Schedule of Classes

Semester starts August 18
collegeofsanmateo.edu

fall 2010

College of San Mateo
Welcome to College of San Mateo! CSM serves over 11,000 students each semester. This fall, CSM will offer more than 1,000 sections in over 70 distinct fields of study. I believe that a major advantage of attending CSM is that we have a vibrant, large college environment. In fact, we are bigger than some California State Universities! At the same time, we have a “small college” feel. At CSM, you will get to know our faculty and staff on a personal basis.

On the next few pages you will meet some of our faculty. Also learn about former students and hear directly from them about the personal attention they received at CSM. You will find additional student success stories on our homepage collegeofsanmateo.edu. Finally, it is important that you gain access to the resources that you need especially at a time when colleges and universities are making budget cuts. Please be sure to spend some time reviewing the section, “Support Services for Students,” on pages 22–25 and make sure that you take advantage of all the support that we offer.

Whether you plan to transfer, train for a career, or learn a new skill, CSM has something special to offer. While our faculty are highly respected experts in their fields, they are teachers first—they care deeply about your success. In fact, all of us at CSM share that same passion and we look forward to you being part of the CSM family.

Michael Claire
President
Meet Your Faculty

Cheryl Gregory
Title: Professor, Mathematics
Degrees: B.S., M. Ed., University of South Alabama
Teaching experience: 36 years
Career highlights: Students, especially those who struggled with math at the start, who progress and come back to visit after they have transferred. It is so heart-warming and encouraging to hear their success stories.
Hobbies: Bible study, family, gardening and reading.
Quote: “A mind that is stretched by a new idea can never go back to its original dimensions.” - Oliver Wendell Holmes

Ron Brown
Title: Professor, Computer & Information Science
Degrees: B.A., Rutgers College, Certificate, Data Communications, U.C. Berkeley, Certificate, Computer Forensics; Portland State University
Teaching experience: 20 years
Career highlights: Participating in slave ship artifact recovery from 60 feet underwater on the ship Henrietta Marie.
Hobbies: Sailing, scuba diving, skiing and world travel.
Quote: “Always give your best and great things will happen.” - Ronald C. Brown

Janet Black
Title: Professor, Art
Degrees: B.S. Ed., Miami University; M.A., Ohio State University; M.S., Miami University; Ph.D., Boston University
Teaching experience: 20 years
Career highlights: A two-year stay in Paris to research 18th Century French painting and drawing, and every time a student tells me that my courses inspired them to continue their studies.
Hobbies: Travel to visit the artistic and cultural capitals of the world; drawing, painting and photography.
Favorite quote: “A room hung with pictures is a room hung with thoughts.” - Sir Joshua Reynolds

Richard Castillo
Title: Professor, Spanish; Foreign Language Department Lead Faculty
Degrees: A.A., College of San Mateo; B.A., UC Berkeley; M.A., Middlebury College
Teaching experience: 41 years
Career highlights: Sharing the Spanish language and culture with four decades of students; my work at the campus and district levels on behalf of valuing diversity and making it an inherent characteristic of our institutional community.
Hobbies: Cooking. I paid for my college education by working as a chef. Also growing my own fruits, vegetables and herbs.
Quote: “A language is only foreign if you don’t speak it.” (Anonymous)

Steve Morehouse
Title: Counselor, High School Relations
Degrees: A.A., College of San Mateo; B.A., San Francisco State University; M.S., California State University, Hayward (East Bay)
Teaching experience: 33 Years
Career highlights: Seeing students excited about their future after administering a Career and Educational Planning Inventory; celebrating my daughter’s graduation from CSM after studying abroad in Florence.
Hobbies: Spending time with family/friends, exercise, golf and Bay Area sports.
Quote: “Investment in knowledge always pays the best interest.” - Benjamin Franklin

Eileen O’Brien
Title: Coordinator, Career Services Center; Professor Career and Life Planning Courses
Degrees: A.A., Foothill College; B.A., UC Santa Barbara; M.S., San Francisco State University
Teaching experience: 12 years
Career highlights: Lessons learned from my career experience have helped me provide better career counseling. I love it when students find work, especially using one of the non-traditional methods we teach.
Hobbies: Spending time with my son, travelling, river rafting and reading mysteries.
Quote: “With ordinary talent and extraordinary perseverance, all things are attainable.” - Thomas Foxwell Buxton
Alumni Speak About CSM

Michelle Okabe
*San Jose State University, M.S. degree*
*Recruiting Manager*

Since my goal was to make a career change, I began taking accounting classes at CSM to see if I liked the coursework. My experience turned out to be so positive and wonderful that I ended up taking all of the accounting courses and many computer courses. I found my accounting professors to be very supportive and patient; they made classes interesting by sharing their real-world experiences. With the help of CSM’s Career Services and my academic advisor, I made the decision to attend graduate school at San Jose State University where I earned a master’s degree in accountancy. I began my accounting career with a Big-4 accounting firm and, soon after, obtained my CPA license. Currently, I am a recruiting manager with a major accounting and finance placement firm.

Damion Caldwell
*Eastern Washington University, B.S. degree*
*San Francisco State University, M.S.W. degree*
*Social Worker, County of San Mateo*

Being a student athlete in CSM’s football program was vital to my success as a student and in my career. I credit the entire football program at the college – coaches, trainers, athletic director and rest of the staff – with providing an important support network and the structure I needed to be successful in the classroom and on the playing field. Thanks to my CSM experience, I learned important life skills that helped in my transition to Eastern Washington University where I continued my football career. I believe I was better prepared as a transfer student from CSM than many of the players that began at the university as freshman. CSM gave me a valuable foundation which has served me well beyond athletics. In addition to earning my undergraduate and graduate degrees, I have recently applied for postgraduate studies with the goal of becoming a social psychologist or a researcher in the area of social welfare.

Dima Khudari
*UC Davis, B.S. degree*

My experience at CSM was phenomenal. It was really the starting point to my educational success. The college prepared me academically and emotionally to transfer to one of the best four-year universities in California where I earned my bachelor’s degree in the biological sciences. I also participated in student government at CSM which prepared me to become an active member of the community; it helped me develop leadership skills and the confidence I needed to become a successful person in my school, work and social life. I am still very attached to CSM; it will always be considered my second home.
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# Course Listings

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This class schedule is designed to help you register for Fall 2010 classes at College of San Mateo. Most of the answers to your questions can be found within this booklet. Please keep this schedule for reference throughout Fall 2009. Additional information about College programs is contained in the Catalog, available in the campus bookstore, through the mail (see page 13) or viewed online at collegeofsanmateo.edu/catalog.

**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 schedule 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 or level of financial support, or for any other reason, at the discretion of the College. 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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This publication is available upon request in an alternate format by calling College of San Mateo’s Disability Resource Center at (650) 574-6438.

Visit College of San Mateo on Facebook!
[collegeofsanmateo.edu/facebook](http://collegeofsanmateo.edu/facebook)

How are we doing? Please let us know by visiting [collegeofsanmateo.edu/contactcsm](http://collegeofsanmateo.edu/contactcsm)
### Fall 2010 Important Dates

**To submit an Application for Admission, go to [collegeofsanmateo.edu/apply](http://collegeofsanmateo.edu/apply).**

All new and former students (who have not attended CSM, Cañada or Skyline since Fall 2009) are encouraged to apply early.

When the admissions application is processed, all students receive two pieces of information:

1. Your student identification number which will begin with a "G." This number is required for the enrollment process and to maintain your student information.
2. A college email account will be assigned to you. Log into your WebSMART student account to find your email address and password.

**All college electronic communication will go to your my.smccd.edu email address.**

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<tr>
<td>Saturday, May 22 – Tuesday, August 17</td>
<td>WebSMART registration by appointment—New, former, and continuing students</td>
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<td>Monday, August 16 – Tuesday, August 17</td>
<td>Flex Days - No Classes</td>
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<tr>
<td>Wednesday, August 18</td>
<td>Day and evening classes begin (Please refer to the Table of Contents for Late Registration procedures)</td>
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<tr>
<td>Tuesday, August 18</td>
<td>Last day to obtain authorization code to add semester-long courses.</td>
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<tr>
<td>Tuesday, August 31</td>
<td>Last day to drop semester-long classes with eligibility for fee credit or partial refund For online and TV course deadlines, please see Distance Learning Guide For short courses, eligibility for credit or refund is within the first 10% of class meetings (Please refer to the Table of Contents for the Credit and Refund Policy)</td>
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<td>Tuesday, August 31</td>
<td>Deadline to pay fees</td>
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<td>Saturday, September 4 – Sunday, September 5</td>
<td>Declared Recess</td>
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<td>Monday, September 6</td>
<td>Holiday – Labor Day</td>
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<tr>
<td>Monday, September 6</td>
<td>Last day to complete registration using WebSMART (Please refer to the Table of Contents for Program Changes)</td>
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<td>Friday, September 10</td>
<td>Semester-long classes officially dropped on or before this date will not appear on the student's record Short courses officially dropped within the first 30% of class meetings will not appear on the student's record</td>
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<tr>
<td>Wednesday, September 22</td>
<td>Last day to declare Pass/No Pass option for semester-long classes with this option For short courses, the deadline is within the first 30% of the class meetings</td>
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<td>Friday, October 1</td>
<td>Last day to apply for December 2010 A.A./A.S. Degree or Program Certificate</td>
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<td>Friday, November 12</td>
<td>Holiday - Veterans' Day</td>
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<td>Saturday, November 13 – Sunday, November 14</td>
<td>Declared Recess</td>
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<td>Tuesday, November 16</td>
<td>Last day to withdraw officially from a semester-long class with assurance of a &quot;W&quot; grade For online and TV course deadlines, please see Distance Learning Guide For short courses the withdrawal deadline is at 75% of class meetings</td>
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<td>Wednesday, November 24</td>
<td>Declared Recess - Evening Courses only</td>
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<td>Spring 2011 Session begins</td>
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Registration Dates and Times

YOU MUST HAVE AN ASSIGNED APPOINTMENT DATE TO REGISTER
Register Online at: collegeofsanmateo.edu/websmart

Continuing Students Priority Registration

Students who attended the Fall 2009, Spring 2010, or Summer 2010 semesters are considered continuing students. In mid-April, students will be sent a WebSMART registration appointment notice which includes their registration appointment date. Continuing students may register using WebSMART on or after their appointment date.

Priority Registration Dates:
April 28 - May 21*

*see Important Dates on previous page

All Students

All NEW and FORMER (have not attended any of the last three semesters) students must submit an Application for Admission for the Fall 2010 session. Submit an Application for Admission at collegeofsanmateo.edu/apply. After being admitted, and completing matriculation requirements, if applicable, new and former students may register using WebSMART.

Registration Dates for All Students:
May 22 - August 17

Late Registration

1. If a new student, submit an Application for Admission at collegeofsanmateo.edu/apply
2. Complete matriculation requirements; if applicable
3. To add classes, obtain an authorization code from each course instructor
4. Register on WebSMART using the authorization code

Admissions and Records Office Hours
Monday & Thursday: 7:30 am to 4:30 pm
Tuesday & Wednesday: 7:30 am to 7:00 pm
Friday: 7:30 am to 12:00 pm
For extended hours during late registration period or more information, visit collegeofsanmateo.edu/admissions or call (650) 574-6165.
WebSMART Hours: Monday through Sunday (unavailable 2 am–4 am daily).

SIGN IN AND USE YOUR ASSIGNED MY.SMCCD EMAIL!
All college electronic communications will go to your my.smccd.edu email address. Log into your WebSMART student account to find your email address and password.
Registration Dates and Times (continued)

Priority Registration for Continuing Students (April 28 – May 21)
You are a continuing student if you were enrolled at CSM, Cañada or Skyline College during the Fall 2009, Spring 2010, or Summer 2010 semesters.

WebSMART online registration begins April 28.
In mid-April, students will be sent a WebSMART registration appointment mailer which will contain their individual appointment date. Students may register on or after their appointment date.

WebSMART Registration Hours:
Monday through Sunday, unavailable 2 am–4 am daily.

Admission and Registration for New and Former Students (May 22–August 17)
Steps to Successful Enrollment, see pages 9–10.
Apply online at collegeofsanmateo.edu/apply.

After your application is processed, you will receive an e-mail with specific instructions for completing the registration process. Based on the educational goal you select on the application you may be required to complete placement testing, attend an orientation/counseling workshop as part of the registration process. See page 10 for further information.

Applicants for the Cosmetology and Nursing programs must submit an additional application. Students must complete specific prerequisites before applying for admission to the Nursing program. Please call for details and special timelines:

- Cosmetology: 574-6364
- Nursing: 574-6218

Late Registration for All Students (August 18 – August 31)
If you are unable to submit your application and register before the semester begins, you may register after classes begin on August 18.

1. Submit your Application for Admission by logging on to collegeofsanmateo.edu/apply.
2. Complete matriculation requirements, if applicable.
3. You will be given information and a PIN code enabling you to register using the WebSMART registration system after you have obtained the instructor’s approval to enroll in the class.
4. Attend the first class meeting. If space is available, the instructor will give you a 4-digit authorization code.
5. Use WebSMART no later than Monday, September 6 to complete the registration process using the authorization code given to you by the instructor.

Program Changes – Adding/Dropping Classes (Through September 6)
Students who have completed registration for the Fall 2010 session may add and/or drop classes by using WebSMART during published service hours through September 6.

Adding Classes (August 18 – September 6)
To add a class, attend the first class meeting to obtain the instructor’s approval.

If space is available, the instructor will give you a four-digit authorization code to enter when you register. You must complete the registration process through WebSMART no later than 3 pm Monday, September 6.

To enroll in a semester-long class, students must be in attendance by the second week of instruction. For evening classes that meet twice weekly, students must be in attendance by the third class meeting. For short courses, students must be in attendance in the class within the first 12% of the class meetings.

See page 15 for important information regarding deadlines for eligibility for credit or refund of fees.

Wait List Option (WL)
If a class has reached its maximum enrollment limit, you may be able to choose to add your name to the waitlist. You may add your name to multiple waitlists for the same course; however, if space becomes available for you to add a class, your name will be removed from remaining waitlists. With your name on the waitlist, you will be notified by email through your my.smccd.edu email account, if space opens up in the class. Upon notification, you have 72 hours to respond. If you fail to respond, the space will be offered to the next student and your name will be removed from the waitlist. If a space does not open up to allow your enrollment, you can go to the first class meeting where an instructor may choose to add students. If you have not accessed your my.smccd.edu email account, information to your “Student Email” (including your login and password) can be found by following the links in WebSMART.

Classes that begin after September 6
Students may register on WebSMART in classes that begin after September 6. If a class becomes filled to capacity, students will be required to attend the first class meeting.

obtain the instructor’s approval signature, and return to the Office of Admissions and Records to complete the registration process. For hours and more information, go to collegeofsanmateo.edu/admissions.

Dropping Classes
Classes may be dropped without the instructor’s approval. Withdrawal from a class must be initiated by the student by the appropriate deadline date.

August 18 – August 31
To drop a semester-long class with eligibility for fee credit or partial refund, use WebSMART through August 31. For shorter than semester-long courses see the Credit and Refund Policy (page 15).

After August 31
Throughout the remainder of the semester (within published deadlines) use WebSMART, mail, or in person at the Office of Admissions and Records. For hours and more information, go to collegeofsanmateo.edu/admissions.

Withdrawal requests must be postmarked by the appropriate deadline date or they will not be processed. Your name, student I.D. or social security number, and your signature must be included. See Fall 2010 Important Dates on page 4. See also page 15 for important information regarding deadlines for eligibility for credit or refund of fees.

A student who stops attending a class is not automatically dropped from the class roster and receives a grade of NP. Instructors may drop students for non-attendance but are not obligated to do so. It is the student’s responsibility to withdraw officially, following prescribed timelines and procedures.

Under certain circumstances students may be permitted to withdraw from a class after the last date to officially withdraw, but before the end of the semester. Further information can be obtained from the Office of Admissions and Records (Bldg. 1, Second Floor).

WebSMART Hours:
Monday–Sunday, unavailable 2 am–4 am daily.
Office of Admissions and Records:
Monday & Thursday: 7:30 am to 4:30 pm
Tuesday & Wednesday: 7:30 am to 7 pm
Friday: 7:30 am to 12 pm
For evening hours, visit collegeofsanmateo.edu/admissions.

See page 15 for important information regarding deadlines for eligibility for credit or refund of fees.

Need help? Contact Admissions at (650) 574-6165
Getting Started at CSM

Who May Attend CSM
Any person who is a high school graduate, or who has passed the California High School Proficiency Examination or the General Education Development Examination (GED), or who is 18 years of age or older is eligible to attend this public community college. See pages 9–10 for Enrollment steps.

High school students may be admitted for concurrent enrollment with the permission of the Dean of Enrollment Services. See College Connection Concurrent Enrollment Program on page 8 for details.

WebSMART
our online service enables you to:

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

collegeofsanmateo.edu/websmar

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.

Residency
Students who have been California residents (as defined in the Education Code) for more than one year prior to the beginning of any semester are eligible to enroll as residents for that semester. Nonresident students are those U.S. citizens who have not been residents of California (as defined in the Education Code) continuously for one year prior to the start of the semester. They are required to pay a tuition fee of $199 per unit at the time of registration, in addition to other required fees paid by California residents. Students may be required to present documentary evidence of eligibility for classification as residents.

Students need not be U.S. citizens to be classified as residents. Permanent resident aliens and many other citizens of other countries are eligible to establish California residency.

International Students
Residents of other countries may apply for admission as F-1 Visa students through the International Student Program. Special international student applications, related forms and additional information may be obtained from the International Student Office (Bldg. 1, Room 262). For office hours and more information, call +1 (650) 574-6525 or go to collegeofsanmateo.edu/international.

To be eligible for priority admission for the semesters listed below, special applications should be filed in the International Student Office by these dates:

- Fall 2010 (August–December)
  April 15, 2010
- Spring 2011 (January–May)
  October 1, 2010

AB 540 Students
Under Assembly Bill 540 (AB540), you may be exempt from paying non-resident tuition. Students who have attended a California high school for three years AND received a California high school diploma or its equivalent, such as a GED or passing the high school proficiency exam, are exempt from paying non-resident tuition. If you are qualified, please complete the AB540 form and submit it by fax (650) 574-6506, by mail, or in person to the CSM Admissions and Records Office located in Building One, Second Floor. You may obtain the form from the CSM website at collegeofsanmateo.edu/forms, or from the Admissions and Records Office.

• This law does not apply to non-immigrant students such as F, H, or J visa holders
• This law does not change or grant residency status; it exempts students from non-resident tuition.
• There is no time limit as to when the student attended and graduated from a California high school.
• The students who meet the exemption requirements are not eligible for any state-funded programs such as Extended Opportunity Programs and Services (EOP&S), or Board of Governor Fee Waiver (BOGW). U.S. citizens or legal residents may qualify for federal aid.
• The information submitted on the AB540 form will remain confidential.

Enrollment Management
- A Student Responsibility -

As a student at College of San Mateo, it is your responsibility to manage your enrollment. This includes updating your personal information record via WebSMART, checking your student email, registering for classes in a timely manner, adhering to all deadlines listed on the Important Dates page in the beginning of this Schedule (in particular late registration, withdrawal from classes, payment of fees), and monitoring your academic standing.
Getting Started at CSM (continued)

College Connection
Concurrent Enrollment Program
The High School College Connection Concurrent Enrollment Program is a special program designed to provide current 9th–12th graders the opportunity to get an “early start” on their college experience and earn college credit. Enrollment fees are free to California residents who enroll in less than 11 units.

Step 1: Apply for admission online at smccd.edu/collegeconnection.
Step 2: Meet with your high school counselor to select your college courses.
Step 3: Take placement tests at CSM if you are planning to register for English or Math courses. Call (650) 574-6175 for information.
Step 4: Submit completed Course Request Form to the Admissions and Records Office at College of San Mateo, Building 1, Second Floor, by mail, in person, or by fax (650) 574-6506.
Step 5: Register for classes at collegeofsanmateo.edu/websmart.
Step 6: Sign in and use your assigned SMCCD email.

For more information, visit collegeofsanmateo.edu/ce.

Priority Enrollment Program (PEP)
For Graduating High School Seniors
College of San Mateo offers a special enrollment program for graduating high school students who plan to enter the College in the Fall 2010 semester. This program, Priority Enrollment Program for High School Seniors (PEP), is offered on dates in the months of April and May 2010. More information about PEP can be found on the PEP website collegeofsanmateo.edu/pep.

Transfer Students
If you attended a college or university other than College of San Mateo, Cañada College or Skyline College, you are a transfer student at College of San Mateo and must apply for admission. You may be eligible for exemptions from some of the matriculation requirements listed on page 10.

Students who have completed lower division coursework at other colleges and universities and wish to apply that credit to the completion of a College of San Mateo certificate, associate degree, or to a California State University General Education Certification, or to an IGETC Certification should have their transcripts officially evaluated. For more information, review the Transcript Evaluation Request Form available on the College of San Mateo web site collegeofsanmateo.edu/forms.

Dismissed Students
Students dismissed at College of San Mateo, Cañada College or Skyline College must petition for reinstatement. Obtain the petition form from the Counseling Center (Building 1, Room 207).

Students who were dismissed and who have NOT been in attendance at College of San Mateo, Cañada College or Skyline College since Fall 2009 must complete an application for admission in addition to the petition for reinstatement.

College Catalog
The College of San Mateo Catalog contains detailed course descriptions, suggested programs of study, a list of transferable courses, degree and certificate requirements, and general college information. The catalog can be obtained at the Bookstore or viewed online at collegeofsanmateo.edu/catalog.

Bookstore
Books and supplies may be purchased at the College of San Mateo Bookstore (Bldg. 34). Hours are Monday through Thursday from 7:45 am to 7:15 pm and Friday from 7:45 am to 3 pm (574-6166). Books can also be purchased online at collegeofsanmateo.edu/bookstore.

CSM is on Facebook!
College of San Mateo has logged on to Facebook. If you are interested in hearing the latest news from the college, finding out about upcoming events, and reliving some of our past events, visit the CSM Page and become a “fan” of the college. You can also sign up for the Friends of CSM group and share your own comments, photos, and even videos of CSM activities and events. Visit collegeofsanmateo.edu/facebook.

Need help? Contact Admissions at (650) 574-6165
Steps to Successful Enrollment

The registration steps you will need to complete are based on the educational goal you have selected on the Application for Admission.

**Option A** If Your Educational Goal is to:
- Obtain an associate degree or certificate
- Transfer to a four-year university
- Improve basic skills in English, reading or math
  - or
- If you are applying for financial aid
  - or
- If you are undecided about your goal

**FOLLOW THESE STEPS TO SECURE A REGISTRATION APPOINTMENT**

1. **Apply for Admission**
2. **Take Placement Tests**
3. **Complete College Orientation/Counseling Workshop**
4. **Register for Classes**
5. **Sign In and Use Your Assigned my.SMCCD Email**

See page 10 for more detailed information.

**Option B** If Your Educational Goal is to:
- Take courses for personal enrichment
- Upgrade job skills
- Maintain a certificate or license
- Participate in the High School Concurrent Enrollment Program
  - or
- If you have already completed an associate degree or higher in the United States
  - or
- If you are primarily a student at another college or university and taking courses at College of San Mateo to meet the requirements of institution

**FOLLOW THESE STEPS TO SECURE A REGISTRATION APPOINTMENT**

1. **Apply for Admission**
2. **Register for Classes**
3. **Sign In and Use Your Assigned my.SMCCD Email**

See page 10 for more detailed information.

Need help? Contact Admissions at (650) 574-6165
Steps to Successful Enrollment (continued)

The registration steps you will need to complete are based on the educational goal you have selected on the Application for Admission.

Option A
Matriculating Students

Students who complete the Option A enrollment process have higher registration priority in future semesters. "Matriculation" is a process that assists students to understand and achieve educational goals. It includes the enrollment steps below and is designed for those who plan to complete a certificate, associate degree, transfer, plan to take courses to improve basic skills, and/or apply for financial aid at College of San Mateo.

Step 1: Apply
All students are required to complete the Application for Admission.

Fill out the Application online at collegeofsanmateo.edu/apply.
After the application has been received, you will be sent an email confirmation with additional information. You will also receive a student identification number (which begins with a "G"). Use this number to conduct all college business and access college services.

Step 2: Take Placement Tests
Placement tests are designed to assess your skills in English or ESL, reading, and mathematics. Testing results assist you in selecting courses, building an appropriate schedule of classes and determining if you meet prerequisites for certain courses. View sample test questions online at collegeofsanmateo.edu/testing.

To schedule placement tests log into your student WebSMART account. The USER ID is your 6 digit birth date. Use your assigned my.SMCCD Email address and password and check it regularly.

You must complete the application for admission and have a student G number to schedule a testing appointment.

You must present a photo ID and your student G number on the day of testing (no exceptions).

There is no fee for testing and it takes approximately 2.5 hours to complete.

The Assessment Center is located in Bldg 1, 1st Floor, Room 130.

If you are transferring from another college or university in the United States, have already successfully completed math and English classes, and think you do not need to complete CSM placement tests, then complete a Prerequisite Equivalency Form (available at collegeofsanmateo.edu/forms). You can expect to receive important email messages from your professors and the college before the first day of school. Log into your WebSMART student account to find your email address and password and check it regularly.

Follow up!
Most students need assistance as they identify educational and career interests, establish goals, and work to understand what must be done to accomplish specific goals. Although summer services are very limited due to budget constraints. Plan to use the range of activities and services in your first semester to research and establish a student educational plan. To this end, use college services – Transfer Services, Career Services, Counseling Services, Financial Aid, EOPS, and Disabled Student Services.

Option B
Non-matriculating Students

Students who are enrolled at another educational institution and taking courses at CSM must meet the requirements of their "home" institution; or taking courses for personal enrichment or job enhancement; or have completed an associate's degree or higher in the United States may complete the steps to enroll as listed below.

Step 1: Apply
All students are required to complete the Application for Admission. Fill out the application online at collegeofsanmateo.edu/apply.
After the application has been received, you will be sent an email confirmation with additional information. You will also receive a student identification number (which begins with a "G"). Use this number to conduct all college business and access college services.

Step 2: Register for Classes
You will receive an appointment to register that can be viewed on your student WebSMART account. To access your account, you will need to enter a USER ID (your G number) and password (your 6 digit birth date). Use your WebSMART student account to view your registration appointment and complete the registration process.
If you plan to enroll in an English or mathematics course, be advised that these courses have electronic prerequisite checking and you need to complete a placement test to determine course eligibility. If you have successfully completed an English or mathematics class in the United States, use the Prerequisite Equivalency Form available on the college website on the FORMS page.

Step 3: Sign In and Use Your Assigned my.SMCCD Email
All college electronic communications will be sent to your my.smccd.edu email address. You can expect to receive important email messages from your professors and the college the first day of school. Log into your WebSMART student account to find your email address and password and check it regularly.
**Associate Degrees, Certificate Programs and Transfer Programs**

Listed below are major fields of study that typically lead to **Associate Degrees, Certificates or Transfer**.

Students are encouraged to select a major field and meet with a counselor/advisor for assistance in selecting courses leading toward their educational goal. Publications of special importance like the CSM Schedule of Classes and the CSM Catalog are available online at [collegeofsanmateo.edu/schedule](http://collegeofsanmateo.edu/schedule).

**Associate of Arts (A.A.) or Associate of Science (A.S.) degrees** are based upon completion of a minimum of 60 units of coursework that includes both major and general education requirements.

**Certificate programs** usually entail one year of full-time study or less. Coursework requirements vary by program. Certificates of Achievement are 18 or more units; Certificates of Specialization are less than 18 units.

**Transfer programs** provide the opportunity for students to complete lower-division preparation (i.e., the first two years of the baccalaureate degree) in specific subject areas and majors offered at both public and private universities including all campuses of the University of California (UC) and the California State University (CSU).

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**Please use these Major Codes in completing the Application for Admission. Select and enter the code which most closely corresponds to your proposed major field of study:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Major Field</th>
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</thead>
<tbody>
<tr>
<td>0502</td>
<td>Accounting</td>
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<td>2105</td>
<td>Administration of Justice</td>
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<tr>
<td>2140</td>
<td>Alcohol &amp; Other Drug Studies</td>
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<tr>
<td>1260</td>
<td>Allied Health</td>
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<td>2202</td>
<td>Anthropology</td>
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<tr>
<td>0202</td>
<td>Architecture</td>
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<tr>
<td>1002</td>
<td>Art (Commercial/Fine)</td>
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<td>1911</td>
<td>Astronomy</td>
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<tr>
<td>0603</td>
<td>Broadcast &amp; Electronic Media</td>
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<tr>
<td>0973</td>
<td>Building Inspection Technology</td>
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<tr>
<td>0501</td>
<td>Business Administration</td>
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<tr>
<td>0703</td>
<td>Business Information Systems</td>
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<tr>
<td>0506</td>
<td>Business Management</td>
</tr>
<tr>
<td>0514</td>
<td>Business Microcomputer Applications</td>
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<tr>
<td>1905</td>
<td>Chemistry</td>
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<tr>
<td>1107</td>
<td>Chinese</td>
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<tr>
<td>0701</td>
<td>Computer &amp; Information Science</td>
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<tr>
<td>3007</td>
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<td>0703</td>
<td>Data Processing</td>
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<td>0953</td>
<td>Drafting Technology</td>
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<td>2204</td>
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<td>1103</td>
<td>German</td>
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<td>1030</td>
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<td>2205</td>
<td>History</td>
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<td>1301</td>
<td>Home Economics</td>
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<tr>
<td>0109</td>
<td>Horticulture: Environmental</td>
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<tr>
<td>1308</td>
<td>Horticulture: Floristry</td>
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<td>4903</td>
<td>Humanities</td>
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<td>0799</td>
<td>Information Technology Specialist</td>
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<td>0549</td>
<td>International Trade</td>
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<tr>
<td>1104</td>
<td>Italian</td>
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<tr>
<td>1108</td>
<td>Japanese</td>
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<tr>
<td>0602</td>
<td>Journalism</td>
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<tr>
<td>1401</td>
<td>Law (Pre-legal)</td>
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<td>0400</td>
<td>Life Sciences - Biological</td>
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<td>Life Sciences - General</td>
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<td>Life Sciences - Pre-Nursing</td>
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<tr>
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<tr>
<td>0956</td>
<td>Manufacturing Technology</td>
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<td>0509</td>
<td>Marketing</td>
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<tr>
<td>1701</td>
<td>Mathematics</td>
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<tr>
<td>0509</td>
<td>Merchandising/Marketing/Sales</td>
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<tr>
<td>1913</td>
<td>Meteorology</td>
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<tr>
<td>0701</td>
<td>Microcomputer Sciences</td>
</tr>
<tr>
<td>0799</td>
<td>Multimedia/Web Design</td>
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<tr>
<td>1004</td>
<td>Music and Electronic Music</td>
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<tr>
<td>0115</td>
<td>Natural Resources Management</td>
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<tr>
<td>4902</td>
<td>Natural Sciences</td>
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<tr>
<td>1203</td>
<td>Nursing (A.S. Degree)</td>
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<td>1238</td>
<td>Nursing (Transfer)</td>
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<td>1306</td>
<td>Nutrition</td>
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<tr>
<td>1919</td>
<td>Oceanography</td>
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<tr>
<td>0514</td>
<td>Office Administration/Technologies</td>
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<tr>
<td>1509</td>
<td>Philosophy</td>
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<tr>
<td>1011</td>
<td>Photography</td>
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<tr>
<td>0835</td>
<td>Physical Education</td>
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<td>Physical Science</td>
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<td>Physics</td>
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<td>2001</td>
<td>Psychology</td>
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<td>Real Estate/Escrow</td>
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<td>2107</td>
<td>Recreation Education</td>
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<tr>
<td>0509</td>
<td>Retail Management</td>
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<tr>
<td>0514</td>
<td>Secretarial Science/Administrative Assistant</td>
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<tr>
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<td>1506</td>
<td>Speech Communication</td>
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<tr>
<td>1030</td>
<td>Technical/Graphic Arts</td>
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<td>Self Enrichment</td>
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<tr>
<td>6010</td>
<td>Concurrent Enrollment</td>
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</table>
Admissions and Records

Located in the Administration Building (Bldg. 1, Second Floor, 574-6165), this office is open 7:30 am to 4:30 pm on Monday & Thursday; 7:30 am to 7:00 pm on Tuesday & Wednesday; 7:30 am to 12 pm on Fridays.

