improve the individual skills of students wishing to play intercollegiate community college basketball. Students spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students also participate in numerous competitive drills and basketball conditioning. May be taken 4 times for a maximum of 8 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 96-108 Lab

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If you have questions, see your counselor.



**Recommended:** Previous competition at the high school level; interscholastic basketball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU

## Varsity Sports

Unless otherwise indicated, a grade of C or higher is required for all prerequisite courses.

### VAR 100 VARSITY BASEBALL

Intercollegiate varsity baseball competition in the Coast Conference and with other community colleges. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Interscholastic participation in varsity baseball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VAR 105 VARSITY BASEBALL CONDITIONING

A class for members of the CSM Baseball team to condition themselves for intercollegiate baseball competition through a program of stretching, weight training, running and other fitness activities related to the physiological development of student-athletes competing in baseball. May be taken four times for a maximum of 4 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VAR 110 VARSITY MEN'S BASKETBALL

Intercollegiate Men's Basketball competition in Coast Conference, regional, and California Community College Championships. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 72-81 Lab

**Recommended:** Previous competition at the high school level; interscholastic basketball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU

### VAR 130 VARSITY FOOTBALL

Intercollegiate varsity football competition in the Northern California Football Conference. Student athletes must be ready to start practice in August before the fall semester begins. Students enrolled in twelve or more units at either Skyline or Cañada College can also participate. Participation in pre-fall practice is a prerequisite for playing in the first and second games of the season. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Interscholastic participation

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VAR 133 OFFENSIVE VARSITY FOOTBALL LAB

Maintenance weight training program for in-season competition. Emphasis will be on free weights, flexibility exercises, and anaerobic training. Instruction on form, technique, and muscle development. Participation will increase muscle size, strength, and endurance. May be taken four times for a maximum of 12 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VAR 134 DEFENSIVE VARSITY FOOTBALL LAB

Maintenance weight training program for in-season competition. Emphasis will be on free weights, flexibility exercises, and anaerobic training. Instruction on form, techniques, and muscle development. Participation will increase muscle size, strength, and endurance. May be taken four times for a maximum of 12 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**AA/AS Degree Requirements:** Area E4

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**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 160 VARSITY SWIM**

Intercollegiate swim competition in the Coast Conference, Northern California, and State. Emphasizes both the conditioning and the proper technique of all strokes with emphasis on how to swim efficiently, effectively and faster. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** This is an intercollegiate swim class that requires extensive swimming. Students must be able to swim one length without touching the bottom or side walls.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 172 VARSITY CROSS COUNTRY: MEN AND WOMEN**

Intercollegiate Men's and Women's Cross Country and distance running competition in the Coast Conference; participation in conference, invitational, regional and State meets. Men's competitive distance is 4 miles. Women's is 5 kilometers. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 185 VARSITY TRACK AND FIELD: MEN AND WOMEN**

Varsity Track and Field intercollegiate competition for men and women in the Coast Conference, regional and state meets. May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Interscholastic participation in track and field or cross country is highly recommended.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 300 VARSITY BASKETBALL: WOMEN**

Intercollegiate Women's Basketball competition in Coast Conference, regional, and California Community College Championships. (May be taken four times for a maximum of 8 units. However, for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 96-108 Lab

**Recommended:** Interscholastic participation in basketball.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 320 VARSITY SOFTBALL: WOMEN**

Intercollegiate women's varsity softball competition in the Coast Conference, regional, and State championships. (May be taken four times for a maximum of 12 units. However, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Recommended:** Interscholastic participation in softball and TEAM 158.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 340 VARSITY VOLLEYBALL: WOMEN**

Intercollegiate women's varsity volleyball competition in the Coast Conference and participation in regional and State Championship tournaments. (May be taken four times for a maximum of 12 units. However for eligibility purposes, students may only compete intercollegiately for two years.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **VARS 400 WOMEN'S VARSITY WATER POLO**

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.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

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If you have questions, see your counselor.



**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** 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.

**AA/AS Degree Requirements:** Area E4

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

Courses marked with a (\*) are transferable with unit limitations as specified in [assist.org](http://assist.org).  
If you have questions, see your counselor.



## Faculty and Other Academic Personnel

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*(Date of original appointment follows name.)*

**Aguirre-Alberto, Sylvia** (1989) Professor, Counseling A.A., College of San Mateo B.A., M.S., California State University, Hayward

**Alex, Rebecca** (2013) Professor, Art B.A., Colby College M.F.A., John F. Kennedy University

**An, Soonyoung H.** (2014) Professor, ESL B.A., University of Nebraska M.S., University of Pennsylvania

**Anderson, Rene** (2017) Associate Professor, English B.A., Pacific Union College M.A., San Jose State University M.A., Virginia Commonwealth University

**Baden, Robert** (2016) Associate Professor, English B.A., M.A., University of South Carolina

**Baird, Christine** (2017) Associate Professor, Fire Technology B.A., St. Mary's College

**Ball, Jeremy C.** (2001) Professor, Philosophy B.A., University of California, Irvine M.A., Ph.D. Claremont Graduate University

**Barrientos, Maggie** (2017) Coordinator, Child Care Services B.A., University of California, Irvine M.A., San Francisco State University

**Bednarek, Martin** (2006) Professor, Counseling B.S., Nazareth College of Rochester M.S., San Francisco State University

**Beliz, Tania** (1990) Professor, Biology and Health Science B.S., University of Panama Ph.D., University of California, Berkeley

**Bennett, Diana** (2001) Professor, Digital Media A.A., Fashion Institute of Design and Merchandising B.A., M.A., California State University, Hayward

**Black, Janet** (1988) Professor, Art B.S., M.S. Miami University M.A., Ohio State University Ph.D., Boston University

**Bobrowski, Christine** (1999) Professor, Music B.A., Dartmouth College M.F.A., Mills College

**Bricker, Lizette** (2018) Dean, Enrollment Services & Support Programs M.A., M.S., California State University, San Bernardino

**Brown, Michelle M.** (2006) Professor, Digital Media B.A., Central Michigan University M.A., San Francisco State University

**Brunicardi, Michael** (2012) Associate Professor, Administration of Justice B.A., San Francisco State University

**Butterworth, Yvette** (2016) Associate Professor, Mathematics B.A., Central Michigan University M.A., San Francisco State University

**Caviel, Arnett B.** (1970) Professor, Counseling B.A., M.A., San Francisco State University

**Chapple, Tarana** (2018) Dean, Academic Support and Learning Technologies B.A., Hampton University M.A., Seton Hall University

**Chen, Lydia** (2018) Associate Professor, Counseling B.A., M.A. San Jose State University

**Church, Gary** (1991) Professor, Mathematics B.A., M.S., San Jose State University

**Ciesla, Catherine** (2012) Professor, Chemistry B.Sc., Ph.D., Heriot-Watt University

**Claire, Michael E.** (1988) President B.S., M.B.A., California State University, Hayward

**Clifford, James** (1997) Professor, Psychology A.A., Cañada College B.A., B.A., M.A., San Francisco State University Ph.D., University of California, Santa Cruz

**Comerford, Sandra Stefani** (1990) Vice President, Instruction B.A., Lone Mountain College M.A., San Francisco State University Ed.D., University of San Francisco

**Dailey, Denaya B.** (2014) Professor, Dance B.F.A., University of California, Los Angeles M.F.A., Mills College

**Danielson, David** (1990) Professor, Philosophy and Social Science A.A., DeAnza College B.A., San Jose State University M.A., Claremont Graduate School Ph.D., Summit University

**Dao, John** (2018) Associate Professor, Chemistry M.S., San Francisco State University

**De La Cruz, Jennifer** (2018) Associate Professor, Counseling B.S., M.S., San Francisco State University

**Demsetz, Laura A.** (1999) Dean, Creative Arts and Social Science B.S., University of California, Berkeley M.S., Ph.D., Massachusetts Institute of Technology

**Diamond, Heidi** (2016) Dean, Business and Technology M.A., Baruch College

**Diamond, Kathleen** (2000) Professor, Biology B.A., University of California, Santa Cruz M.A. University of California, Los Angeles Ph.D., University of California, San Francisco

**Diaz, Jesenia** (2014) Associate Professor, Counseling B.S., University of California, Davis M.A., Argosy University

**Duncan, Krystal** (2013) Dean of Counseling B.S., California State University, San Luis Obispo M.S., San Francisco State University

**Eftekhari, Kamran** (2016) Professor, CIS B.S., M.S., Amirkabir University of Technology Ph.D., Case Western Reserve University