Attendance
You are strongly advised to attend the first class meeting of each class in which you register. If you cannot attend, notify your instructor in advance. Without prior notification, you may be dropped by the instructor and a waiting student may be admitted in your place.

Students are responsible for attending classes regularly. An instructor may drop a student from a class for excessive absences. Attendance regulations appear in the CSM Catalog.

Excessive absence may result in instructor initiated withdrawal from class and/or a grade of F or NP.

Withdrawal from College
Students who find it necessary to withdraw from their entire program of classes at any time after registration must follow the official procedure for dropping classes as outlined on page 6.

Failure to comply with the prescribed withdrawal procedure and timelines may result in penalty F or NP grades.

Pass/No Pass Grading Option
Most CSM courses are graded on the basis of the standard letter grades (A, B, C, D, F). Some courses are graded on a Pass or No Pass basis, and are so designated in the schedule of classes. Still other courses offer the student the choice between letter and Pass/No Pass grading; students electing the Pass/No Pass option in such courses must submit the appropriate form to the Office of Admissions and Records within the first 30% of the duration of the course. Changes are not permitted thereafter. See Important Dates on page 4 for the established deadline for semester-long courses.

Students should be aware that many colleges and universities, including College of San Mateo, place specific restrictions on the number, if any, of units graded on a Pass/No Pass basis that are acceptable toward degrees and certificates. Because the decision to request Pass/No Pass grading is irrevocable after 30% of the duration of the course, students should be cautious in making such a request.

Course Repetition
For full information on course repetition policy refer to the College Catalog.

Certain courses are approved for repetition by the College Committee on Instruction. These are courses that have increasing levels of performance and are identified as repeatable in the Schedule of Classes.

A student who has received a grade of D, F or NP/NC in a course taken in the San Mateo County Community College District may repeat the course up to two times for the purpose of grade alleviation. This allows a maximum of three attempts at a course. Courses which have been completed with a grade of A, B, C or F are not repeatable for the purpose of improving the grade. However, a course may be repeated one time for proficiency purposes if, 1) a significant length of time has passed (a minimum of three years), or 2) the official course outline has been updated and the course content has changed substantially, or 3) the course is part of mandated training requirements as a condition of employment.

Open Entry/Open Exit Courses
A number of courses in this schedule are designated as open entry courses. You may enroll in these courses at any point in the semester provided that enough instructional hours remain to allow you to earn the minimum number of units for the course.

When registering for an open entry/open exit/variable units course, you must designate the number of units for which you want to enroll. The available range of units is indicated in the course listing. No enrollment fee credit/refund is available if you earn fewer units than the number for which you enrolled. You may stop attending class when the instructor informs you that you have earned the number of units for which you enrolled. However, it is possible to increase the number of units during the semester by application through the Office of Admissions and Records and payment of the additional enrollment fee.

Auditing
Students can audit any course except those courses in programs that require special preparation and/or where admission is on a limited basis. Registration for courses to be audited take place the week immediately following the close of the Drop/Add period. Instructions for auditing can be found on the Enroll as an Auditor form available at collegeofsanmateo.edu/forms.

Incomplete Grades
A final grading symbol of I (Incomplete) may be assigned in case of incomplete academic work due to 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 if the student fails to meet the stated conditions. The student receives a copy of this record, and a copy is filed in the Office of Admissions and Records. A final grade is assigned by the instructor when the stipulated work has been completed and evaluated. If the work is not completed within the prescribed time period, the grade previously determined by the instructor is entered in the permanent record.

An I (Incomplete) must be made up no later than one year following the end of the semester in which it was assigned. The student does not re-enroll in the course in order to do the make-up work.

December Graduates
Applications for A.A./A.S. Degrees or Career Program Certificates to be conferred in December 2010 must be filed in the Office of Admissions and Records by Friday, October 1, 2010.

In order to evaluate your record for graduation, transcripts from all other colleges and universities which you have attended must be on file in the Office of Admissions and Records by Friday, October 1, 2010. It is the student’s responsibility to request these transcripts in a timely manner.

Final Grades
Final grades are not mailed to students; they are available at all times on WebSMART during published service hours. Fall 2010 final grades will be available beginning January 7, 2011; access WebSMART at collegeofsanmateo.edu/websmart.

Transcripts
Official transcripts of a student’s academic record can be sent to colleges and universities, employers, and other institutions. Transcripts may be requested using the student WebSMART account. On WebSMART under “Student Records,” find “Request Official Transcript” link for this purpose. Only courses taken at College of San Mateo, Cañada College and Skyline College will appear on the transcript. Transcripts from high schools and other colleges will not be forwarded. The first two official transcripts requested by a student are free; a fee of $5 per transcript is charged if the student has previously requested two or more transcripts. A rush transcript may be obtained for an additional $10.

If “in progress” transcripts are sent to colleges and universities, the student must also submit a request for required final transcripts to be sent to those institutions after grades have been posted at the end of a term.

Students may obtain an unofficial copy of their transcript on WebSMART. Courses taken prior to Summer 1981 will not appear on this copy.

Need help? Contact Admissions at (650) 574-6165
Prerequisites, Corequisites, and Recommended Preparation

The Board of Trustees of the San Mateo County Community College District allows 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, or test out of, elementary algebra (Math 110 or Math 111 & 112), prior to enrolling in intermediate algebra (Math 120 or 122). Thus, Math 110 or Math 112 is a prerequisite for Math 120 or 122. A prerequisite course must be completed successfully before enrolling in a course which follows. Successful completion is defined as earning a grade of “C” or better.

A corequisite is a course that a student is required to take simultaneously in order to enroll in another course.

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

Computerized Prerequisite Checking

The San Mateo County Community College District enforces all prerequisites and corequisite requirements. All mathematics and English classes have computerized prerequisite checking in place. When attempting to register for an English or Math 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 which meet the skill level prerequisite requirements. If neither prerequisite identifier is in place, registration for the class is blocked. If a student is currently enrolled in the prerequisite course(s) (e.g. Math 110), the system allows registration into the next level course (e.g. Math 120). 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 several ways students can meet prerequisite requirements.

1. complete the prerequisite course(s) within the San Mateo County Community College system, with a grade of “P or C” or higher; 
2. complete placement tests in the San Mateo County Community College District (the process includes multiple measures evaluation) with results that meet the prerequisite skill level; or
3. *complete the prerequisite course at another accredited college/university in the United States; or
4. *meet prerequisites through the College Board Advanced Placement Exam results (AP Tests).

*For 3 and 4, students must use the Prerequisite Equivalency Petition to secure approval.

Recommended preparation is designated in course descriptions in the college catalog and appears in the Class Schedules.

Prerequisite Equivalency Forms are available on the college website at collegeofsanmateo.edu/forms.

How Can Prerequisites and Corequisites Be Challenged?

A prerequisite or corequisite may be challenged only on one or more of the following grounds.

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

Students who wish to challenge prerequisites or corequisites must, within the established time frame, complete the Prerequisite Challenge Petition and attach required documentation. For courses that are not semester length, the petition with documentation must be submitted to the Assessment Center, Bldg. 1, Rm. 130 at least five working days prior to the last day of the published late registration period. For courses that are not semester length, the petition with documentation must be submitted prior to the first day of the class. It is the responsibility of students to provide compelling evidence to support the challenge. Prerequisite Challenge Petitions are available on the college website, collegeofsanmateo.edu/forms. On the Forms page find the Prerequisite Challenge Petition.

CSM Catalog

The catalog may be obtained in person at the CSM Bookstore located in building 34. You can also request the catalog on-line via the bookstore by visiting collegeofsanmateo.edu/bookstore, selecting ‘online shopping’ then ‘catalog.’

If you would like the catalog sent to you by mail, please complete this form and send it with $5 for postage/handling to:

CSM Bookstore
1700 W. Hillsdale Blvd.
San Mateo, CA 94402-3784

Please make your check payable to “CSM Bookstore.” Allow 1-2 weeks for delivery.

Name: _______________________

Street Address: _______________________

City: _______________________

State: _______ ZIP: ____________

Need help? Contact Admissions at (650) 574-6165
# Fees

<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>AMOUNT</th>
<th>PAYABLE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Fee</strong></td>
<td>$26 per unit</td>
<td>All students except high school students enrolling for less than 11.5 units through the Concurrent Enrollment Program or Middle College High School Program</td>
</tr>
<tr>
<td><strong>Health Services Fee</strong></td>
<td>$14 Summer &lt;br&gt;$17 Fall &lt;br&gt;$17 Spring</td>
<td>All students except those enrolled ONLY in off-campus classes, Saturday classes, distance learning courses, or the Concurrent Enrollment Program</td>
</tr>
<tr>
<td><strong>Student Representation Fee</strong></td>
<td>$1</td>
<td>All students except High School students enrolled in the Concurrent Enrollment Program or Middle College High School Program</td>
</tr>
<tr>
<td><strong>Nonresident Tuition Fee</strong></td>
<td>$199 per unit (plus $26 per unit Enrollment Fee) <strong>$200 per unit (plus $26 per unit Enrollment fee)</strong></td>
<td>This fee applies to nonresidents of California who are residents of other states &lt;br&gt;This fee applies to foreign students</td>
</tr>
<tr>
<td><strong>International Student (F-1 Visa)</strong> &lt;br&gt;Health Insurance</td>
<td>$130 Summer &lt;br&gt;$325 Fall &lt;br&gt;$325 Spring</td>
<td>All F-1 Visa international students who do not present proof that they have the required level of private health insurance</td>
</tr>
<tr>
<td><strong>Student Body Fee</strong></td>
<td>$8 Fall &lt;br&gt;$8 Spring</td>
<td>Students who purchase a photo ID student body card receive discounts throughout the year and also support many student-sponsored activities and programs (The student body fee is automatically assessed as part of your total fees; if you choose not to pay this fee, contact the Student Life and Leadership Development Office for reimbursement - See Credit and Refund Policy)</td>
</tr>
<tr>
<td><strong>Parking Fee</strong></td>
<td>$20 Summer &lt;br&gt;$40 Fall &lt;br&gt;$40 Spring &lt;br&gt;$2 per day &lt;br&gt;$70 Two-Term (Fall/Spring)</td>
<td>Persons who park motor vehicles on campus (Daily permits may be purchased for $2 from ticket dispensers in designated areas) &lt;br&gt;The parking fee is optional and not transferable to other students; disabled parking permits are issued only by the Disabilities Resource Center - See Parking Regulations</td>
</tr>
<tr>
<td><strong>Audit Fee</strong></td>
<td>$15 per unit (students enrolling in a variable unit course must pay for maximum units)</td>
<td>Students enrolled in 10 or more units for credit can audit up to three additional units free of charge - See Auditing policy</td>
</tr>
<tr>
<td><strong>Returned Check Fee</strong></td>
<td>$20</td>
<td>Students whose personal checks are returned by the bank (Only cash, credit card or cashier’s check will be honored to clear a returned check - Bookstore fee may differ)</td>
</tr>
<tr>
<td><strong>Transcript Fee</strong></td>
<td>$5 official &lt;br&gt;$10 additional for rush service</td>
<td>Students requesting a transcript of their academic record at College of San Mateo, Cañada College and/or Skyline College (The first two transcripts ever requested are free)</td>
</tr>
</tbody>
</table>

* 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. Contact the Health Center for details.

** A student has the right to refuse to pay the $1 student representation fee for religious, political, moral or financial reasons. This refusal must be submitted in writing to the Student Life and Leadership Development Office.

*** Foreign students are required to pay an additional $9 Capital Outlay fee

**** This fee is optional. Please refer to "Payable By" column for further information. A two-term parking permit is available for $70. Parking permits for low income students are $20 per semester; low income students are those who demonstrate financial need under federal or state standards. For lost or stolen permits, please see Parking Regulations on page 111.

NOTE: Student enrollment fees are set by California’s legislature and governor and are subject to change at any time. It is possible that your fees may be adjusted at a future date. All student records are automatically held until all outstanding debts to the District colleges have been cleared. Unpaid bills may be sent to collections.

fee and Refund Questions? Contact the Business Office at (650) 574-6412
Fees (continued)

Students who are classified as California residents as defined in the California Education Code will be charged an enrollment fee, a health services fee and a student representation fee. An optional student body fee also will be assessed. In accordance with California law, the enrollment fees may be waived for California residents who demonstrate financial need and qualify for a Board of Governors Enrollment Fee Waiver (BOGW). Contact the College Financial Aid Office for additional information.

Students who are classified as nonresidents will be charged a tuition fee in addition to the enrollment fee, health services fee and student representation fee. International Students (F-1 Visa) are subject to a health insurance requirement. Contact the International Student Office for details.

The student representation fee was established by student election to support student advocacy before local, state and federal offices and agencies.

In addition, students will be required to purchase textbooks and miscellaneous supplies, as well as tools and technical supplies for certain programs. In some courses students will also be required to pay a non-refundable instructional materials charge.

Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

Fees are due and payable at the time of registration. Students who need assistance in paying fees are encouraged to contact the Financial Aid Office (Bldg. 1, Room 217, 574-6146).

All student records are withheld until all outstanding debts to the District colleges have been cleared.

AB 540 Students

Under Assembly Bill 540 (AB540), you may be exempt from paying non-resident tuition. Students who have attended a California high school for three years AND received a California high school diploma or its equivalent, such as a GED or passing the high school proficiency exam, are exempt from paying non-resident tuition. See page 7 for more information.

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 within the first 10% of the class meetings, will receive credit toward future fees for the full amount of all fees paid for those classes. View course refund deadlines on WebSMART.

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

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

For semester-long classes dropped after the deadline, (or short courses dropped after the first 10% of the class meetings), these fees are not refundable unless an action of the College (e.g., class cancellation) prevents a student from attending class.

Student Body Fee and Student Representation Fee

Students enrolling during the normal registration period in semester-length 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 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 Student Life and Leadership Development Office.

Variable Unit Courses

No enrollment fee or nonresident 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:

1. If a parking permit has been issued, it must be returned to the Business Office or the Security Office by Wednesday, September 1 before a credit or refund of the parking fee will be processed.

2. Credit balances remain on student accounts for a maximum of five (5) years.

3. A student may either choose to maintain a credit balance on account or contact the Business Office (Bldg. 1, Room 147, 574-6412) to arrange for a refund.

4. Refunds are NOT issued automatically and are subject to a $10 processing fee if the student withdraws from all courses. Refunds of nonresident tuition are subject to an additional $50 processing fee.

5. Fees paid by personal check require 30 days for bank clearance before refunds can be processed.

6. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. A withdrawal initiated by an instructor may NOT result in a credit or refund.

7. Fees will be credited or refunded if an action of the College (e.g., class cancellation) prevents a student from attending.

8. Student records, including transcripts, are withheld until all debts to the District colleges have been cleared.

Board of Governors Enrollment Fee Waiver (BOGW)

The Board of Governors of the California Community Colleges has established a program that waives the enrollment fees for all qualified applicants.

To apply for the Board of Governors Enrollment Fee waiver, complete the application (see pages 17-20) and submit it to the Financial Aid Office (Bldg. 1, Room 217) or apply online. Log in to WebSMART and select Board of Governors Fee Waiver Application.

For most students, the application process is simple and can be completed within ten minutes. Students who qualify for a Board of Governors Enrollment Fee Waiver will have their enrollment fees waived for the entire academic year. Students who had a waiver for the ’09/10 academic year will need to reapply.

When submitting the Board of Governors Enrollment Fee Waiver application, please inquire about the many federal and state financial aid programs that are available to College of San Mateo students.

A Spanish version of the BOGW application is available in CSM’s Financial Aid Office and in the Office of Admissions & Records.

Fee and Refund Questions? Contact the Business Office at (650) 574-6412
What Kinds of Financial Aid Can I Receive?

Complete a Free Application for Federal Student Aid (FAFSA) to automatically be considered for all of the following programs.

**Board of Governor’s Fee Waiver (BOGFW)**
The State of California offers a BOGFW for students who are residents of the State of California, attend a Community College, and who are eligible for need-based financial aid. The BOGFW pays the enrollment fee for the student for the academic year when eligibility has been determined. Other fees, such as parking (at a reduced rate of $20 for BOGFW students), health and student activities, must be paid by the student.

**Federal Pell Grant**
You are automatically considered for a Federal Pell Grant when you file the FAFSA. If you receive an Expected Family Contribution (EFC) of $3,800 or less on the Student Aid Report (SAR), you are eligible for a Federal Pell award. Less than half-time students have a much lower EFC cut-off to be eligible for a grant. Awards for students are pro-rated based on enrollment status: Full-time 12 or more units; Half-time 6-8.5 units; Three-quarter time 9-11.5 units; Less than half 5-5.5 units. Awards range from: $400 to $4,750

**Cal Grant A, B and C Deadline to Apply is March 2 or September 4**
Cal Grants are for California residents only. They are awarded by the California Student Aid Commission for attendance in schools in California only. Maximum awards are: Cal Grant B $1,551; Cal Grant C $576.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**
FSEOG is a grant awarded to students with exceptional need (EFC of 0 through 1,000). Awards range from: $100 to $800. Priority application date: March 2. Visit www.icanaffordcollege.com

**California Chafee Grant (CHAFEE)**
The California Chafee Grant Program awards funds to eligible current or former foster youth for career and technical training or college courses. Eligible Chafee 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. Maximum annual award: $5,000.

**Academic Competitive Grant (ACG)**
The Academic Competitiveness Grant (ACG) encourages high school students to complete a rigorous secondary school curriculum which would lead to college admission. Eligible ACG applicants are required to be US citizens, Federal Pell Grant recipients at the time the ACG is awarded, first or second academic year students enrolled in a two- or four-year degree program, and enrolled full time. Students must also submit a high school curriculum validation form to the Financial Aid Department. First year ACG award: $750. Second year ACG award: $1,300.

**Extended Opportunity Programs and Services (EOPS)**
EOPS is a State-funded program that provides book vouchers, grants, support services, and limited transportation services to high-need, educationally disadvantaged students who are California residents. Students must complete the FAFSA and/or a BOGFW application to apply. Students must be enrolled full-time at the time of application. Final eligibility for EOPS and CARE is determined and coordinated through the EOPS Office.

**Student Employment**
**Federal Work Study (FWS)**
Students who apply for financial aid and complete the Student Information Sheet and the FAFSA by March 2 are given priority. Maximum Annual Award: $6,000. Priority application date: March 2.

**Loans**
Loans are financial aid funds that the student borrows now and repays after s/he completes a program of study or stops going to school. Loan amounts vary from $500-$6,500.

**Scholarships**
Scholarships are awarded for a variety of criteria. Awards range from $100-2,500. Scholarships are available from College and Foundation resources and many external organizations. Contact the Financial Aid Office at 574-6514 for more information.
California Community Colleges 2010-2011 Board of Governors Fee Waiver Application

This is an application to have your **ENROLLMENT FEES WAIVED**. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** immediately. Contact the Financial Aid Office for more information. The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Financial Aid Office.

**Note:** Students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) are NOT California residents. If you are NOT a California resident, you are not eligible for a fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

Name: ___________________________ Student ID # ___________________________

Email (if available): ___________________________ Telephone Number: (______) ___________________________

Home Address: ___________________________ Date of Birth: ___________________________

**Has the Admissions or Registrar’s Office determined that you are a California resident?** ☐ Yes ☐ No

**IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT**

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If you are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent’s domestic partner.

**Note:** These provisions apply to state student financial aid ONLY, and not to federal student financial aid.

**Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code?** (Answer “Yes” if you or your parent are separated from a Registered Domestic Partner but have NOT FILED a Notice of Termination of Domestic Partnership with the California Secretary of State’s Office.) ☐ Yes ☐ No

If you answered “Yes” to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner’s income and household information or your parent’s domestic partner’s income and household information in Questions 4, 11, 12, 13, 14, 15, 16, 17.

Student Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed ☐ Registered Domestic Partnership

**DEPENDENCY STATUS**

The questions below will determine whether you are considered a Dependent student or Independent student for fee waiver eligibility and whether parental information is needed. If you answer “Yes” to **ANY** of the questions 1-10 below, you will be considered an INDEPENDENT student. If you answer “No” to all questions, you will be considered a Dependent student thereby reporting parental information and should continue with Question 11.

1. Were you born before January 1, 1987? *(If “Yes,” skip to question 13)* ☐ Yes ☐ No

2. As of today, are you married **or** in a Registered Domestic Partnership (RDP)? *(Answer “Yes” if you are separated but not divorced or have not filed a termination notice to dissolve partnership. Also, if you answer “Yes,” skip to question 13.)* ☐ Yes ☐ No

3. Are you a veteran of the U.S. Armed Forces **or** currently serving on active duty for purposes other than training? *(If “Yes,” skip to question 13)* ☐ Yes ☐ No

4. Do you have children who will receive more than half of their support from you between July 1, 2010-June 30, 2011, **or** other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2011? *(If “Yes,” skip to question 13)* ☐ Yes ☐ No

5. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? *(If “Yes,” skip to question 13)* ☐ Yes ☐ No

6. Are you or were you an emancipated minor as determined by a court in your state of legal residence? *(If “Yes,” skip to question 13)* ☐ Yes ☐ No
### DEPENDENCY STATUS (Continued)

7. Are you or were you in legal guardianship as determined by a court in your state of legal residence?  
   (If “Yes,” skip to question 13)  
   □ Yes □ No

8. At any time on or after July 1, 2009, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?  (If “Yes,” skip to question 13)  
   □ Yes □ No

9. At any time on or after July 1, 2009, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?  (If “Yes,” skip to question 13)  
   □ Yes □ No

10. At any time on or after July 1, 2009, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?  (If “Yes,” skip to question 13)  
   □ Yes □ No

- If you answered "Yes" to any of the questions 1 - 10, you are considered an INDEPENDENT student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #13.

- If you answered "No" to all questions 1 - 10, complete the following questions:

11. If your parent(s) or his/her RDP filed or will file a 2009 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents?  
    □ Will Not File □ Yes □ No

12. Do you live with one or both of your parent(s) and/or his/her RDP?  
    □ Yes □ No

- If you answered "No" to questions 1 - 10 and "Yes" to either question 11 or 12, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a DEPENDENT student in the sections that follow.

- If you answered "No" or "Parent(s) will not file" to question 11, and "No" to question 12, you are a dependent student for all student aid except this enrollment fee waiver. You may answer questions as an INDEPENDENT student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s’) information.

### METHOD A ENROLLMENT FEE WAIVER

13. Are you (the student ONLY) currently receiving monthly cash assistance for yourself or any dependents from:  
   - TANF/CalWORKs?  
     □ Yes □ No  
   - SSI/SSP (Supplemental Security Income/State Supplemental Program)?  
     □ Yes □ No  
   - General Assistance?  
     □ Yes □ No

14. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income?  
   □ Yes □ No

- If you answered "Yes" to question 13 or 14 you are eligible for an ENROLLMENT FEE WAIVER. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.
METHOD B ENROLLMENT FEE WAIVER

15. **DEPENDENT STUDENT**: How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2011.)

16. **INDEPENDENT STUDENT**: How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2011.)

17. **2009 Income Information**

   (Dependent students should not include their income information for Q 17 a and b below.)

   a. Adjusted Gross Income (If 2009 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).

   b. All other income (Include ALL money received in 2009 that is not included in line (a) above (such as disability, child support, military living allowance, Workman’s Compensation, untaxed pensions).

   **TOTAL Income for 2009 (Sum of a + b)**

   DEPENDENT STUDENT: PARENT(S)/ RDP INCOME ONLY

   INDEPENDENT STUDENT: STUDENT (& SPOUSE’S/ RDP) INCOME

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. If you do not qualify using this simple method, you should file a FAFSA.

### SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS

18. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent’s fee waiver?
   
   Submit certification.

   □ Yes □ No

19. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent’s fee waiver?
   
   Submit certification.

   □ Yes □ No

20. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?
   
   Submit documentation from the Department of Veterans Affairs.

   □ Yes □ No

21. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?
   
   Submit documentation from the CA Victim Compensation and Government Claims Board.

   □ Yes □ No

22. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?
   
   Submit documentation from the public agency employer of record.

   □ Yes □ No

- If you answered “Yes” to any of the questions from 18-22, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.
CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2009 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

I understand the following information (please check each box):

- Federal and state financial aid programs are available to help with college costs (including enrollment fees, books & supplies, transportation and room and board expenses). By completing the FAFSA, additional financial assistance may be available in the form of Pell and other grants, work study and other aid.

- I may apply for and receive financial assistance if I am enrolled, either full time or part time, in an eligible program of study (certificate, associate degree or transfer).

- Financial aid program information and application assistance is available in the college financial aid office.

Applicant’s Signature: ___________________________ Date: __________

Parent Signature (Dependent Students Only): ___________________________ Date: __________

CALIFORNIA INFORMATION PRIVACY ACT

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor’s Office policy and the policy of the community college to which you are applying for financial aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor’s Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

FOR OFFICE USE ONLY

- BOGFW-A
- TANF/CalWORKs
- GA
- SSI/SSP
- BOGFW-B
- BOGFW-B
- Special Classification
- BOGFW-C
- Veteran
- National Guard
- Dependent
- Medal of Honor
- 9/11 Dependent
- Dep. of deceased law enforcement/fire personnel
- RDP
- Student
- Parent
- Student is not eligible

Comments: ____________________________________________

Certified by: ___________________________ Date: __________
Seven Steps to Financial Aid at CSM

**Step 1: File Forms**
For 2010-11 file an 10-11 FAFSA at www.fafsa.edu. College of San Mateo's college code is 001181. FILE EARLY for the upcoming year (anytime after January 1)!

**Step 2: Student Aid Report Received**
After you apply, you'll receive a Student Aid Report (SAR). Your SAR contains the information reported on your FAFSA and usually includes your Expected Family Contribution (EFC). The EFC, a measure of your family's financial strength, is used to determine your eligibility for federal student aid.

**Step 3: Check SAR for Accuracy**
Your Student Aid Report (SAR) must be checked for accuracy and then brought to the Financial Aid Office for review. Please check WebSMART for any additional information required to complete your file before submitting your SAR to the office.

**Step 4: Complete Paperwork**
Student submits all required documents to College of San Mateo Financial Aid Office. File is complete!

**Step 5: Notification of Result**
If you are eligible, College of San Mateo will send you an award letter outlining the amount and types of Financial Aid you qualify for at CSM. You can also check WebSMART to learn the status of your financial aid.

**Step 6: Aid Funds are Paid!**
Financial Aid funds are paid!

The entire process may take 1–3 months, so apply early!
For more information, see pages 16 and 24

Financial Aid Office information: (650) 574-6147 or collegeofsanmateo.edu/finaid
Support Services for Students

CalWORKs Program
There are additional services available to students who are currently receiving TANF (Temporary Aid to Needy Families). CalWORKs (California Work Opportunity and Responsibility to Kids) is a state funded Welfare to Work program designed to assist individuals to get the job they need in order to become self-reliant. Support services include: child care, books, transportation, work-study, academic counseling, career planning, and assistance meeting county requirements. For more information, contact Danita Scott-Taylor in the CalWORKs office (Bldg. 20, Room 106, 574-6154) or visit collegeofsanmateo.edu/calworks.

Campus Tours
Campus tours are available every first Wednesday of the month at 11 am and 3 pm. Through June 16, 2010, campus tours are available every first and third Wednesday of the month. Individual tours require one week advance notice and group tours of eleven people or more require two weeks advance notification. For more information, visit collegeofsanmateo.edu/tours, email csmtours@smccd.edu, or call 574-6483.

CARE Program
The CARE program (Cooperative Agencies Resources for Education) provides services to single parents receiving CalWORKs (formerly known as AFDC) to increase their educational skills, become more confident and self-sufficient, and move from welfare to independence. Support and services include: child care, transportation, tutoring, peer advising, parenting workshops, books and supplies.

To be considered for the CARE program, a student must: 1) be 18 years of age or older; 2) be a single parent and head of household; 3) be receiving CalWORKs; 4) have one child under 14 years of age; and, 5) qualify for the EOPS program. For more information, contact Ruth Turner in the EOPS Office (Bldg. 20, Room 107, 574-6154).

Career Services and Student Employment
• Interest assessment
• College major research
• Career research
• Career counseling
• Career courses
• Student employment
• Job Search assistance
• Career fairs, events, activities
• WIN internship program
• Volunteer opportunities

Located in Building 1, Room 213, the Career Services Center assists students to conduct career research, explore interests and college majors, determine educational and career goals and objectives, find employment, learn job search strategies, and actively participate in academic and career planning. For more information, visit collegeofsanmateo.edu/career.

Career and Life Planning Classes
The Department of Counseling, Advising, and Matriculation offers a number of classes that help students learn about educational goals, college planning, university transfer, how to choose a college major, career assessment, job search strategies, and more. Look under Career and Life Planning in this schedule for a complete list of this term’s offerings.

Child Development Center
The Mary Meta Lazarus Child Development Center provides a child care program for children two and one-half through five years old who have a parent attending CSM or another District college. Children are selected on a non-discriminatory basis. Families may be eligible for financial assistance. Subsidized fees are based on family size and gross income and are subject to change. There is a $50 registration fee per semester. In addition, fees for children three to five years old are as follows: part-time (less than 5 hours) $18 per day; full time (5 hours or more) $43 per day. Fees for children two and one-half to three years old are as follows: part-time $45 per day; full-time $55 per day.

The Child Development Center, located in Bldg. 33, is open from 7:30 am to 5 pm, Monday through Friday. For more information, call Louise Piper at 574-6279 or visit collegeofsanmateo.edu/childcenter.

Counseling Services
Counseling Services offer assistance in the areas of academic, transfer, and career counseling to CSM students. Academic counseling services are designed to: 1) help students make decisions and set educational goals; 2) provide academic planning assistance to complete certificate, associate degree, and/or university transfer goals; 3) help students evaluate academic readiness and plan coursework to build skills; 4) teach students important skills to enhance classroom and academic success; and 5) work with students to resolve personal concerns that may interfere with the ability to succeed.
Due to limited availability of counseling faculty, students must attend a focus group related to their interests prior to having access to a counseling appointment. Focus Groups provide introductory information students need prior to meeting with a counselor. Focus Group topics include:

- How to Transfer to a University from CSM
- How to Choose a College Major
- Undecided? Making Decisions and College and Career
- Information for Business Majors
- Information for Nursing Majors
- Information for Engineering and Science Majors
- Reinstatement Focus Group
- How to Complete an Associate Degree or Certificate at CSM

After attending a Focus Group, students may schedule an appointment with a counselor or advisor.

Counselors work with students to develop personalized Student Educational Plans (SEPs) that map out semester by semester, the courses necessary to complete specific educational goals. Once an SEP is developed, students are expected to meet with a counselor at least once a semester to review the SEP, evaluate ongoing educational progress, and make modifications as needed to stay on the path and successfully complete educational goals. Students can schedule appointments to meet with Counselors and Faculty Advisors. To make a Focus Group reservation or to schedule an appointment with a counselor or advisor you may go to:

- Counseling Support Center, Bldg. 1, Room 115
- The Counseling Office, Bldg. 1, Room 207
- Call 574-6400 to schedule by phone

Disabled Students Programs and Services

Disabled Students Programs & Services (DSP&S) provides assistance to students with verified physical, psychological and specific learning disabilities. Support services and accommodations are provided to help students develop independence and to successfully participate in college classes. Contact the Disability Resource Center to get started (Bldg. 16, Room 150, 574-6438). Additional programs for students with disabilities include:

- Disability Resource Center (Bldg. 16, Room 150, 574-6438)
- Learning Disabilities Assessment Center (Bldg. 16, Room 150, 574-6433)
- Assistive Technology Center (Bldg. 16, Room 151, 574-6432)
- Adapted Physical Education (Bldg. 5, 378-7219)
- Transition to College (574-6487)

Extended Opportunity Programs and Services (EOPS)

EOPS is a support service available for full-time students who need additional services to successfully pursue their educational and vocational goals. Support services include: priority registration, counseling, book service, transportation, tutoring, application fee waivers and peer advising.