- Fainshtein, Vera** (2015) Associate Professor, Digital Media B.A., University of California, Los Angeles M.F.A., San Jose State University
- Feinman, Yelena** (2011) Professor, Mathematics M.S., Kharkov State University M.A., Ukrainian College of Psychology and Parapsychology
- Flowers, Jefferson** (2009) Professor, Chemistry B.S., University of Florida M.S., University of California, Riverside Ed.D., San Francisco State University
- Frontiera, Charlene** (2006) Dean, Math and Science B.S., California State University, Long Beach Ph.D., University of California, Los Angeles
- Gaines, Frederick L.** (2007) Professor, Ethnic Studies B.A., Wichita State University M.A., San Francisco State University Ph.D., University of California, Davis
- Galisatus, Michael** (2005) Professor, Music B.A., San Jose State University M.A., San Francisco State University
- Gamelin, Jacqueline** (1979) Professor, Counseling A.A., Pensacola Junior College B.A., Pacific College M.B.A., Golden Gate University
- Goldhahn, Katie** (2015) Associate Professor, Kinesiology, Head Women's Volleyball Coach B.A., Stanford University M.A., San Jose State University
- Goodkind, Hilary** (2017) Interim Dean, Planning, Research & Institutional Effectiveness M.A., Ph.D, University of Oregon
- Gonzales, Steven L.** (2011) Associate Professor, Electronics A.S., Ohlone College B.A., California State University, Hayward M.A., University of Phoenix
- Green, Melissa** (2001) Professor, CIS B.A., University of New Orleans M.A., Mills College
- Gregory, Cheryl** (2000) Professor, Mathematics B.S., M.Ed., University of South Alabama
- Gutierrez, Jose** (2017) Associate Professor, Engineering B.S., University of California, Berkeley M.S., Stanford University
- Hand, Linda** (1993) Professor; Geology, Oceanography and Paleontology B.S., Boise State University M.S., Texas A & M University
- Hankamp, Paul Z.** (2016) Associate Professor, Biology B.A., The Evergreen State College M.S., San Francisco State University
- Hasson, Robert L.** (1984) Professor, Mathematics B.A., University of California, Berkeley M.S., Stanford University
- Heath, Stephen P.** (2016) Associate Professor, Accounting B.S., University of California, Berkeley
- Hom, Melvin** (1991) Professor, Mathematics B.A., B.S., M.A., M.A., San Francisco State University
- Hunt, Judith L.** (2015) Professor, History B.A., College of Charleston M.A.T., The Citadel M.A., University of Charleston Ph.D., University of Florida
- Irigoyen, Fermin** (2001) Professor, Communication Studies A.S., Cañada College B.A., M.A., California State University, Hayward Ed.D., California State University, Sacramento
- Irwin, Tatiana** (2015) Associate Professor, History B.A., M.A., San Jose State University
- Iyengar, Malathi** (2017) Assistant Professor, Ethnic Studies B.A., University of North Carolina at Chapel Hill M.A., California Institute of the Arts M.A., California State University, Los Angeles M.A., University of California, San Diego Ph.D., University of California, San Diego
- Jackson, Jane** (2008) Professor, Music B.A., Pomona College M.M., M.M., University of Michigan
- James, Katherine** (1997) Professor, English B.A., William Smith College M.A., San Francisco State University
- Janatpour, Mohsen** (1983) Professor, Physics B.A., M.S., San Jose State University
- Kaiser, Evan** (2018) Professor, ESLB.A., University of California Santa Cruz M.A., San Francisco State University
- Kaur, Rupinder** (2016) Associate Professor, Nursing A.S., College of San Mateo B.S.N., M.S.N., University of Phoenix
- Keller, Daniel J.** (2002) Professor; English B.A., Ohio State University M.A., San Francisco State
- Kennedy, Leann L.** (2016) Associate Professor, Nursing B.S., San Diego State University M.S.N., University of Phoenix
- Kitamura, Jonathan R.** (2006) Professor, English B.A., University of California, Santa Barbara M.A., San Francisco State University
- Komas, Robert** (1991) Professor, Interdisciplinary Studies and Mathematics B.A., University of California, San Diego M.A., San Jose State University
- Kurland, Emily** (2014) Associate Professor, ESL B.A., University of California, Santa Cruz M.A., San Francisco State University
- Laderman, David** (1995) Professor, Film B.A., California State University, Northridge M.A., Emory University M.A., San Francisco State University Ph.D., University of California, Davis
- Lariviere, Judith** (2001) Professor, Assistive Computer Technology Specialist B.S., M.Ed., University of Western Ontario
- LaRochelle, Beth** (2013) Professor, Dental Assisting A.A., A.S., Santa Rosa Junior College B.S., University of St. Francis M.A., University of San Francisco
- Lau, David** (2018) Professor, English B.A., University of California Los Angeles M.A., San Francisco State University



- Lawrence, Sara** (2014) Associate Professor, English B.A., University of California, Santa Barbara B.A., B.A., M.A., San Francisco State University
- Lehigh, Steven** (2011) Professor, Economics B.A., University of California, Berkeley M.A., California State University, Long Beach
- Lehmann, J. Jay** (1989) Professor, Mathematics B.S., University of Illinois M.S., Claremont Graduate School
- Li, Vincent** (2013) Associate Professor, Accounting B.S., M.S., Golden Gate University
- Li, Yaping** (1995) Professor, Communication Studies B.A., Shandong University, People's Republic of China M.A., Ph.D., Indiana University
- Locke, David** (2001) Professor, Physics B.S., University of Missouri, Columbia M.A., University of California, Berkeley
- Lohmann, Richard** (1997) Professor, Art B.A., M.A., San Francisco State University
- Lopez, Kim** (2017) Vice President, Student Services B.A., University of California, Santa Barbara M.A., San Francisco State University
- Luong, Trang** (2015) Associate Professor, Counseling B.A., M.S., San Francisco State University
- Mangan, Joseph C.** (1999) Professor, Kinesiology A.A., DeAnza College B.S., M.S., Indiana University
- Mangin, Sarah** (2016) Assistant Professor, English B.A., Stanford University M.S., San Francisco State University
- Marcial, Michael** (2018) Kinesiology, Head Men's Basketball Coach M.A., Fresno Pacific University
- Martin, Theresa** (1995) Professor, Biology B.A., University of California, Santa Barbara M.S., University of California, Davis M.A., University of California, Berkeley
- Mathur, Minu** (2000) Professor, Sociology B.A., Delhi University M.S., Ph.D., Oklahoma State University
- Maule, Bruce** (1990) Professor, Accounting B.S.C., Santa Clara University M.B.A., San Jose State University
- Maxwell, Timothy** (2007) Professor, English B.A., M.A., University of California, Berkeley M.F.A., University of Oregon
- Medrano, Aurora** (2013) Associate Professor, Cosmetology
- Miller, Lee R.** (2008) Professor, Political Science B.A., Brandeis University M.A., Ph.D., University of California, Los Angeles
- Montgomery, Matthew** (2017) Associate Professor, Library Studies B.A., Mary Washington College M.S., Pratt Institute
- Morris, Teresa M.** (2006) Professor, Library Studies B.A., University of California, Berkeley M.S., University of North Carolina, Chapel Hill
- Moussalem, Mounjed** (2017) Associate Professor, CIS B.S., American University of Beirut M.S., University of Texas at Austin
- Motoyama, Catherine T.** (1991) Professor, Communication Studies B.A., University of Hawaii M.A., Ph.D., University of Washington
- Mullane, Michelle** (2015) Associate Professor, Psychology A.A., A.A., Foothill College B.A., University of California, Berkeley M.A., Sonoma State University
- Murphy, Madeleine** (1997) Professor, English B.A., King's College, Cambridge M. Litt., Edinburgh University
- Nakata, Rory** (1990) Professor, Art B.A., San Francisco State University M.A., Sacramento State University
- Nalls, Andria Lynn** (2005) Professor, Cosmetology A.S., Skyline College
- Newkirk-Sakaguchi, Carol** (2014) Director, Disability Resource Center B.A., Sonoma State University M.S., San Francisco State University
- Nishanian, Harutiun** (2006) Professor, Mathematics B.A., University of California, Berkeley M.S., Los Angeles State University
- Nixon, Colby L.** (2014) Professor, Spanish B.A., B.A., Utah State University M.A., University of California, Davis Ph.D., University of California, Irvine
- Nurre, Rosemary A.** (1993) Professor, Accounting B.S., California State University, Chico M.B.A., University of Santa Clara
- Pollack, Bret** (2000) Professor, Kinesiology, Assistant Football Coach B.S., University of California, Berkeley M.A., St. Mary's College
- Polomski, Elisha** (2018) Professor, Astronomy B.A., Wellesley College Ph.D, University of Florida
- Quigley-Borg, Nicole F.** (2006) Professor, Kinesiology, Head Women's Softball Coach A.A., College of San Mateo B.S., University of Tennessee M.A., St. Mary's College
- Rael, Lisa** (2017) Associate Professor, Nursing A.A., Ohlone College M.S., Holy Names University
- Rana, Anniqua** (1998) Interim Director, Guided and Transitional Pathways B.A., M.A., University of Punjab M.A., San Jose State University Ed.D, University of San Francisco
- 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) Interim Dean, Language Arts B.A., Drake University M.S., University of Southern California
- Roach, Stephanie M.** (2014) Associate Professor, Library Studies B.A., University of Oregon MLIS, 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