To be considered for the EOPS program, a student must meet the following criteria: 1) be enrolled full-time (12 units); 2) qualify to receive the Board of Governors Enrollment Fee Waiver (BOGW); 3) meet the EOPS guidelines definition of an educationally underprepared student; and 4) have completed less than 70 degree applicable units. For more information visit the EOPS Office (Bldg. 20, Room 107, 574-6154) or go to collegeofsanmateo.edu/eops.
Financial Aid
Students who would be unable to attend college without financial aid can receive help in paying for educational expenses—enrollment fees, books, transportation, room and board, and other related costs.

In order to qualify for financial aid, students and/or their families must demonstrate financial need. Interested students must complete the application process through the Financial Aid Office, and should begin this process at the earliest possible date. For step-by-step process, see page 21. Determination of eligibility takes approximately eight to 12 weeks.

Office hours are Monday and Thursday, 8 am to 4:30 pm; Tuesday and Wednesday, 8 am to 7 pm; Friday, 8 am to 12 pm. For information, visit the Financial Aid Office (Bldg. 1, Room 217, 574-6147) or go to collegeofsanmateo.edu/finaid.

Health Services
In the CSM Health Services Center, the college nurse provides: emergency care and first aid; consultation on health problems; referrals to psychologists, physicians, and health or social agencies; drug and alcohol counseling and referral; arrangements for emergency transportation; health screenings for blood pressure, hearing, vision, TB, pregnancy, 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 accident insurance coverage is in effect when students are on campus or attending college-sponsored events. Low-cost medical and dental insurance is available for purchase.

For office hours and more information, visit the Health Services Center (Bldg. 1, Room 226, 574-6396) or go to collegeofsanmateo.edu/healthcenter.

Labs and Centers
There are a variety of labs and centers on campus that offer use of computers and tutoring/academic support services. For more information, please visit collegeofsanmateo.edu/labs.

Library Services
The Library will be open 7:45 am to 7 pm Monday–Thursday, 9 am to 3 pm Friday. For Saturday labs, extended hours during finals, and more information, call 574-6100 or visit collegeofsanmateo.edu/library.

Multicultural Center
The Multicultural Center is designed to meet the needs of multicultural students through academic/personal counseling as well as general financial aid information in a supportive, culturally-enriching environment. The staff is made up of full-time, bicultural and bilingual certificated counselors and support personnel. The Multicultural Center is located in Bldg. 20, Rooms 112 and 113. For more information, call 574-6154 or visit collegeofsanmateo.edu/multicultural.

Psychological Services
Psychological Services offers confidential individual consultation regarding personal concerns. Also available are: group counseling, seminars, classes in developing coping skills, and referral to other on- and off-campus resources. These services are available to all day and evening students. Appointments may be made through the Health Center (Bldg. 1, Room 226, 574-6396). For more information, visit collegeofsanmateo.edu/psychservices.

Scholarships
College of San Mateo offers many scholarships with awards ranging from $100 to approximately $2,000. CSM students who have completed at least 12 graded CSM units and who have a GPA of 2.75 or above may apply. Both students returning to and transferring from CSM the following fall are eligible. Scholarships are awarded on the basis of academic achievement and are for the most part not need-based.

CSM Scholarship applications are available online at collegeofsanmateo.edu/scholarships or in the Financial Aid Office. Completed packets will be accepted beginning November 1, 2010 with a deadline of 12 noon on February 1, 2011.

For hours and additional information, contact the Financial Aid office (Bldg. 1, Room 217, 574-6514) or go to collegeofsanmateo.edu/finaid.

Student Life and Leadership Development Office
College of San Mateo has a vibrant student life, supported through the Student Life and Leadership Development Office, 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, interpersonal 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 Student Life and Leadership Development Office located in building 17, room 112, 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 Student Life and Leadership Development Office 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.

More information is available on the Student Life and Leadership Development Office website at collegeofsanmateo.edu/studentlife or by calling (650) 574-6141.

Student Body Card
All students who have completed registration and paid the $8 student body fee are entitled to a photo I.D. student body card. After classes have begun, you may obtain your Student Body Card at the Student Life and Leadership Development Office. This photo identification card will provide rapid access to student labs and centers. It also 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, CSM Bookstore (non-book items), 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 Student Life and Leadership Development Office before the deadline to pay fees. See Important Dates on page 4.

**Transfer Services**

Located in Building 1, Room 115, Transfer Services provides information and workshops on such topics as transfer planning, writing the application essay, choosing a college and completing transfer admission applications. Transfer Services also schedule 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 UC and private institutions which can guarantee transfer admission. For more information, call 358-6839, or visit our website at collegeofsanmateo.edu/transfer.

**Veterans Benefits**

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

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. Contact the Veterans Assistants in the Office of Admissions and Records for more information at 358-6856, 358-6858 or visit collegeofsanmateo.edu/veterans.
Special Programs

Study in London
If you have completed at least 12 degree applicable units at any college with at least a 2.5 GPA, you are eligible to participate in CSM’s Fall 2010 London semester. You can earn up to 15 units in the fall toward an A.A./A.S. degree which are transferable for bachelor’s degree credit.

All students participating in the London program will enroll in British Life and Culture class with weekly field trips, in addition to other proposed course offerings listed on the Study Abroad web site.

The same enrollment fee as charged for on-campus classes covers the cost of instruction for California residents. The program fee includes services offered by the American Institute for Foreign Study, living accommodations and many activities. Financial aid can assist students with these costs, but early filing is essential.

For more information and a detailed brochure, please visit collegeofsanmateo.edu/studyabroad.

Community Education Classes
Expand your knowledge without the commitment of a semester-long course or grades. Consider the many fun, not-for-credit short classes, seminars and workshops offered by the Office of Community Education.

The program features over 400 classes in topics such as arts and science, business, computers, languages, real estate, dance and fitness, home and garden, music, photography, and financial planning. Classes are conveniently located at CSM, Skyline and Cañada. Additionally, highly interactive online classes are available 24/7.

Fees are charged for these classes. Community Education is entirely self-supporting and does not receive state or local funding. For more information, call Community Education at 574-6149 or visit communityed.smccd.edu.

Emeritus Institute
Emeritus Institute offers short courses in a format and setting designed to meet the needs and interests of mature adults. With its variety of courses, this program appeals to those who appreciate the arts, or enjoy an educational walking tour, or are interested in historical events. For further information, call Community Education at 574-6149, or visit communityed.smccd.edu.

CSM Coastside
To better provide for the coastal community, the San Mateo County Community College District has established a site in Half Moon Bay. CSM Coastside functions as a one-stop service center for prospective and continuing students with the application and registration processes, financial aid applications and information, placement and skills assessment, and general counseling.

CSM Coastside also offers courses at coastal locations and provides support for those students taking online courses.

For more information, visit collegeofsanmateo.edu/coastside, or call (650) 726-6444.

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

As part of the Middle College program, these students take three SMUHSD-approved classes taught by SMUHSD instructors on the CSM campus; they round out their schedules with CSM courses. In many cases, students can earn both high school credits and college units.

Located in building 17, room 154, the Middle College program also includes comprehensive academic and career advising and access to all of CSM’s support services. Students in the Cabrillo Unified School District may also be eligible to attend the program.

For more information, call 574-6101, visit collegeofsanmateo.edu/middlecollege, or contact middlecollege@smuhsd.org.
Crime Awareness/Student Right to Know 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 (Crime Awareness and Campus Security Act of 1990). CSM is an extremely safe campus; a fact confirmed by the most recent FBI-reported data. (For more information about Student Right to Know data, including completion or graduation rates, please contact CSM’s Office of Institutional Research at 574-6196 or csmresearch@smccd.edu.) Persons seeking information concerning CSM campus law enforcement procedures, crime prevention efforts and crime statistics should contact the Supervisor of College Security at 574-6415.

Drug-Free Campus Policy

College of San Mateo prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances on College property or at any function sponsored by the College.

For further information on the Drug-Free Campus Policy, contact the Health Services Center (Bldg. 1, Room 226, 574-6396).

Guidelines Addressing Cheating and Plagiarism

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

Although instructors may hope that students will act responsibly and ethically at all times, situations will arise in which it is clear, beyond a reasonable doubt, that a student cheated or plagiarized. The College of San Mateo Academic Senate has developed guidelines for such situations by providing specific definitions of cheating and plagiarizing, and addressing the related instructor responsibilities, student responsibilities and sanctions. The entire document can be found in the College of San Mateo Catalog.

Cheating and Plagiarism are violations of the Student Conduct Code and will result in appropriate disciplinary action.

Students seeking further information concerning these guidelines should contact the Office of the Vice President, Student Services (Bldg. 1, Room 273, 574-6118).

Off-Campus Transportation Guidelines Field Trips/Excursions

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the district, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

Although the district may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the district assumes no liability or responsibility for the transportation and any person driving a personal vehicle is not an agent of the district.

Off-Campus Classes

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site.

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.

For further information concerning this policy please see the College Catalog.

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

Sexual Harassment Policy

It is the policy of San Mateo County Community College District and College of San Mateo to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students or other staff is considered intolerable behavior that will be investigated and acted upon immediately.

For further information concerning this policy please see the College Catalog.

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

Smoking Policy

In order to provide a safe learning and working environment for students and employees, smoking will be limited to parking lots only effective Fall 2010. For a map of parking lots in campus, please see the inside back cover or visit collegeosanmateo.edu/smokingpolicy. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, see the College Catalog.

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.

More information on this statement is available by contacting the Office of the Vice President, Instruction at 574-6404 or the office of the Academic Senate President at 574-6235.

Student Conduct

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District. A list of actions which are prohibited and may lead to appropriate disciplinary action is contained in the College Catalog, which is available for review in College offices and for free in the College of San Mateo Bookstore. For further information concerning any aspect of student conduct, students should contact the Office of the Vice President, Student Services (Bldg. 1, Room 273, 574-6118).

Disciplinary Actions

Decisions regarding the following types of disciplinary action are the responsibility of the Vice President, Student Services. Unless the immediate application of disciplinary action is essential, such action will not be taken until the student has had an opportunity to utilize the established appeal procedures found in Rules and Regulations, Section 7.73.

General disciplinary actions include warning, temporary exclusion, censure, cancellation of registration, disciplinary probation and restitution. Disciplinary action shall not of itself jeopardize a student’s grades, nor will the record of such actions be maintained in the student’s academic files. A student subject
to disciplinary action has a right to appeal the decision in accordance with Rules and Regulations, Section 7.73.

Other specific disciplinary actions which may be taken are suspension and expulsion. Suspension is the termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student body or College-granted privileges. The chief executive officer of the College or his/her designee may suspend a student, as deemed appropriate, for specified time periods. Expulsion of a student is the indefinite termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the College President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the College President. Detailed information is provided in the College catalog, which is available for review in College offices and for free in the CSM Bookstore. For further information concerning any aspect of student disciplinary actions, students should contact the Office of the Vice President, Student Services at 574-6118.

Student Grievances and Appeals

Students are encouraged to pursue their academic studies and become involved in other sponsored activities that promote their intellectual growth and personal development. The College is committed to the concept that, in the pursuit of these ends, the student 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/she has been subject to unjust actions, or denied his/her rights, redress can be sought through the filing of an appeal or grievance. Detailed information is provided in the College Catalog, which is available for review in College offices and for purchase in the CSM Bookstore. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Office of the Vice President, Student Services (Bldg. 1, Room 273, 574-6118).

Student Rights and Nondiscrimination Policy

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

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

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of Title VI of the 1964 Civil Rights Act and Sec. 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 should contact the Vice Chancellor, Human Resources/Employee Relations, 358-6767.

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

Política Antidesmirionatoria

El Colegio de San Mateo se compromete a proporcionar a todos la misma oportunidad de enmendar 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 nacionalidad u otro factor similar. El texto completo de nuestra política antidiscriminatoria se encuentra en la página 7 de la edición actual del Catálogo del Colegio de San Mateo.

Privacy Rights of Students Policy

The Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380, as amended) requires educational institutions to provide access to students' official educational records; provide opportunity for a hearing to challenge such records on certain grounds; obtain written consent of the student before releasing certain information; and extend these rights to all students of the College.

The Act provides that the College may release certain types of "Directory Information" unless the student submits a request in writing to the Office of Admissions and Records 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 Office of Admissions and Records in writing each term or semester. Such requests must be submitted within two weeks after the first day of instruction.

"Directory Information" at this College includes: (1) student’s name and city of residence; (2) 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.

See the College Catalog for further information.

A copy of the Family Educational Rights and Privacy Act is available in the Office of Admissions & Records during normal business hours.
Instructors are NOT obligated to hold seats for students who are enrolled but do not attend the first class meeting.

### Schedule Planning Table

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<th>Time</th>
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View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)
## Late-Start & Short Courses

### Courses beginning in August

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### ACCOUNTING

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

**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.  **A $2.00 materials fee is payable upon registration.**

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**ACTG 103 TEN-KEY SKILLS**

Development of speed and accuracy using the ten-key pad on a computer keyboard. **A $2.00 materials fee is payable upon registration.** Pass/No Pass grading. Open entry/open exit. May be taken twice for a maximum of 1 unit. (AA, CSU)

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**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. **A $2.00 materials fee is payable upon registration.**

**Recommended Preparation:** ACTG 100. (AA, CSU, UC)

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**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]. **A $2.00 materials fee is payable upon registration.**

**Prerequisite:** ACTG 100 or 121 with a C or better. (AA, CSU, UC)

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**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. **A $2.00 materials fee is payable upon registration.** Pass/No Pass or letter grade option. [CPE Hours: CPA, EA 22 hours] (AA, CSU).

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<tr>
<th>Course Code</th>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>ACTG 144 A1</td>
<td>ACTG 144 A1</td>
<td>TTH</td>
<td>11:10</td>
<td>12:25</td>
<td>Dorsett Raeber, S.</td>
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<td>6:30</td>
<td>9:35</td>
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**Evening Class**

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<td>ACTG 144 OLH</td>
<td>ACTG 144 OLH</td>
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<td>See pages 95–102</td>
<td>Dorsett Raeber, S.</td>
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**Online Class**

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</tbody>
</table>

Accounting courses continued on next page

View current open classes at collegeofsanmateo.edu/openclasses
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. A $2.00 materials fee is payable upon registration. Pass/No Pass or letter grade option. [CPE Hours: CPA, EA 22 hours] (AA, CSU)

Start and end dates for section 87104: 10/14 12/9
Dorsett Raeber, S. 1.5

Evening Class
ACTG 145 A2 TTh 11:10 12:25 14-105

Evening Class
ACTG 145 J2 Tue 6:30 9:20 14-105
Dorsett Raeber, S. 1.5

Online Class
ACTG 145 OLH See pages 95–102

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. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. [CPE Hours: CPA, 45 hours] Pass/No Pass or letter grade option. A $2.00 materials fee is payable upon registration. (AA)

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. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. [CPE Hours: CPA, 45 hours] Prerequisite: ACTG 121. Recommended Preparation: ACTG 161. Pass/No Pass or letter grade option. (AA, CSU)

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. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. [CPE Hours: CPA, 45 hours] A $2.00 materials fee is payable upon registration. Prerequisite: ACTG 131. Pass/No Pass or letter grade option. (AA)

Start and end dates for section 90933: 8/18
Nurre, R. 3.0

ACTG 171 INDIVIDUAL INCOME TAXES
Preparation of Federal and California income tax returns for individuals. Topics include income tax law, theory, and practice, and preparation of Form 1040 (Individual), Schedules A (Itemized Deductions), B (Interest and Dividends), C (Profit or Loss from a Business), D (Capital Gains and Losses), and tax credits. Students who successfully complete this course may apply to CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series. [CPE Hours: CPA 60] A $2.00 materials fee is payable upon registration. Pass/No Pass or letter grade option. (AA, CSU)

ACTG 172 BUSINESS INCOME TAXES
Preparation of Federal and California income tax returns for businesses, including sole proprietorships, corporations (C corps, S corps), and partnerships (General and Limited Partnerships, Limited Liability Companies, and Limited Liability Partnerships). Topics include income tax law, theory, and practice, and preparation of Forms 1120 (Corporate), 1120S (S Corporate), 1065 (Partnership), 4562 (Depreciation), and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series. [CPE Hours: CPA, EA 45; CTEC 37 Fed, 11 CA] Prerequisite: ACTG 100 or 121. Pass/No Pass or letter grade option. (AA, 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, 11 CA] Recommended Preparation: ACTG 171, 172, 173. May be taken four times for a maximum of 12 units. Pass/No Pass grading. (AA, CSU)

ACTG 665MF DEPRECIATION BASICS
Introduction to the methods used to depreciate business assets, including Class Life, MACRS, Section 179, AMT adjustments, and California conformity/nonconformity. [CPE Hours: CPA, EA 8; CTEC 6 Fed, 2 CA] Pass/No Pass grading. (AA, CSU)

Start and end dates for section 92164: 8/21 8/28
Reitz, D. 0.5

ACTG 665MK TAXATION OF INVESTMENTS
Introduction to the taxation of investments. Topics include interest, dividends, capital gains and losses, options, puts, calls, and straddles. [CPE Hours: CPA, EA 16; CTEC 16 Fed, 0 CA] Pass/No pass grading. (AA, CSU)

Start and end dates for section 92769: 9/11 10/2
Foerder, N. 1.0
ADMINISTRATION OF JUSTICE

ADMJ 100 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM

History and philosophy of the Criminal Justice System in America; history of the system and identification of the subsystems, the role expectations of each and their interrelationships; theories of crime and punishment; and professional expectations regarding education and training. Recommended Preparation: eligibility for ENGL 838 or 848. Includes POST Basic Learning Domains. (AA, CSU, UC)

ADMJ 185 INTRODUCTION TO FORENSIC SCIENCE

Course is intended for the non-science major seeking a law enforcement career but is useful to all students interested in the field of forensic science. An introductory survey in the field of criminal forensic investigation through techniques of crime scene investigation, fingerprint identification and comparison, blood spatter evidence, serology and DNA analysis, firearms and bullet identification, and trace evidence. A $15.00 materials fee is payable upon registration. Recommended Preparation: appropriate skill levels as indicated by the Math and Reading placement tests or successful completion of READ 825 and concurrent enrollment in Math 110 or 111. (AA, CSU)

ADMJ 153 SPECIAL LAW ENFORCEMENT ISSUES

Methods, techniques, and responsibilities of various patrol procedures. Includes special issues regarding leadership, ethics, information systems, persons with disabilities, crisis intervention, crimes against children, juvenile procedures, and domestic violence. Recommended Preparation: eligibility for ENGL 838 or 848 or equivalent. Includes POST Basic Learning Domains. (AA, CSU)

ADMJ 690 SPECIAL PROJECTS

Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 19, Room 113. Register after first week of classes. Prerequisite: eligibility for ENGL 838 or 848 or equivalent. Includes POST Basic Learning Domains. (AA, CSU)

ADMJ 665ML TAXATION OF NET OPERATING LOSSES

Introduction to the tax treatment of personal and business net operating losses. [CPE Hours: CPA, EA 8; CTEC 8 Fed, 0 CA] Pass/No pass grading. (AA, CSU)

ADMJ 104 INTRODUCTION TO CRIMINAL LAW

Historical development; philosophy of law and constitutional provisions; definitions; classifications of crime and their application to the system of administration of justice; legal research. Recommended Preparation: eligibility for ENGL 838. Includes POST Basic Learning Domains. (AA, CSU, UC)

ADMJ 106 LEGAL ASPECTS OF EVIDENCE

Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search, and seizure. Recommended Preparation: eligibility for ENGL 838 or 848 or equivalent. Includes POST Basic Learning Domains. (AA, CSU)

ADMJ 108 COMMUNITY RELATIONS/ MULTI-CULTURAL POLICING ISSUES

A study of cultural relationships relative to the criminal justice system, policing agencies, and the public. Analysis of problems involved with the justice system and policing in today's multicultural environment and the development of positive culture group working relationships involving law enforcement personnel as community problem solvers. Recommended Preparation: eligibility for ENGL 848. Includes POST Basic Learning Domains. (AA, CSU, UC)
ADMJ 710 POLICE REPORT WRITING
Crime incident note taking, observation, interviewing and report writing techniques, utilizing various scenario exercises to prepare data and provide courtroom information for prosecution purposes. 
Prerequisite: ENGL 838 or ENGL 848 or equivalent.
Recommended Preparation: ADMJ 102 and ADMJ 104 and ADMJ 106. Includes POST Basic Learning Domains. (AA)

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. 
Prerequisite: Per Penal Code 13511.5, written clearance from the California Department of Justice granting approval for firearms training. 
Recommended Preparation: eligibility for ENGL 838/848 or higher. Pass/No Pass grading. (AA, CSU)

AMERICAN SIGN LANGUAGE
ASL 111 ELEMENTARY AMERICAN SIGN LANGUAGE I
Basic course in American Sign Language taught as a second language using dialogue drills, commands, and creative ideas. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. 
( AA: Area E5c, CSU, UC)

ANTH 110 CULTURAL ANTHROPOLOGY
Study of culture as the man-made environment of particular societies. A cross-cultural comparison of cultural practices. 
Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. 
( AA: Area E5b, CSU: Area D, UC: Area 4)

ANTH 180 MAGIC, SCIENCE & RELIGION
Cross-cultural study of preliterate societies' beliefs about the nature of reality, and their religious, scientific, and magical practices as a consequence of these beliefs. 
Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. 
( AA: Area E5b, CSU Area C2/ Area D, UC: Area 4)

ANTH 180 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. 
Prerequisite: 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

ARCHITECTURE
ARCH 120 ARCHITECTURE + DESIGN DRAWING I: DRAWING AND VISUAL THINKING
A representational, black and white, freehand drawing studio for architecture and environmental design students. Graphic supplies will be required. A $44.00 materials fee is payable upon registration. Plus a minimum of 32 hours by arrangement per term. May be taken twice for a maximum of 4 units. (Fall only) (AA, CSU, UC*)

ARCH 210 DESIGN I: INTRODUCTION TO ARCHITECTURE, ENVIRONMENTAL DESIGN, AND THE DESIGN PROCESS
An introduction to architectural and environmental design with an emphasis on critical two and three dimensional thinking utilizing visual, graphic, written and three dimensional analysis. Studio design exercises provide an introductory exposure to the means of design communication and craft, including verbal, written, hand graphic, and three-dimensional model building skills. Graphic supplies will be required. A $44.00 materials fee is payable upon registration. Plus a minimum of 48 hours by arrangement per term. Corequisites: Concurrent enrollment in or completion of Arch 120 and 666. (Fall only.) (AA, 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. Pass/No Pass grading. (Fall only) (AA, CSU)
Start and end dates for section 90365: 8/19 10/12
90366 ARCH 666 AA TTh 1:10 2:00 19-114 Staff 1.0
90367 ARCH 666 BB By Arr 1.0 Hr/Wk 19-114 Staff 1.0

ARCH 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 36, Room 311. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)
Start and end dates for section 92953: 8/19 10/12
Start and end dates for section 90366: 8/19 10/12
Start and end dates for section 90367: 8/19 10/12

ART
ART 101 ART & ARCHITECTURE FROM THE ANCIENT WORLD TO MEDIEVAL TIMES, (c. 1400)
Ancient, Classical, Early Christian, Byzantine, and Medieval art and architecture. A survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture, and their relationship to their cultural and historical context. **Recommended Preparation:** ENGL 838/848. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C1, UC: Area 3A) Also offered as ART 801.

92816 ART 101 AA TTh 9:45 11:00 4-135 Black, J. 3.0
81749 ART 101 AX MW 9:45 11:00 4-135 Black, J. 3.0
81752 ART 101 AX TTh 9:10 12:00 4-135 Black, J. 3.0

ART 102 ART & ARCHITECTURE OF RENAISSANCE AND BAROQUE EUROPE, (c. 1300-1700)
Survey of Proto-Renaissance, Renaissance, High Renaissance and Baroque art. Emphasis is on the development of painting, sculpture and their relationship to their cultural and historical context. **Recommended Preparation:** ENGL 838/848. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C1, UC: Area 3A) Also offered as ART 802.

81749 ART 102 AX MW 11:20 12:35 4-135 Black, J. 3.0
81754 ART 102 AX TTh 11:20 12:35 4-135 Black, J. 3.0

ART 103 ART OF EUROPE AND AMERICA FROM THE ROCOCO TO THE PRESENT, (c. 1700 TO THE PRESENT)
Survey of European and American artistic expression from the 18th century to the present. Emphasizes the development of modern painting and sculpture as a reaction against earlier traditions. **Recommended Preparation:** ENGL 838/848. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C1, UC: Area 3A) Also offered as ART 803.

81752 ART 103 AX TTh 11:20 12:35 4-135 Black, J. 3.0
81760 ART 103 AX TTh 9:10 12:00 4-135 Black, J. 3.0

ART 124 OLD MASTERS' AESTHETICS AND TECHNIQUES
Old Masters' Aesthetics and Techniques will combine art history and art studio classes. Analysis of the aesthetics, materials and techniques of the Renaissance (Proto-Renaissance through Baroque periods, 1300 - 1700) will provide a framework for students to learn how to paint in fresco, egg tempera and traditional oils. Minimum of 48 lab hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

81762 ART 124 AX TTh 1:10 4:00 4-135 Moran, P. 3.0
81761 ART 124 AX MW 6:00 9:00 4-111 Alex, R. 3.0

ART 201 DRAWING AND COMPOSITION I
Study of two- and three-dimensional forms and space relationships and pictorial composition. Drawing in various dry media. Drawing proficiency is not required. Extra supplies may be required. Plus minimum 48 lab hours by arrangement per term. (AA, CSU, UC)

81754 ART 201 AA MW 9:10 12:00 4-137 Rumer, D. 3.0
81755 ART 201 BB TTh 9:10 12:00 4-137 Pittman, J. 3.0

ART 202 DRAWING AND COMPOSITION II
Advanced composition; further study of three-dimensional form. Plus minimum 48 lab hours by arrangement per term. **Prerequisite:** ART 201. (AA, CSU, UC)

81758 ART 202 AX TTh 6:30 9:30 4-137 Smyth, J. 3.0

ART 207 LIFE DRAWING
Drawing the human figure in the traditional manner. Study of artistic anatomy. Plus minimum 48 lab hours by arrangement per term. **Prerequisite:** ART 201. Pass/No Pass or letter grade option. May be taken four times for a maximum of 12 units. (AA, CSU: Area C1, UC)

81760 ART 207 AA TTh 9:10 12:00 4-111 Buchanan, N. 3.0

ART 223 OIL PAINTING I
Introduction to basic oil painting techniques, including the use of value, color and light to model 3D form. Students are encouraged to develop personal style in the latter part of the course. Plus minimum 48 lab hours by arrangement per term. **Recommended Preparation:** ART 201 and 214. Pass/No Pass or letter grade option. (AA, CSU, UC)

81762 ART 223 AX TTh 1:10 4:00 4-111 Moran, P. 3.0
81761 ART 223 AX MW 6:00 9:00 4-111 Alex, R. 3.0

View current open classes at collegeofsanmateo.edu/openclasses.
ART 224 OIL PAINTING II
Continuation of ART 223 with increased emphasis on a variety of painting techniques and development of personal style. Plus minimum 48 lab hours by arrangement per term. Prerequisite: ART 223. Recommended Preparation: ART 223. Pass/No Pass or letter grade option. May be taken three times for a maximum of 9 units. (AA, CSU, UC)

Evening Class
81764 ART 224 AX TTh 1:10 4:00 4-111 Moran, P. 3.0

ART 225 ACRYLIC PAINTING I
Introduction to acrylic painting techniques including the value, color and light to model 3D form. Students are encouraged to develop personal style in the latter part of the course. Plus minimum 32 lab hours by arrangement per term. Prerequisite: ART 201. Pass/No Pass or letter grade option. (AA, CSU, UC)

91758 ART 225 AX TTh 1:10 4:00 4-111 Moran, P. 3.0

ART 226 ACRYLIC PAINTING II
Continuation of ART 225 with emphasis on a variety of acrylic painting techniques, and development of a personal aesthetic. Plus minimum 32 lab hours by arrangement per term. Prerequisite: ART 225. Pass/No Pass or letter grade option. (AA, CSU, UC)

91759 ART 226 AX TTh 1:10 4:00 4-111 Moran, P. 3.0

ART 236 CHINESE BRUSH PAINTING
Introduction to the three classic elements of Chinese art (brush painting, calligraphy, and aesthetics) and the development of these three elements from antiquity to the present. Emphasizes the series of Chinese masterpieces, both ancient and contemporary, focusing on the concepts of style, line, composition, perspective, and stroke. May be taken up to found times for up to 12 units. Pass/No Pass or letter grade option. (AA, CSU)

Evening Class
89985 ART 236 JA TTh 6:30 9:30 4-241 Ren, M. 3.0

ART 245 MOSAIC MURAL I
Tile mosaic design essentials for a public art mural: tesselation, color, shaping and pattern. Materials, tools, techniques including some digital. Design and make a small group mosaic and a personal mosaic panel. A $20.00 materials fee is payable upon registration. Extra supplies will be required. (AA, CSU, UC)

92337 ART 245 AX Fri 9:00 12:15 4-139 Pittman, J. 4.0

ART 246 MOSAIC MURAL II
This course is a continuation of Mosaic Mural I. Tile mosaic design essentials for a public art mural: line, shape, pattern, color. Materials, tools, techniques including some digital. Design and make a small mosaic panel and a modular section of a public mural. A $20.00 materials fee is payable upon registration. Prerequisite: ART 245. May be taken three times for a maximum of 12 units. (AA, CSU, UC)

92339 ART 246 AX Fri 1:00 4:15 4-139

ART 301 DESIGN
Two-dimensional design elements and principles: line, shape, color, texture, balance, rhythm, pattern and more. Collage, painting, and digital. Also applies to three-dimensional design. Plus minimum 48 lab hours by arrangement per term. (AA, CSU, UC)

81771 ART 301 AA Wed 1:10 4:00 4-139 Pittman, J. 3.0

ART 315 DIGITAL PRINTING AND MIXED MEDIA
A hybrid approach to two-dimensional art making, exploration in both digital and traditional art media. Students will make a portfolio using photoshop techniques to create fine digital prints on a variety of media. Drawing and painting materials will be combined with digital tools to enrich visual art practice. A $30.00 materials fee is payable upon registration. Extra supplies may be required. Plus minimum 48 lab hours by arrangement per week. Pass/No Pass or letter grade option. May be taken four times for a maximum of 12 units (AA, CSU, UC)

90509 ART 315 AA MW 9:10 12:00 4-241 Sanchez, E. 3.0

ART 350 VISUAL PERCEPTION
Basic composition and design principles using 35mm or digital cameras, light meters and color slide film. Extra supplies may be required. (AA: Area E5c, CSU: Area C1)

Evening Class
81775 ART 350 JA TTh 6:30 9:30 4-241 Bhattacharji, S. 3.0

ART 351 BEGINNING BLACK AND WHITE PHOTOGRAPHY
Introduction to basic black and white photographic skills and equipment including developing, printing, finishing, and darkroom work. Extra supplies may be required. A $20.00 materials fee is payable upon registration. Plus minimum 16 lab hours by arrangement per term. Recommended Preparation: ART 201 or 350. (AA: Area E5c, CSU: Area C1, UC)

81778 ART 351 AA MW 1:10 4:00 4-211 Gomes, L. 3.0

Evening Class
81779 ART 351 JA MW 6:30 9:20 4-211 Gomes, L. 3.0
ART 360 EXPERIMENTAL PHOTOGRAPHY
Contemporary creative forms, with experimental techniques. Extra supplies may be required. **A $20.00 materials fee is payable upon registration.** Plus minimum 48 lab hours by arrangement per term. **Prerequisite:** ART 351. May be taken four times for a maximum of 12 units. (AA, CSU)

84448 ART 360 AX TTh 9:10 12:00 4-211 Gomes, L. 3.0

ART 365 INTERMEDIATE DIGITAL PHOTOGRAPHY
Introduction to digital editing and printing using current tools and software through the development of a portfolio. Extra supplies required. Students to provide photographic materials in the form of images from digital cameras. **A $40.00 materials fee is payable upon registration.** Plus 48 lab hours by arrangement per term. **Prerequisite:** ART 351 and 381. **Recommended Preparation:** ART 350. May be taken two times for a maximum of 8 units. (AA, CSU, UC)

92915 ART 365 AA MW 1:00 4:15 4-239 Lohmann, R. 4.0

ART 366 ADVANCED DIGITAL PHOTOGRAPHY
Designed for students who have intermediate digital imaging skills. Intermediate scanning from film and flat art: intermediate editing and printing using the current tools, technologies, and software. Development of a portfolio. Extra supplies may be required. **A $40.00 materials fee is payable upon registration.** Plus a minimum of 48 lab hours by arrangement per term. **Prerequisite:** ART 365 with a grade of C or higher. (AA, CSU)

92910 ART 366 AX MW 1:00 4:15 4-239 Lohmann, R. 4.0

ART 374 MASTER PORTFOLIO
Production of a professional photographic portfolio. Extra supplies required. Plus minimum 32 lab hours by arrangement per term. **A $20.00 materials fee is payable upon registration.** Prerequisite: ART 353 and ART 360. May be taken four times for a maximum of 8 units. (AA, CSU)

90524 ART 374 AX TTh 9:10 12:00 4-211 Gomes, L. 2.0

ART 381 BEGINNING DIGITAL PHOTOGRAPHY
Advanced visual perception and principles of photographic theme using the computer to organize, present and display digital photographs. Teaches the Macintosh operating system and organizing, managing and backing up digital photographs. Instruction in the advanced use of digital cameras, lenses, and the creation of a digital slide show. Plus minimum 48 lab hours by arrangement per term. Extra supplies may be required. **Recommended Preparation:** ART 350. (AA, CSU, UC)

81783 ART 381 BB Wed 1:10 4:00 4-239 Lohmann, R. 3.0

ART 405 SCULPTURE I
Beginning modeling of abstract and human forms. May be cast, carved, or welded. Extra supplies may be required. **A $30.00 materials fee is payable upon registration.** Plus a minimum 16 hours by arrangement per term. Pass/No Pass or letter grade option. (AA, CSU, UC)

81784 ART 405 AX TTh 10:10 12:25 4-10 Nakata, R. 3.0

ART 406 SCULPTURE II
Continuation of ART 405, with an emphasis on self expression. Choice of media is open. Extra supplies may be required. **A $30.00 materials fee is payable upon registration.** Plus 16 hours by arrangement per term. **Prerequisite:** ART 405 or equivalent. Pass/No Pass or letter grade option. May be taken three times for a maximum of 9 units. (AA, CSU, UC)

81784 ART 406 AX TTh 10:10 12:25 4-10 Nakata, R. 3.0

**View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses).**

ART courses continued on next page
ART 411 CERAMICS I
Elementary clay construction; methods of ornamentation, glazing, firing; introduction to potter's wheel. Extra supplies may be required. **A $30.00 materials fee is payable upon registration.** Plus minimum of 16 hours by arrangement per term. Pass/No Pass or letter grade option. (AA, CSU, UC)
81785 ART 411 AX MW 1:10 3:25 4:10 Nakata, R. 3.0
**Evening Class**
81786 ART 411 JX TW 6:00 8:25 4:10 Nakata, R. 3.0

ART 412 CERAMICS II
Continuation and advanced study of topics introduced in ART 411. Extra supplies may be required. **A $30.00 materials fee is payable upon registration.** Plus minimum 16 lab hours by arrangement per term **Prerequisite:** ART 411. Pass/No Pass or letter grade option. May be taken three times for a maximum of 9 units. (AA, CSU, UC)
81787 ART 412 AX MW 1:10 3:25 4:10 Nakata, R. 3.0
**Evening Class**
81788 ART 412 JX TW 6:00 8:25 4:10 Nakata, R. 3.0

ART 665MD ADVANCED CERAMICS WORKSHOP
Continuation and advanced techniques of the potter's wheel and glaze formulation experimentation. Extra supplies may be required. **A $30.00 materials fee is payable upon registration for each section.** **Prerequisite:** ART 412 or equivalent. **Recommended Preparation:** successful completion of a beginning art studio course. Advanced or specialized study in studio arts. May be taken twice for a maximum of 2 units. Pass/No Pass or letter grade option. (AA, CSU)
91927 ART 665MD AA By Arr 3.3 Hrs/Wk 4:10 Nakata, R. 1.0

ART 665ME DARKROOM WORKSHOP
Development of intermediate and advanced darkroom skills. Film processing, printing and print finishing. **A $20.00 materials fee is payable upon registration.** **Prerequisite:** ART 351. Pass/No Pass or letter grade option. (AA, CSU)
91928 ART 665ME SAH Sat 9:00 2:00 4:211 Bhattacharji, S. 1.5

ART 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)
92939 ART 690 CC By Arr 3.0 Hrs/Wk 15-168 Henson, K. 3.0 81790 ART 690 AA By Arr 2.0 Hrs/Wk 15-168 Henson, K. 2.0 84444 ART 690 BB By Arr 1.0 Hr/Wk 15-168 Henson, K. 1.0

ART 801 ART & 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, and their relationship to their cultural and historical context. No recommended prerequisite. Pass/No Pass grading. (Not transferable. Units apply toward AA/AS degree.)
89567 ART 801 AX MW 9:45 11:00 4:135 Black, J. 3.0

ART 802 ART & ARCHITECTURE OF RENAISSANCE AND BAROQUE EUROPE (c. 1300-1700)
Survey of Proto-Renaissance, Renaissance, High Renaissance and Baroque art. Emphasis is on the development of painting and sculpture and their relationship to their cultural and historical context. No recommended prerequisite. Pass/No Pass grading. (Not transferable. Units apply toward AA/AS degree.)
89569 ART 802 AX MW 11:20 12:35 4:135 Black, J. 3.0

ART 803 ART OF EUROPE AND AMERICA FROM THE ROCOCO TO THE PRESENT, (c. 1700 TO THE PRESENT)
Survey of European and American artistic expression from the 18th century to the present. Emphasizes the development of painting and sculpture as a reaction against earlier traditions. No recommended prerequisite. Pass/No Pass grading. (Not transferable. Units apply toward AA/AS degree.)
89570 ART 803 AX TTh 11:20 12:35 TBA Black, J. 3.0

For more information, call (650) 574-6291
### ASTR 101 ASTRONOMY LABORATORY

Constellation identification, coordinate systems and basic astronomical measurements of planets, stars and spectra. Extra supplies may be required. **Prerequisite:** MATH 110 or equivalent with a grade of C or higher and completion of (with a grade of C or higher) or concurrent enrollment in ASTR 100. (AA: Area E5a, CSU: Area B3, UC: Area 5A)

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>81800</td>
<td>Mon</td>
<td>2:10</td>
<td>36-100</td>
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<td>89342</td>
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<td>4:00</td>
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<tr>
<td>90368</td>
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<td>2:10</td>
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<td>Vanajakshi, C.</td>
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</tbody>
</table>

### ASTR 103 OBSERVATIONAL ASTRONOMY LAB

Introduction to observational astronomy for students interested in observing and imaging planets, stars, and galaxies. Students record data using the department’s telescopes, CCD camera, and spectrograph. Focus is on observational techniques. Extra supplies may be required. **Recommended Preparation:** completion of or concurrent enrollment in ASTR 100 or equivalent. May be taken twice for a maximum of 2 units. (AA: Area E5a, CSU: Area B3, UC: Area 5A)

**Evening Class**

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
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<td>10:00</td>
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### ASTR 115 THE SOLAR SYSTEM

Descriptive astronomy of the sun and solar system. Study of the sun, planets, their moons, asteroids, and comets. Reasons for the Earth’s seasons and the phases of the moon. Study of the contributions of various cultures to astronomy. Plus a minimum of 16 hours by arrangement per term. (AA: Area E5a, CSU: Area B1, UC: Area 5A)

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<thead>
<tr>
<th>Section</th>
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<th>Instructor</th>
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</table>

### ASTR 690 SPECIAL PROJECTS

Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 36, Room 311. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Time</th>
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<th>Instructor</th>
<th>Hours/Wk</th>
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**Evening Class**

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<th>Units</th>
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</table>
BIOLOGY

BIO 100 INTRODUCTION TO THE LIFE SCIENCES
For non-science majors. Fundamental principles of life. Covers plant and animal inter-dependencies. Examines the human role in the world of living things in relation to contemporary problems. Plus minimum 16 hours by arrangement hours per term. Possible field trip(s). Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests or other measures. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

81818 BIO 100 AB MWF 10:10 11:00 36-215 Whyte, W. 3.0
81817 BIO 100 AC MWF 12:10 1:00 36-215 Whyte, W. 3.0
87356 BIO 100 AE TTh 9:45 11:00 36-207 Zahedi, S. 3.0

Evening Class
81822 BIO 100 JATue 6:00 9:00 36-215 Lucero, F. 3.0

Online Class
85715 BIO 100 OLH See pages 95-102 Online-CRS Beliz, T. 3.0
Start and end dates for section 85715: 8/21 12/18

BIO 110 GENERAL PRINCIPLES OF BIOLOGY
Lecture/lab study of major principles of biology; one or more field trips may be required. Extra supplies may be required. Plus minimum 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 848. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B)

83342 BIO 110 AX MWF 9:10 10:00 36-207 Diamond, K. 4.0
81824 BIO 110 BX MWF 9:10 10:00 36-200 Diamond, K. 4.0
81826 BIO 110 CX Thu 11:10 2:00 36-204 Leddy, M. 4.0
83346 BIO 110 DX MWF 9:10 10:00 36-215 Leddy, M. 4.0
81827 BIO 110 EX Thu 12:10 3:00 36-204 Leddy, M. 4.0
83344 BIO 110 FX Thu 12:10 3:00 36-223 Leddy, M. 4.0

Evening Class
81830 BIO 110 JA Tue 6:10 9:00 36-223 Bowie, L. 4.0
Thu 6:10 9:00 36-223

BIO 123 BIOTECHNOLOGY WORKSHOP: TECHNIQUES AND APPLICATIONS OF THE POLYMERASE CHAIN REACTION
Workshop principles, applications, and hands-on techniques in PCR (polymerase chain reaction). A $2.00 materials fee is payable upon registration. Recommended Preparation: BIO 110 or high school biology or equivalent. (AA, CSU)

Saturday Class
90030 BIO 123 SAH Sat 9:10 1:00 36-200 Diamond, K. 1.0
Start and end dates for section 90030: 10/2 10/23

BIO 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR
Seminar in teaching science to K-5 students in California. Investigation of elementary school teaching careers and requirements for earning a California middle 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. One hour per week in K-5 classroom with a mentor teacher is required. Same as Physics 126. (AA, CSU)

92284 BIO 126 AX By Arr. 1.0 Hr/Wk TBA Diamond, K. 1.0

BIO 127 TEACHING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE & SEMINAR
Seminar in teaching science to middle school students in California. 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. 1 hour per week in middle school classroom with a mentor teacher is required. Prerequisite: completion of one college course in Physics, Chemistry or Biology with a grade of B or better. Same as Physics 127. (AA, CSU)

92774 BIO 127 AX By Arr. 1.0 Hr/Wk TBA Diamond, K. 1.0

BIO 128 TEACHING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE & SEMINAR
Seminar in teaching science to high school students in California. 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. Two hours per week in high school classroom with a mentor teacher is required. Prerequisite: completion of Biology 127 or Physics 127. Same as Physics 128. (AA, CSU)

92285 BIO 128 AX By Arr. 1.0 Hr/Wk TBA Diamond, K. 1.0
BIOL 130 HUMAN BIOLOGY
Introduction to human anatomy and physiology, including the functional relationship of cells to each body system. Plus minimum 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 848. Recommended especially for students in the Medical Assisting program. (AA: Area E5a, CSU: Area B2, UC)

81832 BIOL 130 AA MWF 12:10 1:00 36-207 Lucero, F. 3.0
81832 BIOL 130 AA MWF 12:10 1:00 36-207 Lucero, F. 3.0

BIOL 145 PLANTS, PEOPLE, AND ENVIRONMENT
Introduction to plants and their functions as they apply to people. Principles of living organisms, their structure-function, evolution, and ecology. Emphasizes the role of plants in the development of human civilization and considers their impact as a primary food source for human population. One or more field trips may be required. Plus minimum 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 848. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

Online Class
91029 BIOL 145 OLH Intro Mtg 6:00-7:00 pm 36-200 Martin, T. 3.0
See pages 95-102

BIOL 150 WILDLIFE BIOLOGY
Study of wildlife species with emphasis on mammals of the Pacific states; life histories, ecology and conservation principles relating to current wildlife issues. Possible field trips. Plus minimum of 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 848. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

81836 BIOL 150 AA TTh 11:10 12:25 36-215 Bowie, L. 3.0

BIOL 150 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. Designed for non-science majors to fulfill laboratory science G.E. requirement. Plus minimum 16 hours by arrangement per term. Prerequisite: completion of or concurrent enrollment in BIOL 100, 102, 140, 145, 180, or 184. (AA: Area E5a, CSU: Area B3, UC: Area 5B)

86377 BIOL 150 AA Thu 210 5:00 36-223 Tran, H. 1.0

BIOL 220 GENERAL BOTANY
Biology principles illustrated by plants, emphasizing structure, physiology, and reproduction in green plants. Extra supplies may be required. A $4.00 materials fee is payable upon registration. Plus minimum 16 hours by arrangement per term. Prerequisite: MATH 120 or 123 or higher with a grade of C or higher. Recommended Preparation: READ 830 with a grade of C or higher and concurrent enrollment in READ 400 or 405 OR appropriate skill level as indicated by the reading placement tests or other measures; successful completion of a college biology course with lab and a college course with a lab. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B)

87141 BIOL 220 AA TTh 9:30 10:45 36-200 Beliz, T. 5.0
TTh 2:20 3:25 36-200 Wilson, M.
**BIOL 260 INTRODUCTORY PHYSIOLOGY**

Functions of organs and systems of the human body. Intended for students of nursing, physiotherapy, P.E., psychology and related fields. Extra supplies may be required. A $4.00 materials fee is payable upon registration. Plus minimum 16 hours by arrangement per term. **Prerequisite:** BIOL 250 and completion of a college chemistry course with a laboratory. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B*)

**Hybrid Classes**

<table>
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<th>Instructor</th>
<th>Units</th>
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<td>81842</td>
<td>BIOL 260 HYB</td>
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<td>12:30-1:45</td>
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<td>89503</td>
<td>BIOL 260 Hyc</td>
<td>TTh</td>
<td>12:30-1:45</td>
<td>36-215</td>
<td>Martin, T.</td>
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</table>

**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. Emphasizes physiological processes including digestion and metabolism of nutrients. **Recommended Preparation:** eligibility for ENGL 838/848 or ASL 400 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placements test or other measures. (AA: Area E5a/Area E5d, CSU: Area E, UC)

**Hybrid/Evening Class**

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>91055</td>
<td>BIOL 260 Hya</td>
<td>Tue</td>
<td>6:10-9:00</td>
<td>36-217</td>
<td>Smith, C.</td>
<td>5.0</td>
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</tbody>
</table>

**BIOL 690 SPECIAL PROJECTS**

Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 36, Room 311. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
<th>Hours/Wk</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>92955</td>
<td>BIOL 690 CC</td>
<td>By Arr 3.0</td>
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<td>83763</td>
<td>BIOL 690 AA</td>
<td>By Arr 2.0</td>
<td>36-311C</td>
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<td>83764</td>
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<td>By Arr 1.0</td>
<td>36-311C</td>
<td>Frontiera, C.</td>
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</table>

**BIOL 880MA ANATOMY&PHYSIOLOGY SUPPLEMENT**

For students who need to strengthen their anatomy and physiology skills. An instructor will help students identify deficiencies and promote mastery of skills necessary for success in anatomy and physiology courses. Pass/No Pass grading. Open entry/open exit. May be taken four times for a maximum of 8 units. (Units do not apply toward AA/AS degree.)

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<tr>
<th>Section</th>
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<th>Location</th>
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<th>Units</th>
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<td>36-217</td>
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</table>

**BUILDING INSPECTION TECHNOLOGY**

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

**BLDG 700 INTRODUCTION TO BUILDING CODE**

Survey of the four required courses covering building inspections, code terminology, techniques of inspection, and construction practices. Pass/No Pass or letter grade option. Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units. (AA: E5d)

**Evening Class**

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<th>Units</th>
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<tbody>
<tr>
<td>85274</td>
<td>BLDG 700 JA</td>
<td>Mon</td>
<td>6:30-9:35</td>
<td>19-107</td>
<td>Cooper, M.</td>
<td>3.0</td>
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</tbody>
</table>

**BLDG 720 ELECTRICAL INSPECTION I**

Provides an overview of the National Electrical Code, recent code changes, appropriate research techniques, and code interpretation considerations. Pass/No Pass or letter grade option. Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units. (AA)

**Evening Class**

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<thead>
<tr>
<th>Section</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>81847</td>
<td>BLDG 720 JA</td>
<td>Wed</td>
<td>6:30-9:20</td>
<td>19-107</td>
<td>Nolfi, M.</td>
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</table>

**BLDG 750 STRUCTURAL PROVISIONS OF THE UNIFORM BUILDING CODE**

Study of occupancy requirements, types of construction, and fire safety. **Prerequisite:** BLDG 700 or equivalent with a grade of C or higher. Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units. (AA)

**Evening Class**

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<tr>
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<th>Course</th>
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<th>Location</th>
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<td>81850</td>
<td>BLDG 750 JA</td>
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<td>14-213</td>
<td>Anderson, D.</td>
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**BROADCASTING**

See "Digital Media" on page 53

How to read class information can be found on page 29
BUSINESS

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

BUS. 100 CONTEMPORARY AMERICAN BUSINESS

Explores various aspects of the business world: management, marketing, accounting, finances, production, management information systems, small business, business law and world trade. Helps students identify career opportunities. Recommended Preparation: eligibility for ENGL 848. (AA: E5b, CSU, UC)

81857 BUS. 100 BB MWF 9:10 10:00 14-206 Fraser, C. 3.0
81856 BUS. 100 CC MWF 10:10 11:00 14-206 Fraser, C. 3.0
87514 BUS. 100 DD MWF 11:10 12:00 14-206 Staff 3.0

Evening Class
81858 BUS. 100 JA Tue 6:30 9:20 19-121 Erickson, C. 3.0

BUS. 115 BUSINESS MATHEMATICS

Calculating interest, discount, financial statements, rations. Prerequisite: appropriate skill level as measured by a satisfactory score on the CSM Math Placement Test One and other measures. Recommended Preparation: BUS. 810. (AA, CSU)

Online Class
91676 BUS. 115 OLH See pages 95–102 Online-CRS Dorsett, D. 3.0

BUS. 180 MARKETING

Broad study of marketing principles and methods applicable to consumer and industrial goods and services. Recommended Preparation: eligibility for ENGL 848. (AA, CSU)

81877 BUS. 180 AA TTh 9:10 10:25 14-206 Fraser, C. 3.0

BUS. 201 BUSINESS LAW I

Introduction to the law applicable to business sources, agencies, and procedures for enforcement. Emphasizes contract law. Recommended Preparation: eligibility for ENGL 848. (AA: Area E5d, CSU, UC)

TV/Evening Class
81884 BUS. 201 TVH Intro Mtg 9:00-11:00 am 18-308 Trimble, J. 3.0
Introductory meeting date for section 81884: 8/28
See pages 95–102

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; organizing data and information using spreadsheet, word processing, presentation and database management software; how businesses use telecommunications, the Internet, Intranets, Extranets, electronic commerce and transaction processing systems, information and decision support systems, artificial intelligence, expert systems, virtual reality, and systems analysis; security, privacy, and ethical issues in information systems and the Internet. By presenting the details and the big picture, this course puts the management of information systems into an understandable context. Instructor will discuss portable storage media at first meeting. A materials fee of $2.00 is payable upon registration. Recommended Preparation: BUSW 105 or equivalent. (AA: Area E2c, CSU)

81885 BUS. 295 AA TTh 11:10 1:25 14-103 Dorsett, D. 4.0
BUS. 317 MICRO/KEYBOARDING: SKILLBUILDING
Course to increase keyboard speed and accuracy through use of an interactive microcomputer skillbuilding program. A 3½-inch High Density diskette required at first meeting. A $2.00 materials fee is payable upon registration. Plus a minimum 16 lab hours by arrangement. Recommended Preparation: BUS. 315 or equivalent. May be taken twice for a maximum of 3 units. (AA: Area E2c, CSU)

85384 BUS. 317 A1 MWF 9:10 10:00 14-105 Brannock, P. 1.5
Start and end dates for section 85384: 8/18 10/11

85382 BUS. 317 A2 TTh 9:45 11:00 14-105 Dorsett, D. 1.5
Start and end dates for section 85382: 10/14 12/9

91895 BUS. 317 B2 MWF 11:10 12:00 14-105 Brannock, P. 1.5
Start and end dates for section 91895: 10/13 12/12

Evening Class
85381 BUS. 317 J2 Thu 6:30 9:35 14-105 Dorsett, D. 1.5
Start and end dates for section 85381: 10/21 12/16

BUS. 326 ELECTRONIC FILING AND RECORDS MANAGEMENT
Study both manual and microcomputer filing methods. Create and maintain data records alphabetically, numerically, geographically, and by subject. Plus minimum 16 lab hours by arrangement per term. Recommended Preparation: BUS. 315 or equivalent; eligibility for ENGL 838/848. May be taken twice for a maximum of 3 units. (AA, CSU)

85386 BUS. 326 A2 TTh 9:45 11:00 14-105 Brannock, P. 1.5
Start and end dates for section 85386: 10/14 12/9

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. Instruction includes exercises using microcomputers. Recommended Preparation: BUSW 105 or equivalent; eligibility for ENGL 838/848. (AA: Area E3c, CSU)

Online Class
83490 BUS. 401 OLH See pages 95–102 Online-CRS Willis, J. 3.0

Business Applications
Word, Excel, PowerPoint and more

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BUSINESS WINDOWS APPLICATIONS - WINDOWS PLATFORM

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

A $2.00 materials fee is payable upon registration for Windows Platform classes.

TRAIN FOR A NEW JOB IN JUST EIGHT WEEKS!
In our Accelerated Program you can train to be an Office Assistant in just eight weeks. The Accelerated Program includes Windows (BUSW 114), Word (BUSW 214), Excel (BUSW 415), Internet (BUSW 530), Micro-Skillbuilding (BUS. 317), and Career Choices (CRER 127). For more information visit our website collegeofsanmateo.edu.

BUSW 105 INTRODUCTION TO MICROCOMPUTERS
Introduction to microcomputers. Covers equipment, operating systems and Windows software applications including Microsoft Word, Excel and PowerPoint. Instructor will discuss portable storage media at first meeting. A materials fee of $2.00 is payable upon registration. Recommended Preparation: BUS. 315 or equivalent; eligibility for ENGL 838/848. Pass/No Pass grading. May be taken twice for a maximum of 3 units. (AA, CSU)

86100 BUSW 105 A2 TTh 9:45 11:00 14-103 Dorsett, D. 1.5
Start and end dates for section 86100: 10/14 12/9

Evening Class
86097 BUSW 105 J1 Tue 6:30 9:20 14-101 Dorsett, D. 1.5
Start and end dates for section 86097: 8/24 10/19

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. Instructor will discuss portable storage media at first class meeting. Instructor will discuss portable storage media at first class meeting. A materials fee of $2.00 is payable upon registration. Recommended Preparation: BUS. 315 or equivalent; eligibility for ENGL 838/848. May be taken twice for a maximum of 3 units. (AA, CSU)

Evening Class
85415 BUSW 214 J1 Wed 6:30 9:20 14-103 Willis, J. 1.5
Start and end dates for section 85415: 8/18 10/13

Online Class
90408 BUSW 214 OLH See pages 95–102 Online-CRS Willis, J. 1.5
Start and end dates for section 90408: 8/18 10/13

BUSW 215 WORD PROCESSING II USING WORD FOR WINDOWS
Includes graphics, charts, columns, templates, macros, mail-merge, labels, sorting, forms, and software linking. Instructor will discuss portable storage media at first class meeting. A materials fee of $2.00 is payable upon registration. Prerequisite: BUSW 214 or equivalent. May be taken twice for a maximum of 3 units. (AA, CSU)

Evening Class
85420 BUSW 215 J2 Wed 6:30 9:20 14-103 Willis, J. 1.5
Start and end dates for section 85420: 10/20 12/15

Online Class
90409 BUSW 215 OLH See pages 95–102 Online-CRS Willis, J. 1.5
Start and end dates for section 90409: 10/20 12/15

How to read class information can be found on page 29
BUSW 383 BUSINESS PRESENTATIONS I
USING POWERPOINT FOR WINDOWS
Using Power Point, 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. Instructor will discuss portable storage media at first meeting. A materials fee of $2.00 is payable upon registration. Recommended Preparation: BUSW 105 or equivalent. May be taken twice for a maximum of 3 units. (AA, CSU)

**Evening Class**
85798 BUSW 383 J1 Tue 6:30 9:20 14-103 Morgan, M. 1.5
Start and end dates for section 85798: 8/24 10/19

**Online Class**
86388 BUSW 383 OLH See pages 95–102 Online-CRS Morgan, M. 1.5
Start and end dates for section 86388: 8/24 10/19

BUSW 384 BUSINESS PRESENTATIONS II
USING POWERPOINT FOR WINDOWS
Examines advanced features of Power Point such as customizing templates, animation and slide show effects, charts, importing templates and clips from MS website, self running presentations, making presentations available to others like workgroups and new features of the current version of Office. Instructor will discuss portable storage media at first meeting. A materials fee of $2.00 is payable upon registration. Recommended Preparation: BUSW 383 or equivalent. May be taken twice for a maximum of 3 units. (AA, CSU)

**Evening Class**
90905 BUSW 384 J2 Tue 6:30 9:20 14-103 Morgan, M. 1.5
Start and end dates for section 90905: 10/26 12/14

**Online Class**
90907 BUSW 384 OLH See pages 95–102 Online-CRS Morgan, M. 1.5
Start and end dates for section 90907: 10/26 12/14

BUSW 415 SPREADSHEET I
USING EXCEL FOR WINDOWS
Create and use spreadsheets. Topics include spreadsheet design, use of menu systems, basic formulas and functions, relative and absolute addressing, formatting, printing and graphing. Instructor will discuss portable storage media at first meeting. A materials fee of $2.00 is payable upon registration. Recommended Preparation: BUSW 105 or equivalent for ENGL 838/848. May be taken twice for a maximum of 3 units. (AA, CSU)

**Evening Class**
85482 BUSW 415 A1 Thu 9:45 11:00 14-103 Dorsett, D. 1.5
Start and end dates for section 85482: 8/24 10/19

**Online Class**
85561 BUSW 415 J1 Thu 6:30 9:20 14-103 Dorsett, D. 1.5
Start and end dates for section 85561: 8/24 10/19

**Online Class**
85492 BUSW 415 OLH See pages 95–102 Online-CRS Willis, J. 1.5
Start and end dates for section 85492: 10/21 12/16

BUSW 416 SPREADSHEET II USING EXCEL FOR WINDOWS
Advanced spreadsheet functions. Topics include design and optimization of large and complex spreadsheets, advanced formulas and functions, database features, macros and linking of spreadsheets with other software programs. Instructor will discuss portable storage media at first meeting. A materials fee of $2.00 is payable upon registration. Prerequisite: BUSW 415 or equivalent. May be taken twice for a maximum of 3 units. (AA, CSU)

**Evening Class**
85430 BUSW 416 J2 Thu 6:30 9:20 14-103 Dorsett, D. 1.5
Start and end dates for section 85430: 10/21 12/16

**Online Class**
85454 BUSW 416 OLH See pages 95–102 Online-CRS Willis, J. 1.5
Start and end dates for section 85454: 10/21 12/16

BUSW 450 MICROSOFT PROJECT FUNDAMENTALS I
Introduction to project management software for tracking tasks, costs and resources. Covers creating and analyzing project plans, schedules, and reports. Textbook includes 120-day trial version of Microsoft Project. A $2.00 materials fee is payable upon registration. Plus minimum 16 lab hours by arrangement per term. Prerequisite: BUSW 105 or equivalent. Pass/No Pass or letter grade option. May be taken twice for a maximum of 3 units. (AA, CSU)

**Evening Class**
90168 BUSW 450 J1 Wed 6:30 9:20 14-103 Kistler, T. 1.5
Start and end dates for section 90168: 8/24 10/19

**Online Class**
92835 BUSW 450 OLH See pages 95–102 Online-CRS Kistler, T. 1.5
Start and end dates for section 92835: 8/24 10/19

BUSW 451 MICROSOFT PROJECT FUNDAMENTALS II
Continuation of Microsoft Project Fundamentals I. Covers baselines, updating and tracking, detailed customized reports, integrating with other applications, multiple projects and collaboration. Textbook includes trial version of Microsoft Project. A $2.00 materials fee is payable upon registration. Plus minimum 16 lab hours by arrangement per term. Prerequisite: BUSW 450 or equivalent. Pass/No Pass or letter grade option. May be taken twice for a maximum of 3 units. (AA, CSU)

**Evening Class**
90169 BUSW 451 J2 Wed 6:30 9:20 14-103 Kistler, T. 1.5
Start and end dates for section 90169: 8/24 10/19

**Online Class**
92837 BUSW 451 OLH See pages 95–102 Online-CRS Kistler, T. 1.5
Start and end dates for section 92837: 8/24 10/19

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 how to do business on the Internet. Identification of economic, societal, ethical and legal issues of accessing and using material from the Internet. Instructor will discuss portable storage media at first meeting. A materials fee of $2.00 is payable upon registration. Recommended Preparation: BUSW 105 or equivalent. Pass/No Pass or letter grade option. (AA: E5d; CSU)

**Evening Class**
85613 BUSW 530 J2 Tue 6:30 9:35 14-101 Kistler, T. 1.5
Start and end dates for section 85613: 10/21 12/16

**Online Class**
91715 BUSW 530 OLH See pages 95–102 Online-CRS Kistler, T. 1.5
Start and end dates for section 91715: 10/21 12/16

View current open classes at collegeofsanmateo.edu/openclasses.
CRER 104 TRANSFER ESSENTIALS & PLANNING
Learn how to successfully transfer to destinations within the California State University system, the University of California system, independent or out-of-state colleges or universities. This course covers academic requirements of different systems and institutions, transfer considerations and decisions, transfer planning, general education and lower division major requirements, application timelines, services that support transfer, and other issues related to this educational goal. A $5.00 materials fee is payable upon registration. Pass/No Pass grading. May be taken twice for a total of 1 unit. (AA: Area E5d, CSU)

Start and end dates for section 90444:  9/7 9/28
90444 CRER 104 A1 MW 1:10 3:00 14-214 Bednarek, M.  .5

CRER 107 INTRODUCTION TO CHOOSING A COLLEGE MAJOR
This short course assists students to research and identify a college major and to understand major requirements and course planning. It is 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. This course offers discussion and exercises to support decision making and facilitates guided research. Pass/No Pass grading. A $5.00 materials fee is payable upon registration. May be taken twice for a total of 1 unit. (AA: Area E5d, CSU)

Start and end dates for section 90467:  9/10 10/6
90467 CRER 107 A2 MW 1:10 3:00 14-214 Bednarek, M.  .5