**Rugliancich, Roxana** (2016) Associate Professor, Counseling B.S., San Francisco State University M.A., University of San Francisco

**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

**Sekona, Hansen** (2018) Kinesiology, Assistant Football Coach M.A., University of Washington

**Sewart, John J.** (1991) Director, Districtwide Research & Institutional Effectiveness B.A., University of California, Berkeley M.A., Ph.D., University of California, Davis

**Sherer, Michael** (2014) Associate Professor, English B.A., Whitman College M.F.A., St. Mary's College

**Sims, Jeremiah** (2016) Director of Equity B.A., University of California, Berkeley M.A., University of California, Berkeley Ph.D., University of California, Berkeley

**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 Interdisciplinary Studies B.S., Suffolk University M.S., University of Massachusetts, Boston Ph.D., Vanderbilt 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

**Tayag, Elnora** (2017) Director of Learning Commons B.A., University of California, Irvine M.A., Claremont School of Theology M.S., University of California, Los Angeles

**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

**Travis, Keira** (2018) Professor, English M.A., Queen's University Ph.D, McGill University

**Trevathan, Enna** (2018) Director, Nursing DNP, University of San Francisco M.A., Holy Names University

**Tulloch, Timothy W.** (2010) Professor, Kinesiology, Head Football Coach A.A., Palomar College B.A., Menlo College M.S.S., United States Sports Academy

**Ueda, Makiko** (2007) Professor, Personal Counseling & Wellness Services B.A., Meisei University M.A., California Institute of Integral Studies

**Valenti, Mary** (1996) Professor, Counseling B.S., Notre Dame de Namur University M.A., San Jose State University

**Vargas, Michael** (2016) Associate Professor B.A., Gonzaga University M.S.W., San Francisco State University

**von Bleichert, Peter A.** (2015) Associate Professor, Business B.A., The American College of Greece M.S., Schiller International University Ph.D., Walden University

**Vorobey, Lilya** (2000) Professor, Drafting Technology B.F.A., California College of Arts and Crafts

**Waechtler, Natalie** (2016) Nursing B.S., Oklahoma State University M.S.N., California State University, Dominguez Hills

**Walker, Christopher** (2014) Professor, Mathematics B.A., M.A., California State University, San Bernardino Ph.D., University of California, Riverside

**Wallace, Jeremy** (2013) Associate Professor, English B.S., M.A., Notre Dame de Namur University

**Warner, Michelle** (1998) Professor, Kinesiology, Head Women's Basketball Coach A.A., Cerritos College B.A., University of California, Davis M.A., University of Iowa

**Webster, Katherine** (2017) Assistant Professor, English B.A., University of California, Berkeley M.A., University of California, Los Angeles Ed.D., University of California, Los Angeles Ph.D., University of California, Los Angeles

**Westfold, Elinor** (2017) Associate Professor, ESL B.A., Whitman College M.A., University of Washington

**Westmoreland, Shawn M.** (2014) Associate Professor, Mathematics B.S., M.A., University of Texas at Austin M.S., Ph.D., Kansas State University

**Williams, Douglas** (1997) Professor, Kinesiology, Head Baseball Coach A.A., College of San Mateo B.A., University of California, Santa Barbara M.A., St. Mary's College

**Windisch, Todd** (2018) Assistant Professor, ESL M.S., California State University, Fullerton

**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) Professor, Physics B.A., Carleton College M.S., University of California, Berkeley M.S., San Francisco State University



**Wong, Alyssa** (2007) Professor, Mathematics B.A., University of California, Santa Barbara M.A., San Francisco State University

**Wu, Jing** (1998) Professor, Chinese B.A., Shanghai Normal University M.A., San Francisco State University

**Yurtseven, Lale** (2018) Professor, Business B.A., Monterey Institute of International Studies M.B.A., Monterey Institute of International Studies

**Young, Shana Kudo** (2007) Professor, Adapted P.E. A.A., A.S., College of San Mateo B.S., University of California, Davis M.A., San Jose State University

**Zammit, Tiffany** (2018) Director, High School Transition and Dual Enrollment B.A., M.A., University of California Davis M.A., San Francisco State University



# Emeriti

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## 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

**Juanita Alunan** (2018)

English

**Rick Ambrose** (2015)

Accounting

**Robert D. Anderson** (1997)

Physics

**Garlan Andrews** (1989)

Music

**Marian R. Anenson** (1984)

Nursing

**Jeanne Angier** (1996)

English

**Patricia Appel** (2015)

Digital Media

**Marlene C. Arnold** (1994)

Nursing

**John S. Avakian** (2009)

Director, Economic and Workforce Development,  
Multimedia/Entertainment Initiative

**Linda J. Avelar** (2007)

Dean, Business/Creative Arts Division

**Leo N. Bardes** (1992)

Dean, Creative Arts Division

**Sharon L. Bartels** (2017)

Health Services Coordinator

**Dr. Rex J. Bartges** (1977)

Biology

**Elizabeth L. Bassi** (1998)

Dental Assisting

**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

**Maribeck Boosalis-Oler** (2018)

Cosmetology

**Roy E. Brixen** (2008)

Electronics

**Kathryn Brown** (2010)

Counselor

**Dr. Kenneth M. Brown** (2015)

Mathematics

**Ronald Brown** (2010)

Computer and Information Science

**Michael 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

**Rosalee Clarke** (1996)

Mathematics

**Dr. Michael E. Clay** (2013)

Chemistry

**J. Kyle Clinkscapes** (1981)

Chemistry; Counselor

**Durella Combs** (2013)

Welding Technology

**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 &amp; Industrial Technology

**Terence B. Curren** (1990)

Zoology; Physical Anthropology

**Merle Cutler** (2015)

English

**Brad Datson** (1999)

Business

**Gregory Davis** (1999)

Humanities; Political Science

**W. Lloyd Davis** (2014)

Mathematics

**Louis De Freitas** (1995)

Welding

**Dr. George S. Dehnel** (1987)

Biology; Health Science

**Charlotte (Kate) Deline** (2016)

Chemistry

**Dr. Clifford O. Denney** (2002)

Chemistry

**William J. Dickey** (2002)

Physical Education/Athletics

**Gary Dilley** (2006)

Dean, Physical Education/Athletics

**Thomas R. Diskin** (2008)

Electronics

**Richard C. Donner** (1998)

Physical Education/Athletics

**John B. Dooley** (1979)

Librarian

**C. Lynne Douglas** (2015)

DSPS

**Dr. Susan J. Estes** (2013)

Vice President, Instruction

**Roland H. Fark** (2000)

Biology

**Emile L. Faure** (2004)

Mathematics

**Dr. John C. Fiedler** (2001)

English

**Carolyn Fiori** (2012)

Assistive Technology Specialist

**Dr. Anita Fisher** (2001)

Psychology

**Dr. Maurice J. Fitzgerald** (1993)

English

**Lorrita E. Ford** (2016)

Director, Library Services

**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 Science

**Stacey Grasso** (2016)

CIS

**Dr. Patricia Griffin** (2006)

Vice President, Student Services

**Anne M. Grubbs** (1974)

Chairperson, Health Occupations Division

**Peter K. Gunderson** (2003)

Geography

**Martha Gutierrez** (2007)

Counselor

**Joe C. Hagerty** (1983)

Director, Health & Service Careers Division

**Jennie Halualani** (1995)

Health Services

**John Hancock** (1995)

Music

**Jane E. Hanigan** (1984)

English; Re-Entry Program

**Dr. William Harriman** (1983)

English

**Richard V. Harris** (1992)

Physical Education/Athletics

**Kenneth W. Harrison** (1999)

Music

**Carol Rhodabarger Heitz** (1985)

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

**Jennifer Hughes** (2017)

Vice President, Student Services

**Joeann J. Ingraham** (1986)

Physical Education

**James E. Innis** (2000)

Health Science

**Tatiana Isaeff** (2012)

Nursing

**Joseph R. Johnson** (2002)

Welding

**Dr. John E. Karl, Jr.** (1993)

Anatomy; Physiology

**Dr. Walter M. Kaufmann** (1990)

Sociology; Psychology

**Robert Kellejian** (1992)

Electronics

**Dr. Shirley J. Kelly** (2006)

President

**Kenneth D. Kennedy** (2004)

Political Science

**Vance A. Kennedy** (2008)

Business

**Dr. Noel W. Keys** (1995)

Psychological Services

**Michael B. Kimball** (2004)



English

**John R. Kirk** (2008)

Economics

**Theodore W. Kirsch** (2002)

Electronics

**Dr. Robert C. Kowerski** (2007)

Chemistry

**Edward A. Kusich** (1977)

Engineering; Mathematics

**Eva M. Landmann** (1987)

Nursing

**Matthew Leddy** (2014)

Biology

**Frank B. Leroi** (2003)

Economics

**James R. MacDonald** (2010)

Electronics

**Lorne MacDonald** (1999)

Electronics; Engineering

**Jean Mach** (2016)

English

**George A. Mangan** (2001)

Broadcast & Electronic Media

**Jack Markus** (1996)

Aeronautics

**Dr. Jamie Marron** (2016)

Reading

**Chauncey J. Martin** (1979)

Machine Tool Technology; Welding Technology

**Jane McAteer** (2018)

Director, Nursing

**Milla L. McConnell-Tuite** (2017)

Coordinator of Planning; Office of Planning Research, and Institutional Effectiveness