CRER 120 COLLEGE AND CAREER SUCCESS
A comprehensive approach to life and career planning. Emphasizes self-assessment, decision-making, educational planning, college success strategies and techniques for addressing changes associated with college and career. Explores college life, responsibilities, and career options. Plus minimum 15 hours by arrangement per term. A $6.00 materials fee is payable upon registration, plus additional testing fees. Pass/No Pass or letter grade option. (AA: Area E5d, CSU: Area E, UC)

88374 CRER 120 AC TTh 11:10 12:25 14-215 Valenti, M.  3.0
88244 CRER 120 AE MW 12:10 1:25 14-213 O’Brien, E.  3.0

CRER 121 PLANNING FOR STUDENT SUCCESS
Provides students with the tools necessary to maximize academic success by enhancing familiarization with college expectations, resources, facilities, and requirements. A preliminary educational plan is researched and developed. A $5.00 materials fee is payable upon registration. Pass/No Pass or letter grade option. (AA: Area E5d, CSU: Area E)

Start and end dates for section 87202:  9/28 10/28
87202 CRER 121 B1 TTh 11:10 12:00 18-302 Aguirre-Alberto, S. 1.0
Start and end dates for section 87203:  8/31 9/21
87203 CRER 121 C1 MW 12:10 1:00 14-201 Caviel, A. 1.0

CRER 122 STUDY SKILLS
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 $5.00 materials fee is payable upon registration. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

Start and end dates for section 88244:  8/31 9/21
88244 CRER 122 AE MW 12:10 1:00 14-213 O’Brien, E. 3.0

CRER 126 CAREER CHOICES I: ASSESSMENT
A career exploration course covering the process of career assessment, self awareness, decision making, setting goals and creating action plans. Includes seminars and student research on careers and college majors. Surveys to appraise personality, interests, values and skills may be used. A $5.00 materials fee is payable upon registration. In addition to a materials fee, students must pay for assessment instruments used in the class which amount to $30.00. Pass/No Pass grading. May be taken twice for a maximum of 1 unit. (AA: Area E5d, CSU)

Start and end dates for section 90185:  8/30 10/25
87203 CRER 121 C1 TTh 12:10 1:00 18-302 Aguirre-Alberto, S. 1.0

CRER 126 EVENING CLASS
Provides students with the tools necessary to maximize academic success by enhancing familiarization with college expectations, resources, facilities, and requirements. A preliminary educational plan is researched and developed. A $5.00 materials fee is payable upon registration. Pass/No Pass or letter grade option. (AA: Area E5d, CSU: Area E)

Start and end dates for section 91294:  11/2 11/23
91294 CRER 126 J2 Tue 6:00 7:50 14-115 O’Brien, E.  .5
CRER 127 CAREER CHOICES II: JOB SEARCH
A practical skill building course focused on the latest methods to prepare you to identify employers, gather job information, build a current resume, anticipate interview questions, make a favorable impression and complete follow-up activities. Students will practice all phases of the job search and receive coaching and feedback. A $5.00 materials fee is payable upon registration. Pass/No Pass grading. May be taken twice for a maximum of 1 unit. (AA: Area E5d, CSU)

<table>
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<tr>
<th>Section</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>By Arr</td>
<td>1.0 Hr/Wk</td>
<td>1-215</td>
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Evening Class
90643 CRER 127 J3 | Th | 6:00-7:50 | 14-115 | O'Brien, E. | .5 |

CRER 138 SKILL DEVELOPMENT FOR CAREER GROWTH
A practical, contemporary, and diversified approach to maintaining a healthy, purposeful, well-balanced life. Emphasizes the importance of developing effective personal skills for career growth. Offered primarily for students with psychological disabilities in the Transition to College program. Pass/No Pass or letter grade option. (AA: Area E5d, CSU: Area E)

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>36-329</td>
<td>Ramezane, M.</td>
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CRER 140 PEER COUNSELING
An orientation and training course to develop peer counseling skills. Students are given an opportunity to work as peer counselors. (AA: Area E5d, CSU: Area D)

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
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CRER 879 TRANSITION TO COLLEGE
Designed to provide students with the personal, social and academic skills needed to make a successful transition into college. Offered primarily for students who have a psychological disability. Pass/No Pass grading. Open entry/open exit. Variable units. (AA)

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
<th>Days</th>
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<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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CHEMISTRY
CHEM 192 ELEMENTARY CHEMISTRY
Basics in measurement, symbols, reactions, equations, gases, solutions and periodic table. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. A $4.00 materials fee is payable upon registration. Prerequisite: MATH 110. It is recommended that students enroll concurrently in MATH 115 or MATH 120 or 122. (AA: Area E5a, CSU, UC)

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<tr>
<th>Section</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>Tou, K.</td>
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CHEM 210 GENERAL CHEMISTRY I
College chemistry: structure, bonding, reactions, gases, solutions, organic chemistry, thermodynamics, and periodic table with related calculations. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. A $4.00 materials fee is payable upon registration. Prerequisite: CHEM 192 with a grade of C or higher or equivalent; MATH 120 with a grade of C or higher. Recommended Preparation: eligibility for ENGL 838/848 and one course in physics. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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Evening Class
82016 CHEM 210 JA | TTh | 7:40-10:30 | 36-321 | Li, J. | 5.0 |

CHEM 220 GENERAL CHEMISTRY II
College chemistry: equilibrium, chemical spontaneity, kinetics, acidbase, redox, complex ions, nuclear chemistry, with related calculations. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. A $4.00 materials fee is payable upon registration. Prerequisite: CHEM 210 or 224 with a grade of C or higher. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

<table>
<thead>
<tr>
<th>Section</th>
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</table>

Chemistry courses continued on next page
CHEM 231 ORGANIC CHEMISTRY I
Structure and reactivity of organic compounds; reactions of major functional groups; reaction mechanisms; and synthesis. Plus minimum of 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** CHEM 220 with a C or better. **Recommended Preparation:** ENGL 838/848. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

82019 CHEM 231 AX MWF 11:10 12:00 36-207 Lawrence, Y. 5.0
Mon 8:10 9:00 36-300
Mon 9:10 11:00 36-300
Wed 8:10 11:00 36-300

83357 CHEM 231 BX MWF 11:10 12:00 36-207 Lawrence, Y. 5.0
Mon 1:10 2:00 36-300
Mon 2:10 4:00 36-300
Wed 1:10 4:00 36-300

86182 CHEM 231 CX MWF 11:10 12:00 36-207 Lawrence, Y. 5.0
Tue 10:10 11:00 36-300
Tue 11:10 1:00 36-300
Thu 10:10 1:00 36-300

CHEM 410 HEALTH SCIENCE CHEMISTRY I
Introduction to chemistry: metric system, symbols, periodic table, bonding, reactions, gases, solutions, stoichiometry. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 110. **Recommended Preparation:** ENGL 838/848. Students who complete CHEM 210-220 and CHEM 410-420 will receive credit for CHEM 210-220 only. (AA: Area E5a, CSU: Area B1/Area B3)

82020 CHEM 410 AA TTh 1:10 2:25 36-319 Ciesla, C. 4.0
Tue 2:40 5:30 36-306

90130 CHEM 410 JX MW 6:10 7:30 36-319 Flowers, J. 4.0
W 7:40 10:45 36-306

CHEM 690 SPECIAL PROJECTS
Independent study in a specific field or topic. Requires approval of Division Dean; Bldg. 36, Room 311. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

92956 CHEM 690 CC By Arr 3.0 Hrs/Wk 36-311C Frontiera, C. 3.0
83765 CHEM 690 AA By Arr 2.0 Hrs/Wk 36-311C Frontiera, C. 2.0
83766 CHEM 690 BB By Arr 1.0 Hr/Wk 36-311C Frontiera, C. 1.0

CHINESE
For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 65.

CHIN 111 ELEMENTARY CHINESE I
A beginning course in Mandarin Chinese with instruction and practice in understanding, speaking, reading, and writing. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC)

**Evening Class**
82023 CHIN 111 JA Tue 6:30 9:30 16-102 Wu, J. 3.0

CHEMISTRY – COMPUTER & INFORMATION SCIENCE

**COMPUTER AND INFORMATION SCIENCE**
Also see Business Application, Graphics, and Multimedia

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

**CIS 110 INTRODUCTION TO COMPUTER AND INFORMATION SCIENCE**
Computer terminology, computer hardware and software, networks, common operating systems, data representation, telecommunications, Internet access and security issues, computer ethics, and beginning programming in visual Basic and/or HTML. Covers topics motivated by current issues and events. Examines such issues as privacy, intellectual property, and copyright infringements. A **$2.00 materials fee is payable upon registration.** Plus minimum 16 lab hours by arrangement by term. **Recommended Preparation:** eligibility for ENGL 848. Pass/No Pass or letter grade option. (AA: Area E2b/Area E5b, CSU, UC)

84236 CIS 110 AA TTh 9:10 10:25 19-107 Tilmann, M. 3.0
90384 CIS 110 AB MWF 10:10 11:00 19-107 Brown, R. 3.0
82028 CIS 110 AC MWF 9:10 10:00 19-107 Brown, R. 3.0

**Online Class**
86225 CIS 110 OLH See pages 95–102 Online-CRS Tilmann, M. 3.0

**CIS 114 INTERNET PROGRAMMING: JAVASCRIPT/AJAX**
Study of the JavaScript programming language. Provides an overview of XHTML and CSS, client-side programming, variables, arrays, functions, closures, event handlers, objects, form validation, cookies, and the DOM. Also covers Ajax (Asynchronous JavaScript and XML) technologies, XML, and XMLHttpRequest. Ajax design patterns, server-side programming, RSS, JSON, browser issues, and advanced topics such as open-source Ajax toolkits, mashups, security, performance, and Web Services. **Prerequisite:** CIS 111 or CIS 254 or equivalent. **Recommended Preparation:** ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU)

92961 CIS 114 OLH See pages 95–102 Online-CRS Green, M. 4.0

How to read class information can be found on page 29
CIS 121 INTERNET PROGRAMMING: AJAX
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/0 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. Prerequisite: CIS 110 or equivalent. Recommended Preparation: eligibility for ENGL 836/848. Pass/No Pass or letter grade option. (AA, CSU)

Online Class
82034 CIS 121 OHL See pages 95–102 Online-CRS Tilmann, M. 4.0

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. A materials fee of $2.00 is payable upon registration. Plus a minimum of 16 hours by arrangement per term. Prerequisite: MATH 110 or equivalent. Recommended Preparation: eligibility for ENGL 836/848. Pass/No Pass or letter grade option. (AA: Area E2b, CSU, UC)

Online Class
92962 CIS 125 OHL See pages 95–102 Online-CRS Isaacs, S. 3.0

CIS 151 NETWORKS AND DIGITAL COMMUNICATION
Introduction to networking. Focuses on Local Area Networks. Topics include TCP/IP protocol suite and its relationship to the OSI reference model, common protocols and their operation, network services, network hardware and topologies, IP network addressing, current industry trends including IPv6, and an introduction to network administration. Includes lectures and hands-on and on-line investigations. This class prepares students for more advanced courses in networking, computer forensics, information security, internet programming, and broadcasting. Plus minimum 16 hours by arrangement per term. Prerequisite: completion of or concurrent enrollment in CIS 110 or equivalent. Recommended Preparation: eligibility for ENGL 836/848. Pass/No Pass or letter grade option. (AA: Area E2b, CSU, UC)

Online Class
90956 CIS 151 OHL See pages 95–102 Online-CRS Brown, R. 3.0

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; and 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 of $2.00 is payable upon registration. Recommended Preparation: eligibility for ENGL 836/848 and completion of MATH 110 or equivalent with a grade of C or higher. Pass/No Pass or letter grade option. (AA: Area E2b, CSU)

8861 C 254 AA MW 11:10 1:30 19-105 Green, M. 4.0

Evening Class
88615 CIS 254 JA TTh 6:00 8:50 19-107 Timlin, R. 4.0

CIS 255 (C51) PROGRAMMING METHODS: JAVA
Continuation of CIS 254. Object-oriented programming methodology for both computer science majors and computer professionals. Systematic approach to design, construction, and management of computer programs; emphasizing program documentation, testing, debugging, maintenance and software reuse. Also includes UML, virtual machines, exception handling, sorting and searching algorithms, recursion, inheritance, polymorphism, fundamental graphics, and computer ethics. This course conforms to the ACM CS1 standards. A materials fee of $2.00 is payable upon registration. Prerequisite: MATH 120 or equivalent; CIS 254 or equivalent. Recommended Preparation: eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA: Area C1/Area E2c, CSU, UC)

Evening Class
88678 CIS 255 JA Thu 5:10 7:50 19-105 Green, M. 4.0

CIS 256 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 of $4.00 is payable upon registration. Plus minimum 16 hours by arrangement per term. Prerequisite: CIS 255 or equivalent. Recommended Preparation: eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU, UC)

Online/Evening Class
869012 CIS 256 OHL Intro Mtg 6:00-8:00 pm 19-107 Introductory meeting date for section 89012: See pages 95–102 8/9

CIS 278 PROGRAM METHODS: C++
Continuation of CIS 254. Object-oriented programming methodology for both computer science majors and computer professionals. Systematic approach to design, construction, and management of computer programs; emphasizing program documentation, testing, debugging, maintenance and software reuse. Also includes UML, virtual machines, exception handling, sorting and searching algorithms, recursion, fundamental graphics, and computer ethics. This course conforms to the ACM CS1 standards. A materials fee is payable upon registration. Plus minimum 16 hours by arrangement per term. Prerequisite: MATH 120 or equivalent; CIS 254 or equivalent; both with a grade of C or higher. Recommended Preparation: eligibility for ENGL 836. Pass/No Pass or letter grade option. (AA: Area C1/Area E2c, CSU: Area B4, UC)

Online/Evening Class
86470 CIS 278 OHL Intro Mtg 6:00-8:00 pm 19-107 Introductory meeting date for section 86470: See pages 95–102 8/23

CIS 279 DATA STRUCTURES: C++
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 is payable upon registration. Plus minimum 16 hours by arrangement per term. Prerequisite: CIS 278 or equivalent. Recommended Preparation: eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU, UC)

Online/Evening Class
85746 CIS 279 OHL Intro Mtg 6:00-8:00 pm 19-107 Introductory meeting date for section 85746: See pages 95–102 8/9

View current open classes at collegeofsanmateo.edu/openclasses

Computer and Information Science courses continued on next page
**CIS 380 INTERNET PROGRAMMING: PHP**
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. Prerequisite: CIS 111 or CIS 254 or equivalent. Recommended Preparation: eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU)

**Online Class**
89830 CIS 380 OLH See pages 95–102  Online-CRS Brown, R. 3.0

**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. Plus minimum 16 hours by arrangement lab hours per term. Prerequisite: CIS 153 or equivalent with a grade of C or higher. Recommended Preparation: eligibility for ENGL 836. Pass/No Pass or letter grade option. May be taken twice for a maximum of 6 units. (AA)

**Online Class**
89833 CIS 479 OLH See pages 95–102  Online-CRS Brown, R. 3.0

**CIS 489 COMPUTER FORENSICS**
Covers forensics tools, evidence collection, expert witness skills, protecting evidence, and computer crime investigation techniques. Prepares student for industry standard tests for certification, including Comptia and Microsoft. Plus minimum 16 hours by arrangement lab hours per term. Prerequisite: CIS 479 or equivalent. Recommended Preparation: eligibility for ENGL 838. Pass/No Pass or letter grade option. May be taken twice for a maximum of 6 units. (AA, CSU)

**Online Class**
89836 CIS 489 OLH See pages 95–102  Online-CRS Brown, R. 3.0

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**COSMETOLOGY**
The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

**COSM 712 FUNDAMENTALS OF COSMETOLOGY I**
Beginning cosmetology in preparation for licensure by California State Bureau of Barbering and Cosmetology. Study theoretical and practical application of: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety. 320 clock hours toward the 1600 hours required for licensing exam are attained. For COSM AX sections, a $35.00 materials fee is payable upon registration. For COSM A1 and A2 sections, a $17.50 materials fee is payable upon registration. Prerequisite: admission to and registration in the CSM Cosmetology Program. See CSM Catalog for details. Recommended Preparation: eligibility for READ 400. Extra supplies required. May be taken for a maximum of 20 units. (AA)

92258 COSM 712 AX Mon 8:00 12:05 5-260 Boosalis, M. 10.0
92256 COSM 712 A1 TTh 8:00 12:05 5-260 Russell, S. 5.0
Start and end dates for section 92256: 8/18 10/11
92257 COSM 712 A2 TTh 8:00 12:05 5-260 Boosalis, M. 5.0
Start and end dates for section 92257: 10/12 12/10

**COSM 722 FUNDAMENTALS OF COSMETOLOGY II**
Beginning cosmetology in preparation for licensure by California State Bureau of Barbering and Cosmetology. Study theoretical and practical application of: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety. 320 clock hours toward the 1600 hours required for licensing exam are attained. For COSM AX sections, a $35.00 materials fee is payable upon registration. For COSM A1 and A2 sections, a $17.50 materials fee is payable upon registration. Prerequisite: admission to and registration in the CSM Cosmetology Program. See CSM Catalog for details. Recommended Preparation: eligibility for READ 400. Extra supplies required. May be repeated for a maximum of 20 units. (AA)

92263 COSM 722 AX MTWTh 12:40 4:45 5-260 Boosalis, M. 10.0
92261 COSM 722 A1 MTWTh 12:40 4:45 5-260 Russell, S. 5.0
Start and end dates for section 92261: 8/18 10/11
92262 COSM 722 A2 MTWTh 12:40 4:45 5-260 Boosalis, M. 5.0
Start and end dates for section 92262: 10/12 12/10

**COSM 732 ADVANCED COSMETOLOGY I**
Continuation of COSM 712-722. COSM 732 allows students to obtain clock hours and fulfill the practical operations required to be eligible for the licensing exam. A continued study of theoretical and practical application covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Study of salon business as applied to cosmetology. 320 clock hours toward the 1600 hours required for licensing exam are attained. COSM 732 and COSM 742 are required for licensing as a cosmetologist. For COSM AX sections, a $35.00 materials fee is payable upon registration. For COSM A1 and A2 sections, a $17.50 materials fee is payable upon registration. Prerequisite: minimum...
Fall 2010 Classes

of 10.0 units of COSM 712 and 722 with a grade of C or higher. Extra supplies required. May be taken for a maximum of 30 units. (AA)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Days</th>
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COSM 742 ADVANCED COSMETOLOGY II

Continuation of COSM 712-722. COSM 742 allows students to obtain clock hours and fulfill the practical operations required to be eligible for the licensing exam. A continued study of theoretical and practical application covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Study of cosmetology chemistry and electricity as applied to cosmetology. 320 clock hours toward the 1600 hours required for licensing exam are attained.

Prerequisite: minimum of 10.0 units of COSM 712 and 722 with a grade of C or higher. Extra supplies required. May be taken for a maximum of 30 units. (AA)

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DENTAL ASSISTING

DENT 716 DENTAL OFFICE PROCEDURES

This course covers all aspects of dental office management and uses Dentrix G-4 Dental software. Topics covered include: clinical and periodontal charting, treatment planning, posting charges and payments, submitting insurance claims, producing daily and monthly reports, telephone and written communications, dental jurisprudence, and California law and ethics. This course is open to both part time and full time dental assisting students. A materials fee of $5 is payable upon registration. (Fall and Summer only.) (AA)

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<th>Course Code</th>
<th>Course Name</th>
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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. A materials fee of $5 is payable upon registration. Corequisite: Concurrent enrollment in or successful completion of: DENT 716, DENT 731, DENT 735 (or equivalent), DENT 740, DENT 749, DENT 751, DENT 647. (Fall only.) (AA)

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DENT 731 DENTAL SCIENCE I

This course offers full time and part time dental assisting students an introduction to the basics of dentistry. This course covers subjects of importance to the dental assisting student, including tooth numbering systems, oral anatomy, tooth morphology, tooth structures, oral embryology, oral histology, dental caries, periodontal diseases, oral pathology, disease prevention techniques and nutrition as it affects the oral cavity. A materials fee of $5.00 is payable upon registration. (Fall only.) (AA)

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<th>Course Code</th>
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DENT 735 COMMUNICATION IN THE ALLIED HEALTH PROFESSIONS

This course prepares the dental assisting student for a career in an allied health profession by providing the necessary skills to work and communicate effectively with patients, dental team members, and other health professionals. (AA)

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<th>Course Code</th>
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</table>

Dental Assisting courses continued on next page

View current open classes at collegeofsanmateo.edu/openclasses
DENT 740 CHAIRSIDE ASSISTING
This course provides the students with an introduction to chairside dental assisting procedures. The course instructs the student in preparation of the patient, treatment room set up, infection control techniques including disinfection and sterilization techniques, four handed dentistry, OSHA/Cal-OSHA regulations, instruments and procedure set-ups, dental armamentarium, operative and fixed prosthodontic procedures, dental office emergencies, local anesthetic, dental ethics and law, and public health dentistry. Intended for students who plan on enrolling full time in the Dental Assisting Program. A materials fee of $5.00 is payable upon registration. Corequisite: concurrent enrollment in and/or successful completion of DENT 716, DENT 721, DENT 731, DENT 735 (or equivalent), DENT 749, DENT 751. (Fall only.) (AA)

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. Prepares the full time dental assisting student for assisting with various clinical procedures performed at UOP Dental School in DENT 751. Intended for students who plan on enrolling full time in the Dental Assisting Program. A materials fee of $5.00 is payable upon registration. Corequisite: concurrent enrollment in or successful completion of DENT 716, DENT 721, DENT 731, DENT 735 (or equivalent), DENT 740, DENT 751. (Fall only.) (AA)

DENT 763 DENTAL RADIOLOGY
This course is designed to meet the standards established by the Board of Dental Examiners for the operation of dental radiographic equipment in California in a one semester format. Includes both didactic and clinical application, utilizing both DXTTR mannikin and 3 patients. This course includes study of radiation, legislation, effects and protection, exposing techniques for the adult, pedodontic, mixed dentition, and edentulous patients. This course utilizes and details the various types of dental films, identification and correction of faulty films, developing and processing procedures, record maintenance, and the mounting and evaluation of films. This course emphasizes the student’s individual development. A California State Dental X-ray License will be issued by the Dental Assisting Department thru COMDA to students who successfully complete this course with a 75% or higher. The purchase of a Dental Radiology Student Supply Kit is required. A materials fee of $16.00 is payable upon registration. Corequisite: concurrent enrollment in or successful completion of DENT 731 or DENT 732 or currently employed clinically in a dental office. (Fall and Spring.) (AA)

DENT 751 DENTAL CLINIC
This course is held off campus at UOP Dental School in San Francisco. The dental assisting students assist 3rd year dental students at the chair. The student is able to apply previously taught chairside theory to practical experience while manipulating dental materials and caring for the dental patient. The dental assisting student rotates thru the many specialty areas of dentistry and assists at least one time with every possible dental procedure. This course is directly related to DENT 749. Intended for students who plan on enrolling full time in the Dental Assisting Program. Corequisite: concurrent enrollment in or successful completion of DENT 716, DENT 721, DENT 731, DENT 735 (or equivalent), DENT 740, DENT 749. (Fall only.) (AA)
### DIGITAL MEDIA

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

### DGME 100 MEDIA IN SOCIETY

Why do you turn on the TV? What do you use the Internet for? 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, magazines, TV, radio, the Internet, mobile devices, and the predicted convergence of all electronic media. Other topics include propaganda, international media, research and theories, a free press, and advertising. **Prerequisite:** eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA: Area E5d, CSU: Area D, UC: Area 4)

**92288** DGME 100 AA  MWF 10:10–11:00  19-123  Remitz, E.  3.0
**92299** DGME 100 AB  TTh 11:10–12:25  14-115  Brown, M.  3.0

### DGME 101 WRITING ACROSS THE MEDIA

Every news report, TV drama, web site, and advertisement started its life as the written word. Students in this class will practice the basic skills needed to write for various forms of media, including news for print and electronic media as well as writing for entertainment, public relations, web sites and advertising. **Prerequisite:** eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

**92296** DGME 101 AA  TTh 2:10–3:25  14-115  Brown, M.  3.0

### DGME 102 MEDIA LAW & 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 and advertising. This course will help prepare future media producers to work in industries that have significant influence over society. **Prerequisite:** eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

**92874** DGME 102 OLH  See pages 95–102  Online-CRS  Bennett, D.  3.0

### DGME 103 THINKING VISUALLY: FUNDAMENTALS OF TWO-DIMENSIONAL DESIGN

Exploring basic theoretical and practical concepts of 2D design. Students apply visual solution strategies to design problems in a series of design projects. Extra supplies required. A **$20.00 materials fee is payable upon registration.** Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

**92867** DGME 103 AA  MW 9:10–11:00  14-115  Seubert, E.  3.0

### DGME 106 MAC OS FOR DIGITAL MEDIA

This class is about the Mac OS and its use with digital media (audio, video, photography, & graphics). Students will learn about basic Mac operation, file management, storage devices, and data security. Additional topics include system optimization, hard drive connectivity, backup and archiving strategies, basic networking, hardware and software upgrades, input devices, and file sharing. Pass/No Pass or letter grade option. (AA, CSU)

**92889** DGME 106 AA  MW 2:10–4:25  14-115  Brown, M.  3.0

### DGME 112 TV STUDIO PRODUCTION

Don’t just watch TV, make it! Learn how in this 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 training in camera operation, microphone set-up and audio engineering, lighting, floor directing, video switching, directing, and teleprompter operation. Pass/No Pass or letter grade option. (AA, CSU)

**92891** DGME 112 JA  Thu 6:30–7:40  14-115  Sanchez, S.  1.5
**92891** DGME 112 JA  Thu 7:50–9:05  14-115  Sanchez, S.  1.5

### DGME 115 DIGITAL VIDEO PRODUCTION

Acquire the skills to create a documentary, music video, commercial, or digital film. Covers field production from planning and scripting, through shooting and editing. Introduction to on-location video production techniques and technologies. Hands-on training allows students to develop their skills in camera operation, audio, and lighting. Includes introduction to digital video editing on Final Cut Pro. **Recommended Preparation:** eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

**92890** DGME 115 AA  MW 11:10–12:25  14-115  Brown, M.  2.0

View current open classes at collegeofsanmateo.edu/openclasses.
DGME 118 BASIC AUDIO
Get a sound education! Students will learn the fundamentals of sound and basic audio production, from analog sound creation to manipulating digital files. Covers basic microphone techniques, recording in the studio and field, digital audio recording and production. Students will get hands-on experience with professional audio recording, editing, and mixing hardware. Includes an introduction to ProTools LE. Recommended Preparation: DGME 100; eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

92900 DGME 118 AA TTh 3:10 4:00 26-142 Sanchez, S. 3.0
92903 DGME 120 AA TTh 2:10 4:25 26-142 Tan, R. 3.0
92906 DGME 160 AA MW 11:10 1:00 27-102 Seubert, E. 3.0

DGME 120 DIGITAL VIDEO EDITING
Essential skills for digital video editors! Start with basic Mac OS functionality, file management, system configuration and storage, then immerse yourself in digital video editing using Apple Final Cut Pro. Hands-on video editing assignments sharpen your skills. Recommended Preparation: DGME 100; eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

92903 DGME 120 AA TTh 2:10 4:25 26-142 Tan, R. 3.0

DGME 160 INFORMATION ARCHITECTURE AND INTERFACE DESIGN
Exploration of the fundamental issues involved in creating a successful website. Includes understanding user behavior, creating navigation systems, creating information structures and applying visual logic to screen displays. Extra supplies required. A $20.00 materials fee is payable upon registration. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

92868 DGME 160 AA MW 11:10 1:00 27-102 Seubert, E. 3.0

DGME 161 MEDIA DESIGN IV: FIREWORKS
Are you a designer wanting to learn how to prototype and create graphics for web, video and broadcast? This course will cover the use and creation of media graphic techniques as we explore important concepts: effective screen design, pixel aspect ratio, chroma key, color models, overlays, DVD menus, interactive buttons, hotspots, animation and integration with other programs. Students will produce functional interface designs for web, video, and broadcast. Students will produce functional interface designs for web, video, and broadcast. Software: Adobe Fireworks. Recommended Preparation: DGME 212 or equivalent and eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

92873 DGME 161 AA TTh 9:10 11:00 27-101 Bennett, D. 3.0

DGME 162 WEB DESIGN I
This course will cover basic web design principles. Students will learn the fundamentals of creating a website, basic layout, discussion of HTML, navigation, browser compatibility, graphic user interface design, usability, and accessibility. Students will build a basic website following accepted design layout and World Wide Web Consortium (W3C) standards. Software: Dreamweaver. Prerequisite: DGME 161 or equivalent. Recommended Preparation: eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

Evening Class
92872 DGME 162 JA Mon 6:00 9:50 27-101 Bennett, D. 3.0

DGME 165 DIGITAL ANIMATION: FLASH
This project-based course will cover the design principles for creating animations and interface solutions for web-based media. Students will learn basic techniques used to create interactive web sites and web animation. Topics include: creating vector graphics, importing and optimizing bitmaps, symbols and instances, tweening, keyframes, sound, interactivity, graphic user interface design, usability and accessibility. Students will build a basic website or interactive project. Software: Adobe Flash. Prerequisite: DGME 161 or equivalent. Recommended Preparation: eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

92871 DGME 165 AA TTh 11:10 1:00 27-101 Bennett, D. 3.0

DGME 182 ADVANCED DIGITAL VIDEO PRODUCTION
This class is about digital video pre-production, production, and post-production. Students will work in teams to plan, shoot, and create a digital video project using professional camcorders and Final Cut Pro. Additional topics include pre-visualization, basic motion graphics, sound recording, and titling. Prerequisite: DGME 115 or equivalent. Students with prior experience should consult the instructor to determine whether to start with DGME 115 or DGME 182. Pass/No Pass or letter grade option. (AA, CSU)

Evening Class
92875 DGME 182 JA Tue 6:30 8:20 26-142 Sanchez, S. 2.0

DGME 192 STUDIO RECORDING AND MIXING USING PRO TOOLS LE
This class is about digital studio recording and "mixing in the box" using Pro Tools LE. Students will expand their study of Pro Tools LE by planning and engineering a recording session with live musical instruments. Students will then mix the recording session using the available software plug-ins within the Pro Tools LE application. Other topics include advanced editing, audio compositing, and recording session management. Prerequisite: DGME 118 or equivalent. Students with prior experience should consult the instructor to determine whether to start with DGME 118 or 192. Pass/No Pass or letter grade option. (AA, CSU)

Evening Class
92897 DGME 192 JA Thu 6:30 8:20 26-142 Sanchez, S. 2.0

DGME 211 MEDIA DESIGN I: ADOBE ILLUSTRATOR
Creating digital illustrations destined for digital media applications such as print, web or multimedia. Pen tool, color models, path editing, layers, custom fills and strokes, filters, and transforming. Extra supplies required. A $20.00 materials fee is payable upon registration. Recommended Preparation: DGME 106: Mac OS for Digital Media, or equivalent Macintosh and/or Windows operating system experience. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

Evening Class
92969 DGME 211 AA MW 11:10 1:00 27-101 Appel, P. 3.0

DGME 212 MEDIA DESIGN II: ADOBE PHOTOSHOP
Creating and manipulating digital photographs and illustrations destined for digital media applications such as print, web or multimedia including using Adobe Photoshop. Color models, layering techniques, masks, channels, filters, and color correction will be explored. Extra supplies required. A $20.00 materials fee is payable upon registration. Recommended Preparation: DGME 106 or equivalent Macintosh and/or Windows operating system experience. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

Evening Class
92918 DGME 212 AA TTh 9:10 11:00 27-101 Appel, P. 3.0

DGME 213 WEB DESIGN II
This course will cover the fundamentals of creating a website, basic layout, discussion of HTML, navigation, browser compatibility, graphic user interface design, usability, and accessibility. Students will build a basic website following accepted design layout and World Wide Web Consortium (W3C) standards. Software: Dreamweaver. Prerequisite: DGME 161 or equivalent. Recommended Preparation: eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

92923 DGME 213 JA Wed 6:00 9:40 27-101 Appel, P. 3.0
DGME 213 MEDIA DESIGN III:
ADVANCED ILLUSTRATOR & PHOTOSHOP
Creating and manipulating digital photographs and illustrations destined for digital media applications such as print, web or multimedia including using Adobe Photoshop and Illustrator. Students complete a challenging series of projects using some of the more advanced features of Illustrator and Photoshop. Extra supplies required. A $20.00 materials fee is payable upon registration. Prerequisite: DGME 211 and DGME 212 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

DGME 230 PUBLICATION DESIGN/PRODUCTION WITH INDESIGN
Instruction in the use of Adobe InDesign, with particular attention given to the knowledge and skills necessary to create a professional quality book. Students may use this class to self-publish their own book. Software instruction is accomplished by producing practical projects that include exposure to and practice with a wide variety of the software features. Extra supplies required. A $20.00 materials fee is payable upon registration. Cost of self-publishing is not included in class fee. Recommended Preparation: DGME 106 or equivalent Macintosh and/or Windows operating system experience. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

DGME 260 JOURNALISM: NEWSWRITING
Techniques of news gathering, judging news values, and writing the news story. Students write for The San Matean, the College newspaper and web site. Prerequisite: eligibility for ENGL 838/848 or higher. (AA, CSU)

DGME 261 JOURNALISM: ADVANCED NEWSWRITING
This class increases journalism skills in research, interviewing, writing style and online journalism. Students publish their work in The San Matean, the college newspaper and web site. Prerequisite: DGME 260 or JOUR 120 with a grade of C or higher. (AA, CSU)

DGME 265 JOURNALISM: NEWSPAPER PRODUCTION
Production of the student newspaper and news web site, The San Matean. Discussion and criticism of newspaper content and layout. May be taken four times for a maximum of 12 units. (AA, CSU)

DGME 270 JOURNALISM: SPECIAL STUDIES
Designed for students who are interested in participating in the student newspaper and news website. Students may work in newswriting, editing, opinion writing, page design and layout, photography and advertising. A unique learning opportunity for students from a variety of disciplines or those interested in exploring their curiosity about journalism. May be taken four times for a maximum of four units. (AA, CSU)

ECON 100 PRINCIPLES OF MACROECONOMICS
The American economy: the price system; the role of business, labor, and government; the money and banking system; trends of national income and factors in its determination; problems and policies for stabilization and growth. Recommended Preparation: eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D, UC: Area 4)

ECON 100 PRINCIPLES OF MACROECONOMICS continued on next page

DRAFTING TECHNOLOGY

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 $5.00 materials fee is payable upon registration. Pass/No Pass or letter grade option. (AA, CSU)

Evening Class
32102 DRAF 110 JA TTh 6:00 8:50 19-110 Vorobey, L. 3.0

DRAF 121 COMPUTER-AIDED DRAFTING I
A beginning AutoCAD course. Covers basis entities, edit commands, display controls, layering, text, dimensioning and isometric drawing. A $5.00 materials fee is payable upon registration. Pass/No Pass or letter grade option. (AA, CSU, UC)

Evening Class
82126 DRAF 121 JA MW 6:00 8:45 19-110 Vorobey, L. 3.0

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 $5.00 materials fee is payable upon registration. Prerequisite: DRAF 121 or equivalent with a grade of C or higher. (AA, CSU)

Evening Class
82127 DRAF 122 JA TTh 6:00 8:50 19-110 Payne, G. 3.0

ECONOMICS

ECON 100 PRINCIPLES OF MACROECONOMICS continued on next page
### 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. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D, UC: Area 4)

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**Evening Class**

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<td>14-102</td>
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### ECON 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

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### ELECTRONICS TECHNOLOGY
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### 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; exploration of basic digital principles. Emphasizes laboratory experiments and techniques. A materials fee of $20.00 is payable upon registration. **Prerequisite:** successful completion of ENGL 828 or ESL 400 or equivalent OR appropriate skill level as indicated by the English or ESL placement test or other measures; successful completion of MATH 811 or MATH 802 or equivalent OR appropriate skill level as indicated by the math placement test or other measures. **Corequisite:** concurrent enrollment in or completion of ELEC 231. (AA: Area E5a, CSU)

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**Evening Classes**

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### ELEC 144 SOLAR ENERGY FUNDAMENTALS
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. Plus minimum 32 by arrangement hours per term. **Prerequisites:** eligibility for MATH 110 or 111 or equivalent and completion of ELEC 110 or equivalent, or equivalent experience. (AA, CSU)

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### ELEC 231 BASIC APPLIED ELECTRONIC MATHEMATICS
Basic principles: algebra, trigonometry, logarithms, graphing, and scientific calculator use as applied to DC/AC circuits. This course will transfer to CSU upon successful completion of ELEC 232. Plus minimum 32 hours by arrangement per term. **Prerequisite:** eligible for or successful completion of MATH 110 or 111 or equivalent. (AA, CSU)

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### ELEC 232 ADVANCED ELECTRONICS MATH
In-depth applications of algebra, trigonometry, logarithms, graphing, as applied to amplifier, oscillator, and microwave circuits. Plus minimum 32 hours by arrangement per term. **Prerequisite:** ELEC 231 with a grade of C or higher. **Corequisite:** ELEC 302. (AA, CSU)

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**Start and end dates for section 82181:** 8/23-10/19
ELEC 405 TRANSFORMERS & ROTATING MACHINERY
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. Corequisite: successful completion of or concurrent enrollment in ELEC 110 or equivalent course. (AA)

92847 ELEC 405 AA Th/F: 8:30-10:00 19-10 Staff 2.0
Thu: 10:01-1:00 19-10
Start and end dates for section 92847: 10/14 12/9

92848 ELEC 405 AB Th/F: 8:30-10:00 19-10 Staff 2.0
Fri: 10:01-1:00 19-10
Start and end dates for section 92848: 10/14 12/9

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. Prerequisites: Successful completion of ELEC 110 and 405 or equivalent. Corequisite: Successful completion of or concurrent enrollment in ELEC 112 or equivalent. (AA)

92843 ELEC 421 AA Wed: 9:00-11:30 19-10 Staff 4.0
Mon: 9:00-11:40 19-10

ELEC 441 SENSORS AND DATA TRANSMISSION
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. Prerequisite: Successful completion of ELEC 110 or equivalent course. Corequisite: Successful completion of or concurrent enrollment in ELEC 112 or equivalent. (AA, CSU)

92856 ELEC 441 AA Tue: 9:00-11:40 19-10 Staff 4.0
Thu: 9:00-11:40 19-10

ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS
Introduction to problem solving, programming, and computational methods using the MATLAB programming environment. Applications in engineering, mathematics, and the sciences. A materials fee is payable upon registration. Plus a minimum of 16 hours by arrangement per term. Prerequisite: Math 241 or Math 251. (AA, CSU)

91590 ENGR 215 AX TTh: 12:00-1:30 19-10 Staff 3.0
TTh: 12:10-1:30 19-124

Online/Evening Class
91595 ENGR 215 OXH Intro Mtg 6:10-8:40 pm 19-121 Staff 3.0
Introductory meeting date for section 91595: 8/19

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. Plus minimum of 16 hours by arrangement per term. Prerequisites: PHYS 250, MATH 252. Corequisite: enrollment in or completion of MATH 253. (AA, CSU, UC)

82370 ENGR 230 AA MWF: 11:10-1:00 19-10 Staff 3.0

ENGR 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 36, Room 311. Register after the first week of classes. Prerequisite: 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

92957 ENGR 690 CC By Arr 3.0 Hrs/Wk 36-311C Frontiera, C. 3.0
83769 ENGR 690 AA By Arr 2.0 Hrs/Wk 36-311C Frontiera, C. 2.0
83770 ENGR 690 BB By Arr 1.0 Hr/Wk 36-311C Frontiera, C. 1.0

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. A $4.00 materials fee is payable upon registration. Plus minimum of 16 hours by arrangement per term. Prerequisites: Math 130 or equivalent; eligibility for ENGL 838/848. (AA, CSU, UC)

91105 ENGR 100 AA MW: 9:30-10:40 19-10 Staff 3.0
MW: 1:30-2:30 19-110

View current open classes at collegeofsanmateo.edu/openclasses
# ENGLISH AND LITERATURE

## ENGLISH COURSE SEQUENCE

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<th>Non Degree Applicable</th>
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<td><strong>ENGL 838</strong></td>
<td><strong>ENGL 100 or ENGL 102</strong></td>
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<td><strong>ENGL 828</strong></td>
<td><strong>ENGL 848</strong></td>
<td><strong>ENGL 100 or ENGL 102</strong></td>
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<td><strong>ENGL 110 or ENGL 165</strong></td>
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### ENGLISH 100 COMPOSITION AND READING

Intensive reading and writing based on the study of primarily nonfiction materials. Students write a minimum of 8,000 words; writing emphasizes expository forms. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** ENGL 838 or 848 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher OR appropriate skill level indicated by the English placement tests and other measures; OR ENGL 836 with a grade of C or higher and READ 836 with Pass or a grade of C or higher or eligibility for 400-level Reading courses (indicated by the Reading placement tests and other measures). **Recommended Preparation:** Reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses. The following English 100 sections are paired with their corequisite English 102 sections that provide extended practice in expository forms. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** ENGL 838 or 848 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher OR appropriate skill level indicated by the English placement tests and other measures; OR ENGL 836 with a grade of C or higher and READ 836 with Pass or a grade of C or higher or eligibility for 400-level Reading courses (indicated by the Reading placement tests and other measures). **Recommended Preparation:** Reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses. The following English 100 sections are paired with their corequisite English 102 sections that provide extended practice in expository forms. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** ENGL 838 or 848 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher OR appropriate skill level indicated by the English placement tests and other measures; OR ENGL 836 with a grade of C or higher and READ 836 with Pass or a grade of C or higher or eligibility for 400-level Reading courses (indicated by the Reading placement tests and other measures).

### Evening Classes

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**Start and end dates for section 83857:** 8/18 12/10

## ENGL 100/102 COMPOSITION AND READING/ENGLISH PRACTICUM

Intensive reading and writing based on the study of primarily nonfiction materials. Students write a minimum of 8,000 words; writing emphasizes expository forms. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** ENGL 838 or 848 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher OR appropriate skill level indicated by the English placement tests and other measures; OR ENGL 836 with a grade of C or higher and READ 836 with Pass or a grade of C or higher or eligibility for 400-level Reading courses (indicated by the Reading placement tests and other measures). **Recommended Preparation:** Reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses. The following English 100 sections are paired with their corequisite English 102 sections that provide extended practice in expository forms. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** ENGL 838 or 848 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher OR appropriate skill level indicated by the English placement tests and other measures; OR ENGL 836 with a grade of C or higher and READ 836 with Pass or a grade of C or higher or eligibility for 400-level Reading courses (indicated by the Reading placement tests and other measures). **Recommended Preparation:** Reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses. The following English 100 sections are paired with their corequisite English 102 sections that provide extended practice in expository forms. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** ENGL 838 or 848 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher OR appropriate skill level indicated by the English placement tests and other measures; OR ENGL 836 with a grade of C or higher and READ 836 with Pass or a grade of C or higher or eligibility for 400-level Reading courses (indicated by the Reading placement tests and other measures). **Recommended Preparation:** Reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses. The following English 100 sections are paired with their corequisite English 102 sections that provide extended practice in expository forms. **Prerequisite:** ENGL 838 or 848 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher OR appropriate skill level indicated by the English placement tests and other measures; OR ENGL 836 with a grade of C or higher and READ 836 with Pass or a grade of C or higher or eligibility for 400-level Reading courses (indicated by the Reading placement tests and other measures). **Recommended Preparation:** Reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses.

### Evening Classes

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<tr>
<th>Section</th>
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How to read class information can be found on page 29.
### ENGL 110: COMPOSITION, LITERATURE, AND CRITICAL THINKING

Introduction to the major imaginative genres of poetry, drama, and fiction. Students will write eight to ten thousand words in expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. Plus minimum 16 hours by arrangement per term. **Prerequisite:** ENGL 100 with a grade of C or higher. (AA: Area E2a/Area E5c, CSU: Area A3, UC: Area 1B)

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<tr>
<th>Course Code</th>
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### ENGL 161: CREATIVE WRITING I

Crafthe writing of short fiction and poetry. Students write a minimum of two short stories and a complete poetry project. **Prerequisite:** eligibility for ENGL 100 or equivalent. Pass/No Pass or letter grade option. (AA: Area E2b, CSU: Area C2, UC)

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<th>Course Code</th>
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### 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. **Prerequisite:** ENGL 110 with a grade of C or higher. (Pass/No Pass or letter grade option) (AA: Area E2b, CSU: Area C2, UC)

<table>
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### ENGL 163: CREATIVE WRITING III

Instruction in the writing of fiction or poetry for advanced students, with an emphasis on longer works. **Prerequisite:** ENGL 162 with a grade of C or higher. (Pass/No Pass or letter grade option) (To increase competency, may be taken twice for a maximum of 6 units.) (AA: Area E2b, CSU: Area C2, UC)

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### ENGL 165: ADVANCED COMPOSITION

Advanced techniques of essay and report writing, with particular emphasis on critical thinking, persuasive and other rhetorical strategies, and research methods. Includes formal instruction in principles of logical thinking, including inductive and deductive reasoning, logical fallacies, and methods of analysis and evaluation. Plus minimum 16 hours by arrangement per term. **Prerequisite:** ENGL 100 with a grade of C or higher. (Pass/No Pass or letter grade option) (AA: Area A3, UC: Area 1B)

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### ENGL 690: SPECIAL PROJECTS

Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

<table>
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### 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, sentence structure. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** appropriate skill level indicated by the English placement tests and other measures or READ 816 or 825 with a grade of C or higher. (Units do not apply toward AA/AS degree.)

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### Additional Courses

- **ENGL 828 CA** (MWF 12:10-1:35) 16-104, Heyman, J. 5.0
- **ENGL 828 DA** (MWF 10:10-11:35) 16-104, Heyman, J. 5.0

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**View current open classes at collegeofsanmateo.edu/openclasses**
### ENGL 838 INTENSIVE INTRODUCTION TO COMPOSITION AND READING

Intensive practice in writing, listening, speaking, and thinking to develop and refine composition proficiency. Plus minimum 16 hours by arrangement per term. English 838 is a prerequisite for enrollment in English 100. All students who received a grade of C in ENGL 828 are strongly advised to enroll in ENGL 838. **Prerequisite:** appropriate skill level indicated by the English placement tests and other measures; OR ENGL 828 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher; OR ENGL 826 with a grade of C or higher and READ 826 with Pass or a grade of C or higher (or eligibility for READ 836 or 400-level Reading course). (AA: Area E2a)

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### Evening Class

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### ENGL 848 INTRODUCTION TO COMPOSITION AND READING

Practice in reading, writing, listening, speaking, and thinking to develop and refine composition proficiency. Plus minimum 16 hours by arrangement per term. English 848 is a prerequisite for enrollment into English 100. All students who received a grade of C in ENGL 828 are strongly advised to enroll in ENGL 838. **Prerequisite:** appropriate skill level indicated by the English placement tests and other measures; OR ENGL 828 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher; OR ENGL 826 with a grade of C or higher and READ 826 with Pass or a grade of C or higher (or eligibility for READ 836 or 400-level Reading course). (AA: Area E2a)

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<th>Units</th>
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<td>91767</td>
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<td>82302</td>
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<td>16-240</td>
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<tr>
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### Evening Classes

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### ENGL 850 WRITING WORKSHOP

For students having difficulty with their writing. Assistance in writing projects is given to students with work in progress. Individual appointments with faculty. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken four times for a maximum of 12 units. (Units do not apply toward AA/AS degree.)

<table>
<thead>
<tr>
<th>Code</th>
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<td>18-104</td>
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### LIT. 151 SHAKESPEARE

Study of representative plays and poems. Reading, discussion, critical papers. **Prerequisite:** ENGL 100 or equivalent. (AA: Area E2c, CSU: Area C2, UC: Area 3B)

<table>
<thead>
<tr>
<th>Code</th>
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<th>Days</th>
<th>Time</th>
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<td>92229</td>
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<td>9:45-11:00</td>
<td>16-205</td>
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**How to read class information can be found on page 29**
## ESL Course Sequence

### Program Skill Levels

<table>
<thead>
<tr>
<th>Program Skill Levels</th>
<th>Grammar &amp; Writing</th>
<th>Listening &amp; Speaking</th>
<th>Reading &amp; Vocabulary</th>
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<tr>
<td>Level 1</td>
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<td>ESL 846</td>
<td>ESL 856</td>
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<td>Level 3</td>
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<td>ESL 847</td>
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### ESL 400 Composition for Non-Native Speakers
Practice in writing expository essays based on the analysis of complex pieces of writing, both fiction and nonfiction. Plus minimum 16 hours by arrangement per term. **Prerequisite:** ESL 828 with a grade of C or higher (or appropriate skill level indicated by placement tests and other measures). **Recommended Preparation:** READ 825 or ESL 880MC with Pass (or appropriate skill level indicated by placement tests and other measures). It is recommended that students enroll concurrently in READ 830. (AA: Area E2a, CSU, UC)

<table>
<thead>
<tr>
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**Evening Class**

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<td>Gershenson, B.</td>
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</table>

### ESL 826 Writing for Non-Native Speakers II
Introduces beginning rhetoric and continues the work of ESL 825 in structural elements of English grammar. **Recommended Preparation:** ESL 825 or ESL 880MC with Pass (or appropriate skill level indicated by placement tests and other measures). Students are strongly advised to enroll concurrently in ESL 856 or higher course, ESL 846 or higher course, and READ 807. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)

<table>
<thead>
<tr>
<th>Offering</th>
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**Evening Class**

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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. **Recommended Preparation:** Successful completion of ESL 826 or appropriate skill level indicated by placement tests and other measures. Students are strongly advised to enroll concurrently in ESL 857, READ 825 or READ 830, and ESL 847 or higher course. Pass/No Pass or letter grade option. (Units do not apply toward AA/AS degree.)

<table>
<thead>
<tr>
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</table>

### 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. **Recommended Preparation:** ESL 827 with Pass or a grade of C or higher (or appropriate skill level indicated by placement tests and other measures) and completion of ESL 857 or higher level reading course with a Pass or a grade of C or higher (or appropriate skill level indicated by placement tests and other measures.) Students are strongly advised to enroll concurrently in READ 825 or higher level reading course and in ESL 848 or higher level speech communication course. (Units do not apply toward AA/AS degree.)

<table>
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### ESL 845 Conversation for Non-Native Speakers I
Practice in basic listening and speaking skills on a range of personal and classroom topics. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** appropriate skill level as indicated by placement tests and other measures. Students are strongly advised to enroll concurrently in ESL 880MC or higher course, ESL 855 or higher course, and READ 807. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)

<table>
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**Evening Class**

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### ESL 846 Conversation for Non-Native Speakers II
Practice in low-intermediate listening and speaking skills on a range of personal and academic topics. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** ESL 845 with Pass (or appropriate skill level as indicated by placement tests and other measures). Students are strongly advised to enroll concurrently in ESL 856 or higher course, ESL 846 or higher, and READ 807. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)

<table>
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<tr>
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**Evening Class**

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*View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)*
ESL 855 READING FOR NON-NATIVE SPEAKERS I
Designed to improve understanding of written instructions and introduce high-beginning vocabulary and comprehension skills (context clues, subjects, and main ideas). Recommended Preparation: appropriate skill level as indicated by Reading Placement tests and/or other measures. Students are strongly advised to enroll concurrently in ESL 825 or higher level writing course, ESL 845 or higher level conversation course, and Read 807, Phonics for Non-Native Speakers. Plus 16 hours by arrangement per term. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)

92801 ESL 855 AA MWF 9:10 10:00 16-204 Paolini, N. 3.0

ESL 856 READING FOR NON-NATIVE SPEAKERS II
Designed to emphasize low-intermediate vocabulary and comprehension skills (context clues, subject, main idea, supporting details, and inferences) and build general background knowledge. Plus minimum 16 hours by arrangement per term. Recommended Preparation: ESL 855 with Pass (or appropriate skill level as indicated by Reading Placement test and/or other measures). Students are strongly advised to enroll concurrently in ESL 826 or higher level writing course, ESL 846 or higher level conversation course, and Read 807, Phonics for Non-Native Speakers. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)

82914 ESL 856 AB MWF 10:10 11:00 16-204 Paolini, N. 3.0

ESL 857 READING FOR NON-NATIVE SPEAKERS III
Designed to emphasize higher-level vocabulary, focus on critical reading, increase basic reading speed, and introduce fiction. Plus minimum 16 lab hours by arrangement per term. Recommended Preparation: successful completion of ESL 847 or appropriate skill level as indicated by placement tests and other measures. Students are strongly advised to enroll concurrently in ESL 827 or higher course and ESL 857 or higher course. Pass/No Pass or letter grade option. May be taken twice for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

92802 ESL 857 AA MWF 9:10 10:00 16-204 Paolini, N. 3.0

ESL 848 CONVERSATION FOR NON-NATIVE SPEAKERS IV
Advanced practice in conversation, listening, and the use of idiomatic expressions on a range of academic and informal topics. Plus minimum 16 lab hours by arrangement per term. Recommended Preparation: successful completion of ESL 847 or appropriate skill level as indicated by placement tests and other measures. Students are strongly advised to enroll concurrently in ESL 828 or higher course and READ 825 or higher course. Pass/No Pass or letter grade option. (Units do not apply toward AA/AS degree.)

92800 ESL 848 AB MWF 11:10 12:00 16-246 Sobel, A. 3.0

ESL 880MC BASIC GRAMMAR FOR NON-NATIVE SPEAKERS I
Practice in beginning-level grammar at the sentence level and in short writing assignments. Recommended Preparation: Appropriate skill level as indicated by placement test and/or other measures. Students are strongly advised to enroll concurrently in ESL 825 or higher course, ESL 855 or higher course, and READ 807. (Units do not apply toward AA/AS degree.)

92826 ESL 880MC AD MWF 12:10 1:00 16-242 Schulze, F. 3.0

ESL 895 INDIVIDUALIZED READING IMPROVEMENT FOR NON-NATIVE SPEAKERS
Improve reading skills. Practice methods of increasing comprehension and vocabulary to meet specific student needs. May include computer-assisted and audio-visual instruction. Open to all non-native speakers of English. Students may enroll in this self-paced course any time through the 13th week of the semester. Recommended Preparation: SLEP Reading Placement Score of 15 or higher. Pass/No Pass grading. May be taken up to four times for a maximum of 12 units. (Units do not apply toward AA/AS degree.)

89523 ESL 895 AO By Arr 1:5-9.0 Hrs/Wk 18-101 Paolini, N. 5.3.0

How to read class information can be found on page 29
ESL 896 ESSENTIAL VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH
A self-paced, individualized course designed to help non-native speakers of English build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Pass/No Pass grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.)

ESL 897 VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH
A self-paced, individualized course designed to help non-native speakers of English build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Pass/No Pass grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.)

ETHNIC STUDIES

ETHN 101 INTRODUCTION TO ETHNIC STUDIES I
Study of the historical and cultural presence of Native Americans and La Raza in U.S.; emphasis on contributions to California’s institutions. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415; or appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D/Area F3, UC: Area 4)

ETHN 102 INTRODUCTION TO ETHNIC STUDIES II
Study of the historical and cultural presence of African-Americans and Asians in the U.S. Emphasis on their contributions to California’s institutions. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415; or appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D/Area F3, UC: Area 4)

ETHN 265 EVOLUTION OF HIP HOP CULTURE: A SOCIO-ECONOMIC AND POLITICAL PERSPECTIVE
A historical analysis of Hip Hop as an African American cultural, economic, and social political movement. Course traces origins of Hip Hop and examines its major elements. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415; or appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area C2, UC)

ETHN 288 AFRICAN-AMERICAN CINEMA
Critical analysis of Black contributions in films; roles in ownership, acting, production. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415; or appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area C1, UC: Area 3A)

ETHN 300 INTRODUCTION TO LA RAZA STUDIES
Introduction to the philosophy, methodology, and structure of La Raza studies. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415; or appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area D, UC: Area 4)

ETHN 350 NATIVE AMERICAN WAY OF LIFE
A study of Native American philosophy, customs and spiritual practices based on the works of Dr. Carlos Castaneda. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415; or appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5c, CSU: Area C2, UC: Area 3B)
ETHN 360 THE PEOPLE AND CULTURES OF POLYNESIA: AN INTRODUCTION
Introduction to the history and cultures of the Polynesian islands. Focuses on the history, geography, social institutions, languages, traditions, and recent issues affecting the people, both on the islands and the United States mainland. Compares and contrasts selected islands of the Pacific. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area D, UC: Area 4)

87184 ETHN 360 AA MWF 12:10 1:00 14-118 Naufahu, K. 3.0

ETHN 440 CULTURAL EXPERIENCE OF ASIAN-AMERICAN WRITERS
Introduction to Asian-American writers? experience as shaped by the treatment of minorities in the U.S. and by institutional racism. Analyzes writers' works in the context of historical, social, and political influences and compares Asian-Americans with other ethnic groups and the majority society. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5b, CSU: Area C2/Area D, UC: Area 3B/Area 4)

91770 ETHN 440 AA MWF 11:10 12:00 14-104 Fong, J. 3.0

ETHN 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

92941 ETHN 690 CC By Arr 3.0 Hrs/Wk 19-113 Ross, K. 3.0
83591 ETHN 690 AA By Arr 2.0 Hrs/Wk 19-113 Ross, K. 2.0
83592 ETHN 690 BB By Arr 1.0 Hr/Wk 19-113 Ross, K. 1.0

FIRE TECHNOLOGY
FIRE 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean; Bldg. 19, Room 113. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA)

92952 FIRE 690 CC By Arr 3.0 Hrs/Wk 19-113 Ross, K. 3.0
83591 FIRE 690 AA By Arr 2.0 Hrs/Wk 19-113 Ross, K. 2.0
83592 FIRE 690 BB By Arr 1.0 Hr/Wk 19-113 Ross, K. 1.0

FIRE 715 (FT1) FIRE PROTECTION ORGANIZATION
History and philosophy of fire protection; organization of public and private fire protection services; laws and regulations affecting the fire service; basic chemistry and physics; and basic fire systems, fire strategy, and tactics. (AA: E5d, CSU)

82409 FIRE 715 AA Wed 2:10 5:00 12-108 Baird, C. 3.0

**Evening Class**
90356 FIRE 715 JA Thu 7:10 10:00 12-108 Kammeyer II, J. 3.0

FIRE 720 (FT2) FIRE PREVENTION TECH.
History and philosophy of fire prevention, organization, codes, identification and correction of hazards, prevention, public education. (AA, CSU)

85777 FIRE 720 AA Tue 10:10 1:00 12-108 Constantino, P. 3.0

FIRE 740 (FT4) BUILDING CONSTRUCTION FOR FIRE PROTECTION
Components of building construction that relate to fire safety. Covers the development and evolution of building codes in relationship to past fires in residential, commercial, and industrial occupancies. (AA, CSU)

86374 FIRE 740 AA Thu 10:10 1:00 12-108 Ciucci, D. 3.0

FIRE 745 (FT3) FIRE PROTECTION SYSTEMS AND EQUIPMENT
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler extinguishers. (AA, CSU)

90357 FIRE 745 JA Tue 7:10 10:00 12-108 Constantino, P. 3.0

**Evening Class**
92760 FIRE 748 AA Thu 2:10 5:00 12-108 Marshall Jr, K. 3.0

FIRE 748 (FT6) FIREFIGHTER SAFETY & SURVIVAL
Basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services. **Prerequisite:** Concurrent enrollment in, or prior completion of (with a C or better), FIRE 715 or equivalent; or one year of fire service experience (requires letter from employing agency). (AA, CSU)

92760 FIRE 748 AA Thu 2:10 5:00 12-108 Marshall Jr, K. 3.0

**How to read class information can be found on page 29**
FOREIGN LANGUAGES

For information about a Certificate of Specialization in Spanish, see the Catalog or contact the Language Arts Division Office (Bldg. 15, Room 168, 574-6314).

For offerings in specific languages, see the following headings in this schedule: American Sign Language, Chinese, Italian, Japanese, and Spanish.

NUMBERS AND LEVELS

The beginning courses in the classroom transfer sequences are numbered 110 (often offered also as 111 and 112), 120 (often offered also as 121 and 122), 130 (often offered also as 131 and 132), and 140. Some languages offer higher-level classes with numbers in the 100 and 200 range.

If you have completed one semester of a language in high school, consider starting with a 112 class. If you have completed one year, consider 120 or 121. If you have completed two years, consider 130 or 131.

Non-transfer courses focusing on spoken language are numbered 801, 802, 802, etc. The first class is for those with little or no knowledge of the language. These courses may be taken separately or concurrently with 100-series classes.

At the first class meeting, your instructor can help you decide whether you have chosen the right level. If you have not, you can transfer to a higher or lower class.

GEOGRAPHY

GEOG 100 PHYSICAL GEOGRAPHY

Basic characteristics and distributions of Earth's physical features, natural systems, and phenomena and their interrelationships with one another and the human world. Includes basic characteristics of maps, seasons, weather and climate, vegetation biomes, ocean currents and landforms. Recommended Preparation: Eligibility for ENGL 838 or ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placements tests or other measures (AA: Area 5a, CSU: Area B1, UC: Area 5A)

GEOG 110 CULTURAL GEOGRAPHY

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 the physical environment (terrain, climate, vegetation, wildlife, availability of natural resources, etc.) and with one another (through language, religion, economy, government, etc.). Attention to the concepts of location, place, distribution, circulation, and region. The concepts of culture region, cultural diffusion, cultural ecology, cultural interaction, and cultural landscape applied to analysis of specific features and processes, including those of popular culture. Recommended Preparation: eligibility for ENGL 838 or ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placements tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area B1, UC: Area 4)

FOREIGN LANGUAGES

For information about a Certificate of Specialization in Spanish, see the Catalog or contact the Language Arts Division Office (Bldg. 15, Room 168, 574-6314).

For offerings in specific languages, see the following headings in this schedule: American Sign Language, Chinese, Italian, Japanese, and Spanish.

NUMBERS AND LEVELS

The beginning courses in the classroom transfer sequences are numbered 110 (often offered also as 111 and 112), 120 (often offered also as 121 and 122), 130 (often offered also as 131 and 132), and 140. Some languages offer higher-level classes with numbers in the 100 and 200 range.

If you have completed one semester of a language in high school, consider starting with a 112 class. If you have completed one year, consider 120 or 121. If you have completed two years, consider 130 or 131.

Non-transfer courses focusing on spoken language are numbered 801, 802, 802, etc. The first class is for those with little or no knowledge of the language. These courses may be taken separately or concurrently with 100-series classes.

At the first class meeting, your instructor can help you decide whether you have chosen the right level. If you have not, you can transfer to a higher or lower class.
GEOG 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. Prerequisite: 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

92942 GEOG 690 CC By Arr 3.0 Hrs/Wk 15-168 Henson, K. 3.0
82466 GEOG 690 AA By Arr 2.0 Hrs/Wk 15-168 Henson, K. 2.0
82467 GEOG 690 BB By Arr 1.0 Hr/Wk 15-168 Henson, K. 1.0

GEOLOGY

GEOL 100 SURVEY OF GEOLOGY
Earthquakes, volcanoes, drifting continents and plate tectonics; earth materials and processes that shape the land. Plus minimum 16 hours by arrangement per term. Not open to students who have taken or are taking GEOL 210. (AA: Area E5a, CSU: Area B1, UC: Area 5A)

82468 GEOL 100 AA MWF 11:10 12:00 36-109 Hand, L. 3.0
92773 GEOL 100 AB TTh 9:10 10:25 36-109 Hand, L. 3.0

GEOL 101 GEOLOGY LABORATORY
Identification of tectonic plates, minerals, rocks, plate rates; and geologic interpretation of maps and seisograms. One or more field trips may be required. Extra supplies may be required. Plus minimum 16 hours by arrangement per term. Prerequisite: concurrent enrollment in or completion of GEOL 100 with a grade of C or higher. (AA: Area E5a, CSU: Area B3, UC: Area 5A*)

82470 GEOL 101 AA Wed 2:10 5:00 36-119 Hand, L. 1.0

GRAPHICS
See "Digital Media" on page 53

HEALTH SCIENCE

HSCI 100 GENERAL HEALTH SCIENCE
Survey of most prevalent health issues; emphasis is on prevention and early treatment of health related issues, and lifelong maintenance of good health. Recommended Preparation: eligibility for ENGL 838/848 or ESL 400 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests or other measures. (AA: Area E5d, CSU: Area E, UC.)