**Ruth McCracken** (2003)

Nursing

**Mary J. McCue** (1999)

English

**Dr. Joseph M. McDonough** (1995)

Psychology

**Thurman McGinnis** (2008)

Administration of Justice

**Pamela N. McGlasson** (2008)

Business

**Virginia A. McMillin** (1984)

Nursing

**Sandra L. Mellor** (2009)

Dean, Corporate and Continuing Education

**Valdamer 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

**Eileen O'Brien** (2016)

Counseling

**Kathryn M. O'Connell** (2013)

Political Science

**Daniel C. Odum** (1989)

Broadcasting Arts

**Robert A. Olson** (1988)

Speech

**Dr. Rosalie M. O'Mahony** (2003)

Mathematics

**Adrian Orozco** (2002)

Director, EOPS

**Larry Owens** (2018)

Kinesiology

**Dr. Peter H. Owens** (1994)

Chemistry

**William H. Owen** (1996)

Manufacturing & Industrial Technology

**Patricia J. Paoli** (2012)

Communication Studies

**Nancy Paolini** (2018)

ESL

**Marie T. Paparelli** (2006)

Learning Disabilities Specialist



- Susan Y. Petit** (2008)  
English; French
- James Petromilli** (2011)  
Director, Institutional Technology
- Betty C. Pex** (1990)  
English
- Linda M. Phipps** (2010)  
Mathematics
- Richard S. Phipps** (1984)  
Political Science; Counselor
- Wilson G. Pinney** (1986)  
Director, Language Arts
- Louise Piper** (2017)  
Coordinator, Child Care Services
- Rosemary Piserchio** (1999)  
Business; Counselor
- Judith Pittman** (2012)  
Professor, Art
- Dr. Stephen H. Polansky** (2003)  
Political Science
- Robert D. Pounds** (2002)  
Physical Education/Athletics
- Dolores I. Price** (1985)  
Physical Education
- Joe A. Price** (1994)  
Art
- Jean Pumphrey** (1993)  
English
- Marsha Ramezane** (2016)  
Dean, Counseling/Advising and Matriculation
- 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
- James McJ. Robertson** (2015)  
History
- David G. Robinson** (2016)  
Mathematics
- 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
- Kathleen Ross** (2017)  
Dean, Business and Technology
- William B. Rundberg** (2000)  
Mathematics; Earth Systems
- Robert D. Rush** (1995)  
Physical Education/Athletics
- Suzanne Russell** (2010)  
Cosmetology
- 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
- Elizabeth M. Smith** (2016)  
Nursing
- Robert W. Smith** (1997)  
Mathematics; Humanities
- Grace Sonner** (2005)  
Vice President, Instruction
- Dennis Stack** (1999)  
Drafting
- Richard G. Statler** (2005)  
Physical Education; Health Science
- Kathleen Steele** (2018)  
English
- Dr. Mark S. Still** (2014)  
History



**Nancy J. Stock** (2002)

Cosmetology

**Angela R. Stocker** (2003)

Physical Education; Social Science

**Lawrence T. Stringari** (2006)

Human Services; Psychological Services

**Michael Svanevik** (2013)

History

**Leah Tarleton** (1994)

Health Services

**Jack Thur** (1996)

Physical Education/Athletics

**Martha Tilmann** (2017)

Professor, CIS

**Lora B. Todesco** (2000)

Business

**Patricia A. Tollefson** (2009)

English

**Allen Tracy** (1982)

Chemistry

**Ronald R. Trowse** (1993)

English

**John Turner** (1985)

English

**Ruth Turner** (2018)

Counseling

**Barbara Uchida** (2012)

Professor, Physics

**Aisha Upshaw** (2010)

Counselor

**Dr. James Upton** (2001)

Mathematics; Humanities; Philosophy

**Henry Villareal** (2017)

Dean, Enrollment Services

**Duane A. Wakeham** (1986)

Art

**Herbert R. Warne** (1983)

Director of Admissions & Records

**Barlow Weaver** (1987)

Librarian

**Dr. Alan L. Weintraub** (1999)

Geography

**Dr. David West** (1999)

Sociology

**Agnes Williams** (1996)

Cosmetology

**John C. Williams** (1992)

Biology

**Richard A. Williamson** (1991)

English; Film

Stuart Williamson (2000)

Biology

**Janice M. Willis** (2015)

Business, Business Microcomputer Applications

**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 \$52 each for the fall and spring semesters (Fall/ Spring Permit \$94) and \$27 for the summer session. Parking permits for students with California College Promise Grant (CCPG) 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 \(collegeofsanmateo.edu/websmart\)](http://collegeofsanmateo.edu/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. See [Semester Parking Permit \(collegeofsanmateo.edu/parking/parkingpermits.asp\)](http://collegeofsanmateo.edu/parking/parkingpermits.asp) for more information. Students also have the option of purchasing daily parking permits from the permit machines located in Beethoven Lots 2B, 2E, and in Galileo Lot 6A. Permits are transferable from vehicle to vehicle. Students may obtain permits in person at the [Cashiers Office](#). Daily parking permits (\$3) are available from machines designated on the campus map. Parking permits for disabled students who have paid the parking fee are issued only by the Disability Resource Center in Building 10, Room 120, (650) 574-6438.

## 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 \$3 each from permit dispensers in Beethoven Lots 2B, 2E, and in Galileo Lot 6A. 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.

## Disabled Parking

Blue Handicapped parking spaces have been provided in Lots 2, 3, 4, 5, 6, 8, 11 and 12 (see Campus Map). A vehicle must have and display a valid California State Disabled Person Placard (issued by DMV) to park. Disability Parking spaces are regulated under California Vehicle Code Section 22511.5 Disabled Parking Authorized Parking Zones. No student, staff, daily, patron or visitor parking permit required when displaying a valid CA DP placard.

## Visitor Parking

Visitors to campus may park for up to 40 minutes in Marie Curie Lot 5B, Forum Lot 8, and Olympian Lot 12. No student parking will be allowed at anytime. Visitors may also park in a student lot after purchasing and displaying in the vehicle (face up on dashboard) a \$3 daily permit. Parking permit machines are located in Beethoven Lots 2B, 2E, and in Galileo Lot 6A. For the location of the parking lots please see a campus [map \(collegeofsanmateo.edu/map\)](http://collegeofsanmateo.edu/map). No visitor parking permit required when displaying a valid CA DP placard.

## San Mateo Athletic Club Parking

Special parking permits issued by the San Mateo Athletic Club (SMAC) are required at all times for parking in designated areas in Beethoven Lot 2 (SMAC Patron parking has a 3-hour limit). All other permits are not valid. For more information, call 378-7373 or visit the [San Mateo Athletic Club \(smccd.edu/sanmateoathleticclub\)](http://San Mateo Athletic Club (smccd.edu/sanmateoathleticclub)) website.



## Electric Vehicle Charging Stations

Parking in the EV charging stations is limited solely to electric vehicles that are actively charging with a maximum time limit of 4 hours per vehicle. (No parking permit is needed as long as the above conditions are met)

Any vehicle parked in an EV space and is not an electric vehicle, not charging, or is left past the 4-hour maximum limit will be subject to a citation.

## Traffic and Parking Regulations

The speed limit on the campus is 15 mph.

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

No student parking is permitted in the designated "Employee of the Month" parking spaces. These spots are reserved for authorized staff only and unauthorized vehicles may be ticketed.

Driving or parking within the inner campus is prohibited.

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

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

## Skateboards and Bicycles

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

## Public Transit

SamTrans operates three bus routes to the college: Route 250 (San Mateo downtown and Caltrain), Route 260 (San Carlos Caltrain, Redwood Shores & Belmont) and Route 294 (Half Moon Bay). All buses have wheelchair lifts and accommodate two to four bikes. Route 250 provides weekday service until 10:25 pm. Routing information is available by calling 1-800-660-4BUS or visiting [samtrans.com](http://samtrans.com) and [caltrain.com](http://caltrain.com). Printed schedules and maps are also available at the Center for Student Life and Leadership Development in Building 17, Room 112.



# CSM Campus Map

## One-day Permits

\$3 per day. Valid only during class hours from 7 am to 10 pm  
Permit machines indicated by **D** on the map: Hillisdale Lot 1, Beethoven Lot 2, Galileo Lot 6, and Stadium Lot 11

## Visitor Parking

Visitors to campus may park free for the first 40 minutes in visitor parking areas in Marie Curie Lot 5, Forum Lot 8, and Olympian Lot 12. Visitors must purchase a daily permit (\$3 per day) for time beyond 40 minutes at the permit machines located in the lots (indicated by **V** on the map). Permits must be displayed face-up on the dashboard. No student parking allowed in visitor lots.

## Student Parking

Hillisdale 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, Olympian Lot 12