92776 HSCI 100 AA TTh 11:10 12:25 36-207 Zahedi, S. 3.0

Evening Class

92777 HSCI 100 JA Thu 6:00 9:00 36-207 Zahedi, S. 3.0

Online Class

92778 HSCI 100 OLH See pages 95-102 Online-CRS Beliz, T. 3.0

HISTORY

HIST 100 HISTORY OF WESTERN CIVILIZATION I
The ancient world; medieval society; Renaissance and Reformation; early modern times. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by reading placement tests or other measures. (AA: Area E1a/Area E5b, CSU: Area D, UC: Area 3B)

83471 HIST 100 AA MWF 10:10 11:00 14-116 Robertson, J. 3.0
84442 HIST 100 AB TTh 9:45 11:00 14-116 Robertson, J. 3.0

HIST 101 HISTORY OF WESTERN CIVILIZATION II
Early modern Europe; the Enlightenment; the age of revolutions; nationalism and imperialism; world wars; rise of totalitarianism; today’s challenges. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1a/Area E5b, CSU: Area D, UC: Area 3B)

Evening Class

91735 HIST 101 JA TTh 5:30 6:45 14-116 Robertson, J. 3.0

HIST 102 HISTORY OF AMERICAN CIVILIZATION
A survey of American history from discovery to the present, emphasizing political, cultural, constitutional and economic trends. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1a/Area E5b, CSU: Area D/Area F1, UC: Area 3B)

92295 HIST 102 AA MWF 9:10 10:00 14-116 Still, M. 3.0

HIST 201 UNITED STATES HISTORY I
History of the U.S. through the Civil War. Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or
415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1/Area E5b, CSU: Area D/Area F1, UC: Area 4)

Fall 2010 Classes
View current open classes at collegeofsanmateo.edu/openclasses

HISTORY – HORTICULTURE

HORT 201 UNITED STATES HISTORY II
History of the U.S. from 1865 to the present. Required Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher or concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1/Area E5b, CSU: Area D/Area F1, UC: Area 4)

- 83784 HIST 201 AA MWF 8:10 9:00 14-116 Still, M. 3.0
- 82489 HIST 201 BA TTh 8:10 9:25 14-116 Robertson, J. 3.0
- 82487 HIST 201 BB MWF 12:10 1:00 14-116 Robertson, J. 3.0
- 92303 HIST 201 BC TTh 11:10 12:25 14-116 Still, M. 3.0

Evening Class
- 92294 HIST 201 JC Wed 6:00 9:00 14-116 Robertson, J. 3.0

HIST 260 WOMEN IN AMERICAN HISTORY
American women from colonial times to the present; analysis of their political, economic, social developments; constitutional and legal gains. Required Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher or concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E1/Area E5b, CSU: Area D/Area F1, UC: Area 4)

- 92297 HIST 260 AD MWF 8:10 9:00 14-118 Svanevik, M. 3.0
- 92298 HIST 260 AE TTh 9:45 11:00 14-118 Svanevik, M. 3.0

Online Class
- 92879 HIST 260 OLH See pages 95–102 Online-CRS Kornblau, J. 3.0

HORT 310 CALIFORNIA HISTORY
Survey of major trends in the constitutional, political and economic growth of the State of California. Required Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher or concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1/Area E5b, CSU: Area D/Area F3, UC: Area 4)

- 82498 HIST 310 AC MWF 9:10 10:00 14-118 Svanevik, M. 3.0
- 82501 HIST 310 BA MWF 11:10 12:00 14-116 Still, M. 3.0

HORT 315 HISTORY OF SAN MATEO COUNTY
Survey of development of the County from Spanish and Indian times to the present, from frontier to suburb. Required Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher or concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA, CSU)

- 82504 HIST 315 AA MWF 10:10 11:00 14-214 Svanevik, M. 3.0

HORT 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. Prerequisite: 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

- 92943 HIST 690 CC By Arr 3.0 Hrs/Wk 15:168 Henson, K. 3.0
- 82506 HIST 690 AA By Arr 2.0 Hrs/Wk 15:168 Henson, K. 2.0
- 82508 HIST 690 BB By Arr 1.0 Hrs/Wk 15:168 Henson, K. 1.0

View current open classes at collegeofsanmateo.edu/openclasses

HORT 401 FLORAL ARRANGING II
Continuation of the study of floral arranging, emphasizing modern techniques and styles as currently used. Develops the practical application and construction of both decorative and natural design styles, with emphasis on the development of speed and efficiency. A $125.00 materials fee (approximately $7 per class) is payable upon registration. Plus minimum 16 hours by arrangement per term. Prerequisite: HORT 400 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

Evening Class
- 89031 HORT 401 JA Wed 6:30 7:30 20-101 Staff 1.5

HORT 417 EUROPEAN FLORAL DESIGN
A study of floral design with emphasis on modern European styles. A $125 materials fee is payable upon registration. Prerequisite: HORT 401 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

Saturday Class
- 90061 HORT 417 SAH Sat 9:10 10:00 20-101 Staff 1.5

Start and end dates for section 90061: 8/21 12/18

Floristry

collegeofsanmateo.edu/floristry • (650) 574-6217
HUMANITIES

HUM. 114 FILM AND LITERATURE AS COMMUNICATION IN THE MODERN ERA

Human communication through drama, literature and film in the 20th century. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5, CSU: Area C1/Area C2, UC: Area 3B)

92831 HUM. 114 AA TTh 11:10 12:25 14-213 Laderman, D. 3.0

HUM. 125 TECHNOLOGY/CONTEMPORARY SOCIETY/ HUMAN VALUES

Critical humanistic analysis of development and impact of modern technology in diverse areas (e.g. warfare, work, genetics, information, politics, environment). **Recommended Preparation:** eligibility for ENGL 100 and concurrent enrollment in or completion of READ 400, 405 or 415 with a grade of C or higher OR concurrent enrollment in READ 400, 405 or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5, CSU: Area C2/ Area D, UC: Area 3B)

82551 HUM. 125 AA MWF 11:10 12:00 16-106 Danielson, D. 3.0

HUM. 140 CULTURAL HERITAGE OF SAN FRANCISCO AND ITS ENVIRONS

History, art, architecture, music, literature and geography of San Francisco and its environs. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5, CSU: Area C2)

82556 HUM. 140 AA MWF 11:10 12:00 14-117 Svanevik, M. 3.0

HUM. 675 HONORS COLLOQUIUM IN WESTERN CIVILIZATION

Selected advanced topics in Western Civilization. Readings, discussion, and lectures. **Prerequisite:** limited to students in the honors Program who have passed or are concurrently enrolled in an associated non-honors course in Western Civilization. **Recommended Preparation:** completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5, CSU)

82557 HUM. 675 HA Thu 11:10 2:00 18-204 Danielson, D. 1.0

HUM. 690 SPECIAL PROJECTS

Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. **Prerequisite:** eligibility in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. **Recommended Preparation:** completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5, CSU)

92944 HUM. 690 CC By Arr 3.0 Hrs/Wk 15-168 Henson, K. 3.0
82558 HUM. 690 AA By Arr 2.0 Hrs/Wk 15-168 Henson, K. 2.0
82559 HUM. 690 BB By Arr 1.0 Hr/Wk 15-168 Henson, K. 1.0

INTEGRATIVE LEARNING: LEARNING COMMUNITIES

WRITING IN THE END ZONE I

This collaborative learning community links Introduction to College and Intercollegiate Athletics with Basic Composition and Reading. While exploring the demands and rewards of being a student-athlete, students will learn essential organizational, study, and time management strategies along with reading, writing, and critical thinking skills needed to succeed in college. **Recommended Preparation:** appropriate skill level indicated by the English placement tests and other measures OR READ 816 or 825 with a grade of C or higher. (Units do not apply toward AA/AS degree.) Students must enroll in ENGL 828 BC and P.E. 130 AA as paired.

90310 ENGL 828 BC MWF 11:10 12:35 16-206 Kitamura, J. 5.0
91351 P.E. 130 AA MW 11:10 2:00 14-105 Pollack, B. 2.0

WRITING IN THE END ZONE III

This learning community links Composition and Reading and Varsity Football. Students will continue intensive critical reading and writing practice, focusing on expository texts. Students will reflect on and refine their reading and writing processes, learn to incorporate a variety of advanced and sophisticated sentence structures into their writing, and write logically organized and developed academic, text-based essays on a variety of socially and culturally significant topics, some of which may relate to athletics. **Prerequisite:** ENGL 838/848 with a grade of C or higher; OR ESL 400 with a grade of C or higher; OR appropriate skill level indicated by the English placement tests and other measures; OR equivalent. **Recommended Preparation:** Reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses. VARS 130, **Recommended Preparation:**interscholastic participation or the equivalent. Students must enroll in ENGL 100 FE, ENGL 102 FE and VARS 130 BB.

92789 ENGL 100 FE MWF 11:10 12:00 16-202 James, K. 3.0
92790 ENGL 102 FE MWF 12:00 12:35 16-202 James, K. 2.0
91362 VARS 130 BB Daily 4:10 6:00 8-FOOT Pollack, B. 2.0

How to read class information can be found on page 29
VOICES OF A STRANGER

"Voices of a Stranger" learning community will invite a series of guest speakers to share their experiences on a range of topics including the psychological effects of war, coping with addiction, and the challenges faced by men who are released from prison. **Prerequisite:** ENGL 100 with a grade of C or higher. (AA: Area E2a/Area E5c, CSU: Area A3, UC: Area 1B)

Students who enroll in one of the sections below will be participants.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>92791</td>
<td>ENGL 110 BL</td>
<td>TTh</td>
<td>12:10-1:25</td>
<td>Carranza, J.</td>
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<td>92792</td>
<td>ENGL 110 BM</td>
<td>TTh</td>
<td>12:10-1:25</td>
<td>Kitamura, J.</td>
<td>3.0</td>
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</table>

ITALIAN

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 65.

**ITAL 111 ELEMENTARY ITALIAN I**

Conversation in Italian, dictation, reading, fundamentals of grammar and writing of simple Italian exercises. **Recommended Preparation:** eligibility for ENGL 838 or a higher English course. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC)

Evening Class

<table>
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<th>Code</th>
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<th>Instructor</th>
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<tr>
<td>89083</td>
<td>ITAL 111 JX</td>
<td>Mon</td>
<td>6:30-9:35</td>
<td>Balestra, T.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**ITAL 801 CONVERSATIONAL ITALIAN I**

A practical course in the Italian language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech, supported by sufficient grammar to give flexibility in the spoken language. Pass/No Pass grading. (This course will not fulfill the language requirement at California State Universities or the University of California.) (AA)

Evening Class

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<tr>
<th>Code</th>
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<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Units</th>
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</thead>
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<td>92224</td>
<td>ITAL 801 JX</td>
<td>Mon</td>
<td>6:30-9:35</td>
<td>Balestra, T.</td>
<td>2.0</td>
</tr>
</tbody>
</table>

JAPANESE

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 65.

**JAPN 111 ELEMENTARY JAPANESE I**

Covers approximately the first half of the semester’s work in JAPN 110. Emphasizes oral expression, reading, and written forms. Pass/No Pass or letter grade option. Meets AA Information Competency Requirement. (AA, CSU: Area C2, UC)

Evening Class

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<th>Code</th>
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<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>83418</td>
<td>JAPN 111JB</td>
<td>Tue</td>
<td>6:30-9:30</td>
<td>Conway, M.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

JOURNALISM

See "Digital Media" on page 53

LIBRARY STUDIES

**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. Meets AA Information Competency Requirement. (AA: Area E5d, CSU)

<table>
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<tr>
<th>Code</th>
<th>Course</th>
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<th>End</th>
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<tr>
<td>92304</td>
<td>LIBR 100 A2</td>
<td>TTh</td>
<td>9/10 10:00</td>
<td>9/20</td>
<td>Morris, T.</td>
<td>1.0</td>
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<tr>
<td>92864</td>
<td>LIBR 100 OTH</td>
<td>See pages 95–102</td>
<td>Online-CRS</td>
<td>Alaniz, M.</td>
<td>1.0</td>
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START and END DATES:

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<th>Code</th>
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<th>End</th>
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<td>92304</td>
<td>LIBR 100 A2</td>
<td>10/14</td>
<td>12/9</td>
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<tr>
<td>92864</td>
<td>LIBR 100 OTH</td>
<td>9/1</td>
<td>10/27</td>
</tr>
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MANAGEMENT

Also see Business

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

**MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT**

Examines managerial functions and roles as well as the evolution of management theories. Gives considerable attention to the identification and development of critical managerial skills. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5d, CSU)

Evening Class

<table>
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<tr>
<th>Code</th>
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<tr>
<td>82710</td>
<td>MGMT 100 JA</td>
<td>Thu</td>
<td>6:30-9:20</td>
<td>Blake, C.</td>
<td>3.0</td>
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</table>

**MGMT 235 TECHNIQUES OF SUPERVISION**

Role of the manager: leadership, communications, problem solving, decision making, reducing costs, planning, and managing time. **Recommended Preparation:** eligibility for ENGL 848. (AA, CSU)

Evening Class

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<tr>
<th>Code</th>
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<th>Instructor</th>
<th>Units</th>
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<tr>
<td>82713</td>
<td>MGMT 235 JA</td>
<td>Thu</td>
<td>6:30-9:20</td>
<td>TBA</td>
<td>Erickson, C.</td>
</tr>
</tbody>
</table>

**MGMT 265 PROJECT MANAGEMENT**

Principal functions of contemporary project management, including defining, organizing, tracking, and communicating information in order to meet project goals. Focuses on the science of project management as well as the art of managing projects. **Recommended Preparation:** eligibility for ENGL 848. (AA, CSU)

Evening Class

<table>
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<tr>
<th>Code</th>
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<td>89854</td>
<td>MGMT 265 JA</td>
<td>Wed</td>
<td>6:30-9:20</td>
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<td>Staff</td>
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**MGMT 690 SPECIAL PROJECTS**

Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 19, Room 113. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

<table>
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<tr>
<th>Code</th>
<th>Course</th>
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View current open classes at collegeofsanmateo.edu/openclasses.
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. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. Prerequisite: appropriate score on the College Placement Test and other measures as appropriate; OR MATH 811 with a grade of C or higher; OR MATH 802 with a grade of C or higher. Recommended Preparation: concurrent enrollment in READ 830. (Units do not apply toward AA/AS degree.)

MATH 111 ELEMENTARY ALGEBRA I

Covers first half of MATH 110. First half of a study of elementary algebra including introduction to: signed number operations, order of operations, linear equations and inequalities in one and two variables, systems of linear equations, exponents. Plus 16 minimum hours by arrangement per term. Extra supplies may be required. Prerequisite: appropriate score on the College Placement Test and other measures as appropriate; OR MATH 811 with a grade of C or higher; OR MATH 802 with a grade of C or higher. Recommended Preparation: concurrent enrollment in READ 830. (Units do not apply toward AA/AS degree.)

MATH 112 ELEMENTARY ALGEBRA II

Covers second half of MATH 110. Second half of a study of elementary algebra including introduction to: exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. Plus 16 hours by arrangement per term. Extra supplies may be required. Prerequisite: satisfactory completion of MATH 111. Recommended Preparation: concurrent enrollment in READ 830. (Units do not apply toward AA/AS degree.)

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, systems of equations, inequalities, graphical representations, functions, sequences and series. Plus 16 hours by arrangement per term. Extra supplies may be required. Prerequisite: satisfactory completion of MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate. Recommended Preparation: MATH 115 and READ 830. (AA: Area C1/Area E2c)

See the CSM Catalog, your counselor, or assist.org for transferable math courses related to your preferred major.
## MATHEMATICS

**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. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** satisfactory completion of MATH 110 with a grade of C or higher or MATH 112 with a grade of C or higher OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** MATH 115 and READ 830. (AA)

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**MATH 123 INTERMEDIATE ALGEBRA II**
Second half of MATH 120. A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. MATH 122 and 123 together are equivalent to MATH 120. Plus minimum 16 hour by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 122 with a grade of C or higher. **Recommended Preparation:** MATH 115 and READ 830. (AA: Area C1/Area 2c)

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**MATH 125 ELEMENTARY FINITE MATHEMATICS**
Systems of linear equations and inequalities, matrices, set theory, logic, elementary probability, linear programming, and mathematics of finance. Plus one hour by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** completion of READ 400 or 405. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

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**MATH 130 ANALYTIC 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. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** completion of READ 400 or 405. (AA: Area E2c, CSU: Area B4)

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**MATH 200 ELEMENTARY PROBABILITY AND STATISTICS**
Representation of data, use and misuse of statistics, measures of central tendency and dispersion, probability sampling distributions; statistical inference, regression and correlation, contingency tables, and non-parametric methods. Measures of central tendency and dispersion; sampling distributions, statistical inference, regression and correlation. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** completion of READ 400 or 405. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

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**Evening Classes**

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**MATH 222 PRECALCULUS**
Study of more advanced algebra including the theory of equations, complex numbers, logarithmic and exponential equations, sequences and series, mathematical induction; review of trigonometry and topics of analytical geometry. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** completion of READ 400 or 405. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

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Mathematics courses continued on next page

View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses).
MATH 241 APPLIED CALCULUS I
Selected topics from analytic geometry, plus basic techniques of both differential and integral calculus. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR equivalent. Subject to satisfaction with the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (AA: Area E2, Area B4, UC: Area 2A)

**Evening Class**
- 82666 MATH 241 AA Daily 8:10 9:00 18-301 O'Mahony, R. 5.0
- 82667 MATH 241 AC Daily 9:10 10:00 18-305 Gregory, C. 5.0

**Morning Class**
- 82666 MATH 241 AA Daily 8:10 9:00 18-301 O'Mahony, R. 5.0

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. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 130 or 241 OR other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (AA: Area B4, UC: Area 2A)

**Evening Class**
- 82672 MATH 242 AA TTh 8:10 9:30 18-307 Urman, R. 3.0

MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I
Study of limits, continuity, the derivative, and its applications, and the definite integral. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 130 and 241 OR other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (AA: Area B4, UC: Area 2A)

**Evening Class**
- 82674 MATH 251 AA Daily 8:10 9:00 18-307 Urman, R. 3.0

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. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 251. **Recommended Preparation:** READ 400 or 405. (AA: Area B4, UC: Area 2A)

**Evening Class**
- 82677 MATH 252 AA Daily 8:10 9:00 16-140 Robinson, D. 5.0

MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III
Study of the calculus of functions of several independent variables, partial derivatives, multiple integration, vectors and vector calculus to include Green’s theorem, Stokes’ theorem, and the divergence theorem. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 252 OR other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (AA: Area B4, UC: Area 2A)

**Evening Class**
- 82679 MATH 253 AA Daily 8:10 9:00 18-307 Nishanian, H. 5.0

MATH 270 LINEAR ALGEBRA
Vectors and matrices applied to linear equations and linear transformations; real and inner product spaces. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 252 or equivalent. **Recommended Preparation:** READ 400 or 405; completion of or concurrent enrollment in MATH 231. (AA: Area B4, UC: Area 2A)

**Evening Class**
- 82681 MATH 270 JA Tue 7:00 9:50 18-205 Hasson, R. 3.0

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS
Differential equations of first, second and higher order; simultaneous linear equations; solutions by power series and numerical methods. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 253 or equivalent. **Recommended Preparation:** READ 400 or 405. With permission of instructor, may be taken concurrently with MATH 253. (AA: Area B4, UC: Area 2A)

**Evening Class**
- 83373 MATH 275 AA TTh 9:45 11:00 16-107 Feinman, Y. 3.0

MATH 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 36, Room 311. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

- 92081 MATH 690 CC By Arr 3.0 Hr/Wk 36-311C Frontiera, C. 3.0
- 83775 MATH 690 AA By Arr 2.0 Hrs/Wk 36-311C Frontiera, C. 2.0
- 83776 MATH 690 BB By Arr 1.0 Hr/Wk 36-311C Frontiera, C. 1.0

MATH 802 PREPARATION FOR ALGEBRA
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 36, Room 311. Register after the first week of classes. **Prerequisite:** satisfactory completion of MATH 811 or other measures as appropriate. **Recommended Preparation:** READ 825. Pass/No Pass or letter grade option. (Units do not apply toward AA/AS degree.)

- 91279 MATH 802 AA MWF 8:10 9:00 18-307 Feinman, Y. 3.0

MATH 811 ARITHMETIC REVIEW
Basic arithmetic involving whole numbers, signed numbers, fractions, decimals, and percents; estimation, number sense, calculator skills, area and volume, and applications. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** concurrent enrollment in READ 825. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)

- 92650 MATH 811 AA MWF 9:10 10:00 18-307 Nishanian, H. 3.0
- 92031 MATH 811 AB TTh 9:45 11:00 16-140 Urman, R. 3.0
- 82684 MATH 811 BA MWF 10:10 11:00 18-307 Urman, R. 3.0
- 82685 MATH 811 CA MWF 11:10 12:00 18-307 Callahan, P. 3.0
- 82686 MATH 811 DA MWF 12:10 1:00 18-307 Staff 3.0

**Saturday Class**
- 90693 MATH 811 SAH Sat 9:10 12:25 18-205 Staff 3.0

MATH 820 ELEMENTARY METEOROLOGY
Study of the atmosphere’s structure, the earth’s heat budget, cloud forms, wind and precipitation. (AA: Area E5a, CSU: Area B1, UC: Area 5A)

- 82709 MTE 820 AA MWF 9:10 10:00 16-140 Robinson, D. 3.0
MUSIC

MUS. 100 FUNDAMENTALS OF MUSIC

Learn how to read music and perform it at sight. Recommended for beginning students. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

- **83190 MUS. 100 AA** MWF 8:10 9:00 2-250 Ferguson, C. 3.0
- **82731 MUS. 100 BB** MWF 9:10 10:00 2-110 Hanson, M. 3.0
- **82732 MUS. 100 CC** TTh 9:45 11:00 2-250 Galisatus, M. 3.0
- **82733 MUS. 100 DD** MWF 10:10 11:00 2-110 Devine, T. 3.0
- **82734 MUS. 100 EE** TTh 11:10 12:25 2-110 Hoffmann, S. 3.0

**Online Class**

- **90463 MUS. 100 OLH** See pages 95–102 Online-CRS Bobrowski, C. 3.0

**MUS. 101 MUSICIANSHIP I**

Sharpen your ear and deepen your understanding and appreciation of music through sight singing, dictation, basic keyboard exercises and other performance related skills. Topics include musical notation, tonality, rhythm, meter, intervals and triadic forms. Concurrent enrollment in MUS 131 and MUS 800 recommended for music majors. **Prerequisite:** MUS 100 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848. (AA, CSU, UC)

- **82735 MUS. 101 AA** MWF 10:10 11:00 2-250 Colombo, J. 3.0

**MUS. 102 MUSICIANSHIP II**

Continuation of applied aural and performance skills introduced and developed in MUS 101. Ear training, sight singing, and melodic, harmonic and rhythmic dictation are emphasized. Specific topics include harmonic progression, triadic structures and patterns in tonal melodies, more complex rhythmic patterns, as well as developing skills in musical transcription and basic keyboard harmony. Concurrent enrollment in MUS 132 and MUS 800 recommended for music majors. **Prerequisite:** MUS 101 or equivalent. **Recommended Preparation:** eligibility for ENGL 838 or 848. (AA, CSU, UC)

- **82736 MUS. 102 AX** TTh 9:45 11:00 2-110 Colombo, J. 3.0

**MUS. 103 MUSICIANSHIP III**

Continuation of MUS. 102. **Prerequisite:** MUS. 102 or equivalent. **Corequisite:** concurrent enrollment in MUS 133. (AA, CSU, UC)

- **82737 MUS. 103 AX** TTh 9:45 11:00 2-110 Colombo, J. 3.0

**MUS. 104 MUSICIANSHIP IV**

Continuation of MUS. 103. **Prerequisite:** MUS. 103. **Corequisite:** concurrent enrollment in MUS 134. (AA, CSU, UC)

- **83191 MUS. 104 AX** TTh 9:45 11:00 2-110 Colombo, J. 3.0

**MUS. 131 HARMONY I**

Why do certain notes sound more emotionally charged than others? Why are there three different forms of minor scales? Questions such as these will be answered through an in-depth look at the basic structures and aesthetics of tonal music. Assignments focus on building written skills, contextual analysis and creative composition. **Prerequisite:** MUS 100 or equivalent. Concurrent enrollment in MUS 101 and MUS 800 strongly recommended for all music majors. Other **Recommended Preparation:** eligibility for ENGL 838/848. (AA, CSU: Area C1, UC: Area 3A)

- **82738 MUS. 131 AA** MWF 9:10 10:00 2-250 Colombo, J. 3.0

**MUS. 133 HARMONY III**

Explore the power behind chromatic alteration in tonal music. Study mode mix, augmented 6th sonorites, Neapolitan 6th chords, 9th/11th and 13th chords and more, as well as more advanced modulatory techniques. Contextual analysis of classical, jazz, and popular music. Emphasis is on written and analytical skills and creative composition. **Prerequisite:** MUS 132 or equivalent. Concurrent enrollment in MUS 101 and MUS 800 recommended for music majors. **Prerequisite:** MUS 100 or equivalent. Concurrent enrollment in MUS 101 and MUS 800 strongly recommended for all music majors. Other **Recommended Preparation:** eligibility for ENGL 838/848. (AA, CSU, UC)

- **82740 MUS. 133 AX** Tue 11:10 12:25 2-240 Colombo, J. 3.0

**MUS. 134 HARMONY IV**

What new musical ideas and systems came into being in the Post Romantic era that catapulted music into the new, “modern” sound world of the early 20th century? Explore the trends that led to the gradual demise of tonality through listening, discussion and analysis of the music of Debussy, Stravinsky, Bartok, Schoenberg, and others. Assignments emphasize critical thinking, analysis, and composition. **Prerequisite:** MUS 132 or equivalent. Concurrent enrollment recommendation for music majors: MUS 104 and MUS 800. (AA, CSU, UC)

- **82741 MUS. 134 AX** Tue 11:10 12:25 2-240 Colombo, J. 3.0

Music courses continued on next page
MUS. 202 MUSIC LISTENING AND ENJOYMENT
Survey of the music of Western Civilization. Enhances enjoyment and appreciation of the world's great music. No musical experience required. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5c, CSU: Area C2, UC: Area 3A)

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<td>MUS. 202 OLH Intro Mtg 2:00-4:00 pm 2-110 Williams, M. 3.0</td>
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MUS. 250 WORLD MUSIC
A course in comparative music styles of various cultures of the world. Explores one or more of the musical styles (popular, folk or classical) of Western Hemisphere, European, Asian and African cultures. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5c, CSU: Area C2, UC: Area 3A)

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MUS. 275 HISTORY OF JAZZ
Jazz since 1900. Emphasizes styles and trends. Attendance required at four jazz performances. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

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MUS. 401 VOICE I
Elementary vocal instruction through exercises and singing in class. Plus minimum 32 practice room hours per term. (AA, CSU, UC)

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MUS. 402 VOICE II
Intermediate vocal instruction through exercises and singing in class. Plus a minimum of 32 practice room hours per term. **Prerequisite:** MUS. 401 or equivalent. (AA, CSU, UC)

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MUS. 403 VOICE III
Advanced songs and recital performance as ability merits. Plus minimum 32 practice room hours per term. Prerequisite: MUS. 402 or equivalent. (AA, CSU, UC)

Evening Class
83208 MUS. 403 JX Wed 6:30 9:30 2-150 Baker, R. 1.0

MUS. 404 VOICE IV
Advanced songs and recital performance as ability merits. Plus minimum 32 practice room hours per term. Prerequisite: MUS. 403 or equivalent. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

Evening Class
84167 MUS. 404 JX Wed 6:30 9:30 2-150 Baker, R. 1.0

MUS. 430 SYMPHONIC BAND
Study and performance of music for concert band. Correct playing techniques as well as group performance will be emphasized. Performance is required. Prerequisite: demonstration of proficiency. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

Evening Class
90418 MUS. 430 AA Tue 7:00 10:00 2-150 Galisatus, M. 1.0

MUS. 451 JAZZ WORKSHOP
Workshop in jazz interpretation and style. Ensemble experience from "blues" to present-day jazz. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

91512 MUS. 451 AA MT 4:00 5:30 2-150 Galisatus, M. 1.0

Evening Class
83730 MUS. 451 JA MT 5:31 6:55 2-150 Galisatus, M. 1.0

MUS. 452 REPERTORY JAZZ BAND
Evening jazz ensemble for the experienced musician. Emphasizes advanced improvisational techniques. Prerequisite: demonstration of proficiency in advanced reading and interpretation of jazz styles. Contact Mike Galisatus at 574-6163 about audition requirements. Performance required. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

Evening Class
83732 MUS. 452 JX Mon 7:00 10:05 2-150 Galisatus, M. 1.0

MUS. 470 CSM SINGERS
Study and performance of choral literature for accompanied and unaccompanied choir. Performance may be required. Prerequisite: MUS. 402 or equivalent; demonstration of proficiency. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

92899 MUS. 470 AA TTh 1:10 3:25 2-110 Staff 1.0

MUS. 470 CSM SINGERS
Study and performance of choral literature for accompanied and unaccompanied choir. Performance may be required. Prerequisite: MUS. 402 or equivalent; demonstration of proficiency. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

92899 MUS. 470 AA TTh 1:10 3:25 2-110 Staff 1.0

MUS. 470 CSM SINGERS
Study and performance of choral literature for accompanied and unaccompanied choir. Performance may be required. Prerequisite: MUS. 402 or equivalent; demonstration of proficiency. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

92899 MUS. 470 AA TTh 1:10 3:25 2-110 Staff 1.0

MUS. 470 CSM SINGERS
Study and performance of choral literature for accompanied and unaccompanied choir. Performance may be required. Prerequisite: MUS. 402 or equivalent; demonstration of proficiency. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

92899 MUS. 470 AA TTh 1:10 3:25 2-110 Staff 1.0

MUS. 470 CSM SINGERS
Study and performance of choral literature for accompanied and unaccompanied choir. Performance may be required. Prerequisite: MUS. 402 or equivalent; demonstration of proficiency. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

92899 MUS. 470 AA TTh 1:10 3:25 2-110 Staff 1.0

MUS. 665 MD AFRO-LATIN PERCUSSION ENSEMBLE
Course focuses on the myriad techniques (basic through advanced) and rhythms associated with the genre of Afro-Latin music, and 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 from colonial times to the present. 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. No previous musical training required. (AA, CSU)

91762 MUS. 665 MD AA Thu 3:25 6:30 2-150 Santos, J. 1.0

MUS. 665 ME ADVANCED PIANO STUDIES
Designed for students who have completed MUS. 304 or equivalent. Focus on advanced piano techniques and repertoire. Pass/No Pass grading. (AA, CSU)

91763 MUS. 665 ME AX Wed 4:00 6:50 2-110 Colombo, J. 1.0
92386 MUS. 665 ME BX TTh 8:10 9:25 2-240 Hoffmann, S. 1.0

MUS. 665 MG ADVANCED JAZZ MUSIC PERFORMANCE
Designed for the experienced jazz musician. Emphasizes advanced reading and interpretation techniques. Contact Mike Galisatus at 574-6163 about audition requirements. Performance required. Pass/No Pass grading. (AA, CSU)