## Restricted Parking

Hillisdale Lot 1E & 1F

## Disabled Parking

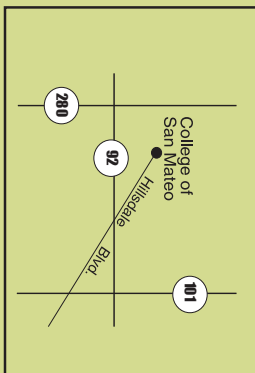
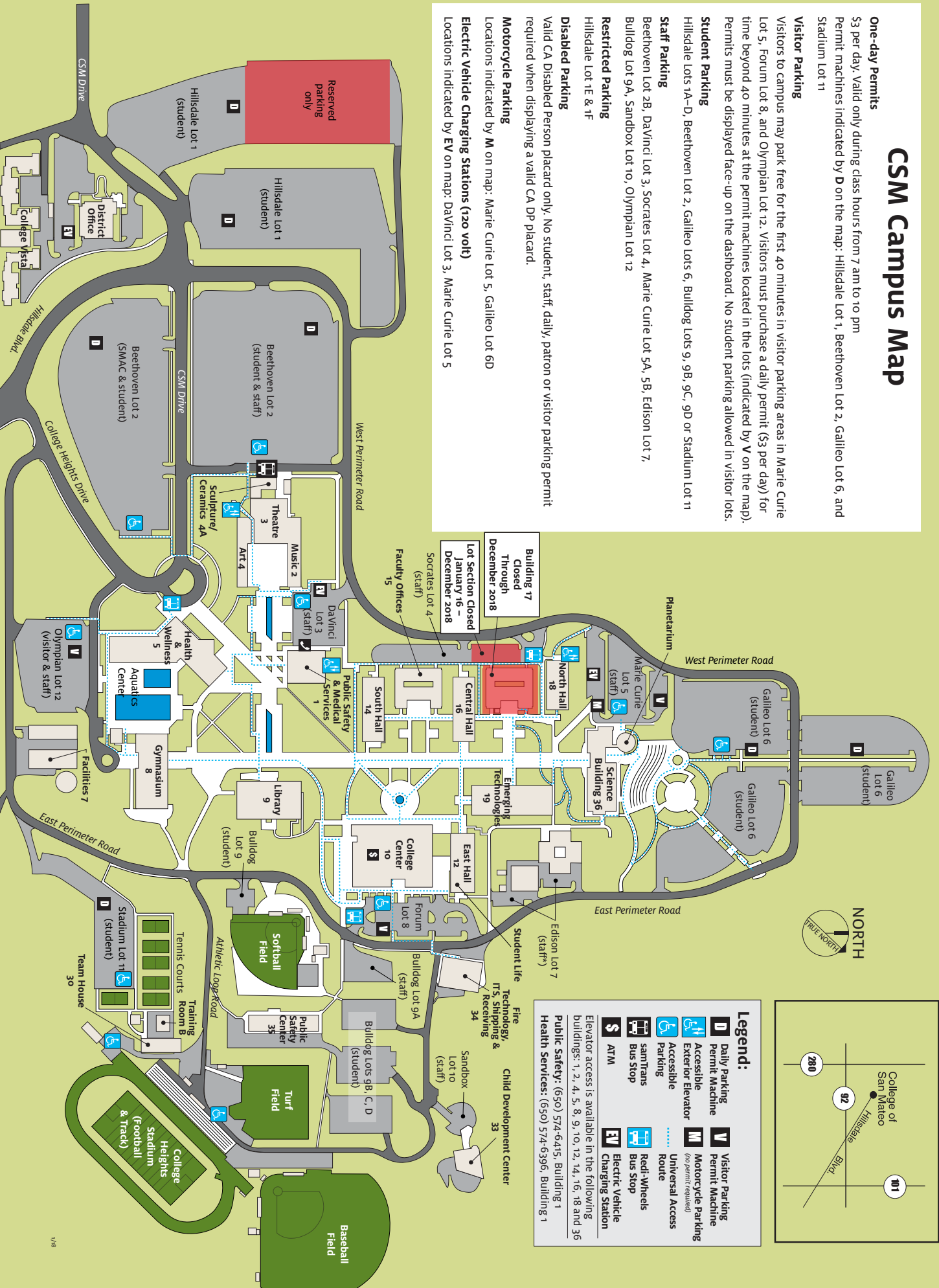
Valid CA Disabled Person placard only. No student, staff, daily, patron or visitor parking permit required when displaying a valid CA DP placard.

## 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
- ♿** Redi-Whheels Bus Stop
- ♿** Universal Access Route
- ♻️** samTrans Bus Stop
- ♻️** ATM
- 🚒** Fire, Technology, ITS, Shipping & Receiving
- 🏠** Child Development Center

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

# 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	12-211
Assessment Services	574-6175	10-370
Bookstore	574-6367	10-202
CalWORKS	574-6155	10-112
Career Services	574-6116	10-340D
Cashier's Office	574-6412	10-360
Child Development Center	574-6279	Bldg. 33
Community Education	574-6149	1-115
Community Relations & Marketing	574-6231	10-462
Cosmetology	574-6361	5-251
Counseling Services	574-6400	10-340
Dental Assisting	574-6212	5-329
Disability Resource Center (DRC) formerly known as 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	
Food Pantry	574-6396	1-147
Health Services	574-6396	1-147
High School Enrollment Programs	574-6646	10-462
International Education Program	574-6525	10-393
KCSM	574-6586	Bldg. 9
Learning Center	574-6570	10-220
Library	574-6100	Bldg. 9



<i>Department/Office</i>	<i>Phone</i>	<i>Bldg-Room</i>
Lost & Found	574-6415	1-100
Mental Health CSM Cares	574-6118	10-481
Middle College	574-6101	17-154
Multicultural & DREAM Center	574-6403/6120	10-180
Parking	574-6415	1-100
Planetarium	574-6256	36-100
Personal Counseling & Wellness Services	574-6396	10-147
Project Change	574-6173	10-453
<b>Public Safety</b>	<b>738-7000</b>	<b>1-100</b>
San Mateo Athletic Club	378-7373	5-1st floor
Student Life and Leadership	574-6141	12-211
Swimming Pool	574-6461	
Theatre	574-6191	Bldg. 3
Theatre Info Line	378-7218	
Transcript Evaluation Services	574-6234	10-310
Transcript Request	574-6165	10-360
Transfer Services	358-6839	10-340
Veterans Resource Center	574-6675	16-150
Year One Promise	574-6384/6146	10-437

## Academic Divisions

For a full listing of instructional programs, visit the [Division Offices \(collegeofsanmateo.edu/divisionoffices\)](http://collegeofsanmateo.edu/divisionoffices) website.

<i>Division</i>	<i>Phone</i>	<i>Bldg-Room</i>
Academic Support & Learning Technologies Division	574-6496	10-411
Business & Technology Division	574-6228	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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