Evening Class
91766 MUS. 665 MG JX Mon 7:00 10:05 2-150 Galisatus, M. 1.0

MUS. 665 MK ADVANCED GUITAR STUDIES
Students prepare a major composition from each of the historical periods? Renaissance, Baroque, Classical, Romantic, and Modern. Extended repertoire performance is required at both mid-term and final exam concert performances. Additional performances (Showcases) are also required, demonstrating traditional works from the standard repertoire. Each performance must have one work played from memory. Additional works will be assigned for further technique development, preparing these advanced students at a professional level. (AA, CSU)

Evening Class
92015 MUS. 665 MK JX Thu 7:00 10:00 2-150 Ferguson, C. 1.0

View current open classes at collegeofsanmateo.edu/openclasses
### MUS. 665MQ CHORAL MASTERWORKS FROM THE BAROQUE TO THE 20th CENTURY

Performance and rehearsal of advanced choral music ranging from Handel to Eric Whitacre. Concerts in October, with professional orchestra and soloists, and in December. **Prerequisite:** demonstration of proficiency. Audition required; see [www.masterworks.org](http://www.masterworks.org) for details. Pass/No Pass grading. (AA, CSU)

**Evening Class**
- 92382: MUS. 665MQ JA Mon 7:00-10:05 2-110 Baker, R. 1.0

### MUS. 665MS ADVANCED BAND WORKSHOP

Advanced study and performance of music for concert band. Correct playing techniques as well as group performance will be emphasized. Performance is required. **Prerequisite:** consent of instructor. May be taken four times for a maximum of 4 units. (AA, CSU)

**Evening Class**
- 92658: MUS. 665MS JX Tue 7:00-10:05 2-110 Baker, R. 1.0

### MUS. 665MT ADVANCED JAZZ ENSEMBLE

Advanced workshop in jazz interpretation and style. Ensemble experience from “blues” to present-day jazz. **Prerequisite:** consent of instructor. Pass/No Pass or letter grade option. Maybe taken four times for a maximum of 4 units. (AA, CSU)

### MUS. 690 SPECIAL PROJECTS

Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

**Evening Class**
- 92945: MUS. 690 MT AX MT 4:00-5:30 2-150 Galisatus, M. 1.0

### MUS. 800 COMPUTER-ASSISTED INSTRUCTION IN MUSIC

Designed primarily for students enrolled in MUS. 100, 101, 102, 103, 104, 131, 132, 133, or 134, to improve their skills in music theory and musicianship through Computer-Assisted Instruction in Music. No previous computer experience required. May be taken four times for a maximum of 2 units. (AA)

**Evening Class**
- 84955: MUS. 800 AA By Arr 1.5 Hrs/Wk 3-150 Bobrowski, C. 0.5

### ELECTRONIC MUSIC

#### MUS. 290 ELECTRONIC MUSIC I

Introductory course in the use and implementation of MIDI (Musical Instrument Digital Interface) musical instruments, including interfacing with computers and MIDI software. Ability to read music is desirable but not essential. (AA, CSU)

**Evening Class**
- 84111: MUS. 290 AA Tue 11:10-1:15 2-250 Bobrowski, C. 3.0

#### MUS. 292 SOUND CREATION: SAMPLING & SYNTHESIS

The study of creating original sounds for composition, live performance and sound effects. Practical musical instruction on fully utilizing the technical and artistic potential of samplers and synthesizers. **Prerequisite:** MUS. 290 or equivalent. Pass/No Pass or letter grade option. May be taken twice for a maximum of 6 units. (AA, CSU)

**Evening Class**
- 86158: MUS. 292 AA Mon 11:10-1:15 2-250 Bobrowski, C. 3.0

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### NURSING

#### NURS 211 INTRODUCTION TO NURSING

Principles, facts, concepts and skills basic to nursing care. Experience in health care facilities correlated with classroom instruction. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** Admission to the A.S. degree Nursing Program. **Corequisite:** concurrent enrollment in NURS 215. (AA, CSU)

**Evening Class**
- 82765: NURS 211 AX MTh 2:10-4:00 5-390 Smith, E. 4.5

#### NURS 212 CONCEPTS OF HOMEOSTASIS IN NURSING

Principles, facts, concepts and skills basic to nursing care using the nursing process to promote homeostasis. Includes experiences in health care facilities. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** Completion of NURS 211. **Corequisite:** Concurrent enrollment in NURS 215. (AA, CSU)

**Evening Class**
- 82766: NURS 212 AX MTh 2:10-4:00 5-390 Smith, E. 4.5

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How to read class information can be found on page 29.
NURS 215 NURSING SKILLS LAB I
This course provides for nursing skill development and competency testing for skills identified for concurrent nursing courses. **Prerequisite:** Admission to the A.S. Degree Nursing Program. **Corequisite:** Concurrent enrollment in NURS 211 and NURS 212. Pass/No Pass grading. (AA)

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NURS 231 PSYCHIATRIC NURSING
Theory and clinical experience in the care of adults with emotional illnesses. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** Completion of NURS 222 or equivalent. **Corequisite:** Concurrent enrollment in NURS 231 and 232. Pass/No Pass grading. (AA, CSU)

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NURS 232 MEDICAL/SURGICAL NURSING
Theory and clinical experience in the care of adults experiencing biopsychosocial disequilibrium. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** Completion of NURS 231. **Corequisite:** Concurrent enrollment in NURS 235. (AA, CSU)

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<td>12/9</td>
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<td>91970</td>
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<td>1:00</td>
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<td>12/10</td>
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NURS 235 NURSING SKILLS LAB III
This course provides for nursing skill development and competency testing for skills identified for concurrent nursing courses. **Prerequisite:** Completion of NURS 222 or equivalent. **Corequisite:** Concurrent enrollment in NURS 231 and 232. Pass/No Pass grading. (AA, CSU)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>84952</td>
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<td>5-380</td>
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<td>84953</td>
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<td>9:10</td>
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<td>5-380</td>
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<td>1:00</td>
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<td>5-380</td>
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NURS 620 BRIDGE COURSE FOR ADVANCED ENTR Y STUDENTS
This course is designed for students who have been accepted into the CSM Nursing Program at an advanced entry point. This course will 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 grading. (AA, CSU)

**Weekend Class**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
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<th>Time</th>
<th>Location</th>
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<th>Units</th>
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<tr>
<td>92932</td>
<td>NURS 620 SH</td>
<td>Fri/Sa/Su</td>
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<td>Isaeff, T.</td>
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<td>12/19</td>
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</table>
NURS 666 CAREERS IN NURSING
This course provides an overview of nursing roles, educational requirements, responsibilities, job opportunities and settings for nursing practice. The course is designed for potential nursing majors and non-nursing majors. Students are required to attend both Saturday and Sunday classes. Pass/No Pass grading. (AA: Area E5d, CSU)

Weekend Classes
84954 NURS 666 S1H SaSu 9:00 5:00 5-390 Isaeff, T. 1.0
Start and end dates for section 84954: 8/21 8/22
89019 NURS 666 U1H SaSu 9:00 5:00 5-390 Isaeff, T. 1.0
Start and end dates for section 89019: 9/11 9/12

NURS 690 SPECIAL PROJECTS
Independent study in a specific field or topic. Requires approval of Division Dean; Bldg. 36, Room 311. Register after the first week of classes. Prerequisite: 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

92958 NURS 690 CC By Arr 3.0 Hrs/Wk 36-311C Frontiera, C. 3.0
83806 NURS 690 AA By Arr 2.0 Hrs/Wk 36-311C Frontiera, C. 2.0
83807 NURS 690 BB By Arr 1.0 Hr/Wk 36-311C Frontiera, C. 1.0

NURS 808 OPEN SKILLS LABORATORY
N808 Open Skills Laboratory provides the nursing student with the opportunity to practice skills in a safe, controlled environment. Under the supervision of nursing faculty, the student receives feedback regarding performance of skills and competencies. Prerequisite: Previous or concurrent enrollment in the A.S. Degree Nursing Program. Corequisite/Recommended Preparation: Plus minimum 16 hours by arrangement per term. (Units do not apply toward AA/AS degree.)

92269 NURS 808 AO By Arr 3.0 Hrs/Wk 5-380 Isaeff, T./Lindsey, J. 5.15

OCEANOGRAPHY
OCEN 100 OCEANOGRAPHY
Introduction to marine geology, chemistry, and biology. Includes the hydrologic cycle and properties of sea water and marine organisms; currents, waves, tides, coastal processes, and ecology of the ocean; continental drift and seafloor spreading. One or more field trips may be required. Plus minimum 16 hours by arrangement per term. (AA: Area E5a, CSU: Area B1/Area B2, UC: Area 5A)

82772 OCEN 100 AA TTh 11:10 12:25 36-109 Hand, L. 3.0

PALEONTOLOGY
PALN 110 GENERAL PALEONTOLOGY
Evolution of life through the past 3.8 billion years of earth history. Includes the study of fossils as evidence of the history of life; animals and plants related to modern and ancient environments; methods of interpreting the fossil record; and the impact of drifting continents on speciation and mass extinction. Emphasizes the complexity and diversity of life with an environmental and ecological approach. One or more field trips may be required. Plus minimum 16 hours by arrangement per term. (AA: Area E5a, CSU: Area B1/Area B2, UC: Area 5A/Area 5B)

88722 PALN 110 AA MWF 9:10 10:00 36-119 Hand, L. 3.0

PHILOSOPHY
PHIL 100 INTRODUCTION TO PHILOSOPHY
An introductory survey of philosophical questions and points of view from classical and contemporary perspectives. Recommended Preparation: eligibility for ENGL 100 and completion of READ 400 or 405. (AA: Area E5c, CSU: Area C2, UC: Area 3B)

82785 PHIL 100 AA MWF 9:10 10:00 18-204 Danielson, D. 3.0
84895 PHIL 100 AB MWF 10:10 11:00 18-204 Ball, J. 3.0
84443 PHIL 100 AC MWF 8:10 9:00 18-204 Danielson, D. 3.0
83310 PHIL 100 AD TTh 11:10 12:25 18-306 Ball, J. 3.0

Evening Class
82789 PHIL 100 JA Tue 6:30 9:20 18-204 Johnson, R. 3.0

PHIL 103 CRITICAL THINKING
Critical analysis of arguments, creating and refining written arguments. Discussion of the media, advertising, fallacies, scientific and informal reasoning. Recommended Preparation: eligibility for ENGL 100 and READ 400. (AA: Area E2c, CSU: Area A3, UC)

88069 PHIL 103 AA MWF 9:10 10:00 14-218 Ball, J. 3.0
88566 PHIL 103 AB TTh 9:45 11:00 18-306 Ball, J. 3.0

PHIL 244 CONTEMPORARY SOCIAL AND MORAL ISSUES
Introduction to ethical analysis through discussion of contemporary issues including topics in medical ethics, business ethics, environmental ethics, civil disobedience, capital punishment, and animal rights. Recommended Preparation: eligibility for ENGL 100 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC: Area 3B)

84725 PHIL 244 AA TTh 9:45 11:00 18-204 Danielson, D. 3.0
88066 PHIL 244 BA MWF 11:10 12:00 18-204 Ball, J. 3.0

How to read class information can be found on page 29
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 behind the differences between various religions. **Recommended Preparation:** eligibility for ENGL 100 and completion of READ 400 or 405 with a grade of C or higher or concurrent enrollment in READ 400, 405, 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area C2, UC: Area 3B)

PHIL 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

PHYSICAL EDUCATION
Adapted P.E.

ADAP 100 ADAPTED AQUATICS
Offered primarily for students with physical limitations. Disability verification recommended. Students practice techniques to increase range of motion and strengthen weakened extremities through water-oriented exercises and swim instruction. Plus a minimum of 16 lab hours by arrangement per term. Pass/No Pass grading. May be repeated according to results of individual testing. (AA: Area E4, CSU, UC)

ADAP 110 ADAPTED GENERAL CONDITIONING
Offered primarily for students with physical limitations. Therapeutic exercise to develop muscular endurance. Pass/No Pass grading. May be repeated according to results of individual testing. (AA: Area E4, CSU, UC)

ADAP 140 ADAPTED WEIGHT CONDITIONING
Designed primarily for students with physical disabilities. Instruction includes various weight lifting techniques and exercises to enhance the students’ 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. Pass/No Pass grading. (AA: Area E4, CSU, UC)

ADAP 155 ADAPTED BACK CARE
Students participate in flexibility training and a progressive exercise program to build musculature and correct posture. They will also learn how to perform daily living activities while maintaining back health. Pass/No Pass grading. (AA: Area E4, CSU)

ADAP 875 ADAPTED EVALUATION
Course designed to assess the physical ability of students enrolled in Adapted Physical Education class(es). Based on the results of the assessment, an appropriate exercise program will be determined for the student. **Recommended Preparation:** recent physical examination and disability verification form. Pass/No Pass grading. May be repeated for competency and continued evaluation of improvement. (Units do not apply to AA degree.)

AQUA 109 INTERMEDIATE SWIMMING AND BEGINNING WATER POLO
Instruction in the basic swimming strokes, water polo fundamentals, and intra-class competition. Introduction to basic strategies and water polo rules. Plus 16 lab hour by arrangement per term. **Prerequisite:** ability to swim comfortably in deep water. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

AQUA 127 SWIM FOR CONDITIONING
Interval training, lap swimming for all levels of swimmers. Designed to improve personal fitness level. Plus a minimum of 16 lab hours by arrangement per term. **Prerequisite:** ability to swim. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

AQUA 133 INDIVIDUAL SWIM CONDITIONING
Individual Swim Conditioning is for students who wish to workout and learn the basic techniques of each stroke at their own pace. Class utilizes a tailored workout that is comprised of various drills and exercises to demonstrate the value of swim fundamentals and training, making swimming easier by becoming more efficient. Plus a minimum of 16 hours by arrangement per term. **Prerequisite:** must be able to swim one length without touching the bottom or side walls. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

AQUA 135 AQUA EXERCISE
For students who wish to exercise in a water environment. Exercises are designed to improve strength, flexibility and endurance. Plus a minimum of 16 hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)
Dance

DANC 117 TAP DANCE
Beginning and Intermediate Tap dance techniques, pattern, routines, choreography and improvisation group projects/presentations. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

Evening Class
91861 DANC 117 LA Wed 6:00 7:15 5-255 Walton, J. .5

DANC 121 CONTEMPORARY MODERN DANCE
Teaches fundamentals of contemporary modern dance technique. Emphasis is placed on developing body awareness, body alignment, musicality, and self expression through movement. Students will develop physical strength, flexibility, coordination, and increase movement memory. Dance combinations are taught sequentially becoming more challenging and complex as the semester progresses and culminating in a group performance. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

82104 DANC 121 AA TTh 12:35 1:50 8-203 Bolton, S. 1.0

DANC 131 BEGINNING JAZZ DANCE
Beginning techniques in jazz-stage, jazz movements, fast jazz, jazz rock, and blues; plus various other jazz combinations. Plus minimum 16 lab hours by arrangement per term. (AA: Area E4, CSU, UC)

83148 DANC 131 AX MWF 10:10 11:00 5-255 Barnes, K. 1.0

DANC 132 JAZZ DANCE II
Continuation of DANC 131 with more complex routines and refining of basic skills. Plus minimum 16 lab hours by arrangement per term. Prerequisite: DANC 131 or equivalent. May be taken three times for a maximum of 3 units. (AA: Area E4, CSU, UC)

82107 DANC 132 AX MWF 10:10 11:00 5-255 Barnes, K. 1.0

DANC 141 BEGINNING BALLET I
Beginning study of ballet techniques and style, including barre, center floor and dance variations. Explores modern ballet works. Plus minimum 16 lab hours by arrangement per term. (AA: Area E4, CSU, UC)

8982 DANC 141 AX MWF 9:10 10:00 5-255 Steele, A. 1.0

DANC 143 INTERMEDIATE BALLET II
Continuation of DANC 141, concentrating on barre, center floor, and dance variations. Explores classic ballet works. Plus minimum 16 lab hours by arrangement per term. Prerequisite: DANC 141. May be taken three times for a maximum of 3 units. (AA: Area E4, CSU, UC)

89828 DANC 143 AX MWF 9:10 10:00 5-255 Steele, A. 1.0

DANC 151 BEGINNING SOCIAL DANCE
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 selected from the following list are taught: East Coast Swing, Slow Waltz, Cha-Cha, Night Club Two-Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)

Evening Class
91313 DANC 151 LA Mon 7:30 8:45 5-255 Walton, J. .5

DANC 153 INTERMEDIATE SOCIAL DANCE
An overview course in Social Dance that goes beyond the basics. Learn variations in Latin dances, Swing, Waltz and other dance styles with partners who have graduated from the basic levels. No partner required. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. Prerequisite: DANC 151 or equivalent. May be taken twice for a maximum of 2 units. (AA: Area E4, CSU, UC)

Evening Class
92103 DANC 153 LA Wed 7:30 8:45 5-255 Walton, J. .5

DANC 161 TANGO ARGENTINO
Introduces students to the essence of Argentine Tango (the dance of love) as well as basic improvisational skills. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

Evening Class
91292 DANC 161 LA Fri 7:00 10:00 5-255 Delmar, K. 1.0

DANC 665MA SOCIAL DANCES OF LATIN AMERICA
This class will cover the basics and variations in the six primary partnered dances that come to us from Latin America. Moving from the slowest (Rumba) to the fastest (Salsa), we will cover Social Tango, Cha cha, Merengue, and Samba; possibly others as time permits. No partner required. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

Evening Class
92970 DANC 665MA JA Mon 6:00 7:15 5-255 Walton, J. .5

For more information, call (650) 574-6461

PHYSICAL EDUCATION

How to read class information can be found on page 29
### Fitness

**FITN 201 BEGINNING WEIGHT TRAINING**

Individual weight conditioning for beginning level students. Emphasis will be on free weights, with supplementary exercises utilizing 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. Pass/No Pass or letter grade option. May be taken three times for a maximum of 3 units. (AA: Area E4, CSU, UC)

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**Evening Class**

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<td>MW</td>
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<td>Barrilleaux, A.</td>
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**FITN 202 INTERMEDIATE WEIGHT TRAINING**

Individual weight conditioning for intermediate level students. Emphasis will be on free weights, with supplementary exercises utilizing selectorized machines, aerobic training, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance.

<table>
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**FITN 207 PERIODIZED WEIGHT CONDITIONING**

Weight conditioning using free weights coupled with a periodized weight lifting schedule to maximize students’ strength gains. Emphasis is for goal oriented students to facilitate athletic, recreational, and/or sports performance. Instruction emphasizes targeting muscle groups using pyramid strength sets, time intervals, and compound sets to facilitate variety and strength. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

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<tr>
<th>Code</th>
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<th>Instructor</th>
<th>Units</th>
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<td>5-255</td>
<td>Schmidt, M.</td>
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**FITN 206 CIRCUIT WEIGHT TRAINING**

Circuit weight training, includes anaerobic and aerobic conditioning for students who wish to develop a comprehensive muscle endurance/aerobic base. This class is designed to incorporate a structured, non-stop exercise routine to increase strength and endurance. Student will be required to keep a daily exercise log for the semester. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

<table>
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<th>Code</th>
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**FITN 225 ATHLETIC CONDITIONING**

Prepares the student athlete for varsity-level competition through general and sport-specific strength and conditioning exercise. The student athlete will engage in general and sport specific strength development, stretching, aerobic conditioning, and sport-specific movement and speed development. May be taken four times for a maximum of 8 units. (AA: Area E4, CSU, UC)

<table>
<thead>
<tr>
<th>Code</th>
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**FITN 237 TOTAL CORE CONDITIONING**

Designed to incorporate various core movement exercises including: dumb bell weights, calisthenics, whole body lifts, jump rope, speed drills, various agility drills, medicine ball throws and core movements and flexibility exercises. Emphasizes multiple body aerobic and anaerobic exercises to produce cross training effect. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

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<th>Code</th>
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<th>Units</th>
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<td>MWF</td>
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<td>8-201</td>
<td>Schmidt, M.</td>
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</table>

**FITN 301 SPINNING**

Spinning includes ongoing technique, proper bike set-up, body positioning, terminology, gearing, cadence, race strategies, breathing, mind training, injury prevention/management, flexibility, hydration and nutrition. Designed for both the beginner spinner as well as advanced spinners which allows all who participate to spin at their own maximum capacity. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

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<thead>
<tr>
<th>Code</th>
<th>Class</th>
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<th>Location</th>
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<td>91344</td>
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<td>91345</td>
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<td>TTh</td>
<td>8:10-9:25</td>
<td>5-253</td>
<td>Williams, D.</td>
<td>1.0</td>
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</table>
FITN 312 SPINNING HEART RATE
Spinning? Heart Rate includes a heart rate monitored cycling technique, proper bike set up, body positioning, terminology, gearing, cadence, race strategies, breathing, mind training, injury prevention/management, flexibility, hydration and nutrition. Designed for both the beginner spinner as well as advanced spinners which allows all who participate to spin at their own maximum capacity. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)
92596 FITN 312 BB  TTh  11:10  12:25  5-253  Schmidt, M.  1.0

FITN 334 YOGA
A fitness class using yoga postures to increase flexibility and strength, to improve balance and posture, and to learn breathing techniques to relax the mind and body. This class is appropriate for all ages and abilities. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)
91335 FITN 334 AA  MWF  8:10  9:00  5-257  Barnes, K.  1.0
91336 FITN 334 BA  TTh  8:10  9:25  5-257  Bolton, S.  1.0
91337 FITN 334 CA  TTh  11:10  12:25  5-257  Melnick, L.  1.0

FITN 335 PILATES
Training of the muscles of the torso through controlled exercises that increase core strength and postural stability to optimize performance in athletics, dance and everyday activities. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)
91552 FITN 335 BA  TTh  9:35  10:30  5-259  Steele, A.  1.0
91551 FITN 335 CA  TTh  11:10  12:25  5-255  Bolton, S.  1.0

Individual Sports

INDV 120 BADMINTON
Emphasis on skill techniques, proper footwork, rules of play, strategies, doubles and singles play for various skill levels. Tournaments in singles and doubles. Plus minimum 16 lab hours by arrangement per term. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)
82561 INDV 120 LA  Mon  6:00  8:00  8-201  Vogel, B.  .5

INDV 251 BEGINNING TENNIS
Instruction in skills of service, forehand and backhand strokes. Rules of play, net play, and doubles tournaments. Plus minimum 16 lab hours by arrangement per term. (AA: Area E4, CSU, UC)
91558 INDV 251 BX  TTh  11:10  12:25  8-TENN  Warner, M.  1.0

INDV 252 BEGINNING/INTERMEDIATE TENNIS
Instruction in skills of service, forehand and backhand strokes. Rules of play, net play, and doubles tournaments. Plus minimum 16 lab hours by arrangement per term. (AA: Area E4, CSU, UC)
90629 INDV 252 BX  TTh  11:10  12:25  8-TENN  Warner, M.  1.0

INDV 254 INTERMEDIATE/ADVANCED TENNIS
Technique, philosophy and strategy used in doubles and singles. Instruction in techniques of strokes. Plus minimum 16 lab hours by arrangement per term. Recommended Preparation: successful completion of college level beginning tennis course. May be taken twice for a maximum of 2 units. (AA: Area E4, CSU, UC)
90630 INDV 254 BX  TTh  11:10  12:25  8-TENN  Warner, M.  1.0

P.E. Theory

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 defensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. Pass/No Pass or letter grade option. May be repeated three times for a maximum of 12 units. (AA, CSU, UC)
91350 P.E. 102 AA  MW  2:10  3:00  Pollack, B.  3.0  Fri  1:10  2:00

P.E. 103 THEORY OF DEFENSIVE FOOTBALL
Current concepts of offense are examined using game footage, practice, and computer assisted analysis. Concepts are examined and applied to attack opponent's defensive strategies. Strategy, techniques, games rules, developmental drills, strength and conditioning programs are covered. Pass/No Pass or letter grade option. May be repeated three times for a maximum of 12 units. (AA, CSU, UC)
91349 P.E. 103 AA  MW  2:10  3:00  Pollack, B.  3.0  Fri  1:10  2:00  Staff

P.E. 106 THEORETICAL ANALYSIS OF SOFTBALL
A lecture class to examine current concepts of softball. The development of modern offensive and defensive strategies and various concepts to attack and defend opponents. Lecture, discussion, computer-assisted analysis and coaching techniques as well as practical applications applied on the field. This is not an activity class. (AA, CSU, UC)
92807 P.E. 106 DA  MWF  4:10  5:00  8-SOFT  Borg, N.  3.0

P.E. 121 PILATES MAT I & II
For students enrolled in the (PICP) Pilates Instructor Certificate Program and for students who would like to deepen their knowledge and skill of
the Pilates Mat exercises. This course includes an introduction to the history and principles of Pilates, a review of core anatomy, beginning, intermediate, and advanced level Pilates Mat exercises as well as modifications for each exercise. This course includes lectures on class order, programming in a fitness setting, and guidelines for safely teaching special populations. Training tips are taught for advancing clients to the higher levels. Pilates for sport specific activities are also covered. **Recommended Preparation:** BIOL 130 or 250. May be taken four times for a maximum of 4 units. Pass/No Pass or letter grade option. (AA: Area E4, CSU)

92828  P.E. 121 AA  TTh 9:35 10:50  5-255  Bolton, S.  1.0

**P. E. 135 INTRODUCTION TO COLLEGE AND INTERCOLLEGIATE ATHLETICS**

This course is designed to educate students on how to get organized, how to take effective notes, and how to prepare for tests and quizzes. Provides organization skills for a lifetime. Teaches attitude development while building self-esteem. The course also addresses athletic eligibility and transfer requirements. Plus minimum 16 lab hours by arrangement per term. (AA, CSU, UC)

91351  P.E. 135 AA  MW 11:00 12:00  14-105  Pollack, B.  2.0

NOTE: P. E. 135 AA (91350) is linked with ENGL 828 BC (90310) as part of the Learning Community: Writing in the End Zone I. Students must enroll in both sections as linked. See page 68 for the Learning Community description.

91352  P.E. 135 AB  TTh 11:00 12:15  14-105  Staff  2.0

**Team Sports**

**TEAM 105 ADVANCED BASEBALL**

Training class for prospective varsity baseball participants. Plus 16 lab hours by arrangement per term. **Recommended Preparation:** interscholastic baseball or equivalent. Open entry/open exit. Variable units. May be taken four times for a maximum of 16 units. (AA: Area E4, CSU, UC)

Advanced Baseball is open Monday, Wednesday, and Friday, 1:10-4:00 p.m. and Tuesday and Thursday, 12:20-3:00 p.m.

83042  TEAM 105 AO  By Arr 9.0 Hrs/Wk  8-BASE  Williams, D.  .5-4.0

**TEAM 110 BASKETBALL**

Basketball for students with previous experience. Techniques in offensive and defensive play. Round-robin team play, concluding with tournament play. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** high school team play or equivalent. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

83749  TEAM 110 AA  MWF 9:10 10:00  8-201  Owens, L.  1.0
92092  TEAM 110 BA  MWF 11:10 12:00  8-201  Owens, L.  1.0
88922  TEAM 110 CA  MWF 12:10 1:00  8-201  Warner, M.  1.0
92107  TEAM 110 DA  TTh 9:35 10:50  8-201  Owens, L.  1.0

**TEAM 118 ADVANCED BASKETBALL: WOMEN**

Designed as a training class for women interested in participating on the women’s varsity basketball team. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** interscholastic basketball or the equivalent. May be taken four times for a maximum of 6 units. Open entry/open exit. Variable units. (AA: Area E4, CSU, UC)

Advanced Basketball is open Monday through Friday, 1:10-4:00 p.m.

83045  TEAM 118 AO  By Arr 15.0 Hrs/Wk  8-201  Warner, M.  .5-3.0

Start and end dates for section 83045: 8/18 10/14

**TEAM 148 INDOOR SOCCER**

An activity course that introduces basic soccer skills, developmental drills and strategy. Intermediate and advanced players will benefit from the opportunity to improve existing skills. The course is held in the gymnasium using a modified format of the outdoor game. Skill development through individual and group drills; skills applied in competitive class tournament format. Plus minimum 16 lab hours by arrangement per term. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

91353  TEAM 148 AA  TTh 11:10 12:25  8-201  Mangan, J.  1.0
91354  TEAM 148 BA  MWF 10:10 11:00  8-201  Mangan, J.  1.0

**Evening Class**

92102  TEAM 148 JA  Tue 6:00 7:50  8-201  Mangiola, F.  .5

**TEAM 158 ADVANCED SOFTBALL: WOMEN**

Training class for women interested in participating on the Women’s Varsity Softball team. Plus minimum of 16 lab hours by arrangement per term. **Recommended Preparation:** interscholastic softball or equivalent. Open entry/open exit. Variable units. May be taken four times for a maximum of 8 units. (AA: Area E4, CSU, UC)

Advanced Softball is open Monday through Friday, 1:10-2:30 p.m.

83049  TEAM 158 AO  By Arr 8.0 Hrs/Wk  8-SOFT  Borg, N.  .5-2.0

**Varsity Sports**

**VARS 120 VARSITY CROSS COUNTRY: MEN**

Competition at four miles. Plus minimum of 16 lab hours by arrangement per term. **Recommended Preparation:** interscholastic participation in varsity cross country or the equivalent. (AA: Area E4, CSU, UC)

83057  VARS 120 AA  Daily 1:30 3:30  8-TRACK  Mangan, J.  2.0

**VARS 130 VARSITY FOOTBALL**

Competition in NorCal Conference. Practice begins in August. Athlete must be enrolled in twelve units. **Recommended Preparation:** interscholastic participation or the equivalent. (AA: Area E4, CSU, UC)

83058  VARS 130 AA  Daily 4:10 6:00  8-FOOT  Pollack, B.  2.0

Sat 9:00 10:05  8-FOOT

91362  VARS 130 BB  Daily 4:10 6:00  8-FOOT  Pollack, B.  2.0

NOTE: VARS 130 BB (91362) is linked with ENGL 100 FE (92789) and ENGL 102 FE (92790) as part of the Learning Community: Writing in the End Zone III. Students must enroll in all three sections as linked. See page 68 for the Learning Community description.

**Varsity Football**

*A winning tradition*

View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)
VARS 133 OFFENSIVE VARSITY FOOTBALL LAB
Maintenance weight training program for in-season competition. Emphasis will be on free weights and anaerobic training. Instruction on form, technique, and muscle development. Participation will increase muscle size, strength, and endurance. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)

91356 VARS 133 AO By Arr 2.0 Hrs/Wk 8-FOOT Pollack, B. .5-3.0

VARS 134 DEFENSIVE VARSITY FOOTBALL LAB
Maintenance weight training program for in-season competition. Emphasis will be on free weights and anaerobic training. Instruction on form, techniques, and muscle development. Participation will increase muscle size, strength, and endurance. Pass/No Pass or letter grade option. Open entry/open exit. Variable units. May be repeated three times for a maximum of 12 units. (AA: Area E4, CSU, UC)

91357 VARS 134 AO By Arr 2.0 Hrs/Wk 8-FOOT Staff .5-3.0

VARS 300 VARSITY BASKETBALL: WOMEN
Competition in the Coast Conference and California Championships. Recommended Preparation: interscholastic participation in basketball or the equivalent. (AA: Area E4, CSU, UC)

83059 VARS 300 AA Daily 1:10 4:00 8-201 Warner, M. 2.0

VARS 310 VARSITY CROSS COUNTRY: WOMEN
Intercollegiate competition in distance running (3 miles). Recommended Preparation: interscholastic participation in cross country or track or equivalent. (AA: Area E4, CSU, UC)

83060 VARS 310 AA Daily 1:30 3:30 8-TRACK Mangan, J. 2.0

VARS 400 VARSITY WATER POLO: WOMEN
Intercollegiate competition in water polo for women. Daily practice and competitions as scheduled. Prerequisite: This is an intercollegiate water polo class that requires extensive swimming. Students must be able to swim one length without touching the bottom or side walls. Pass/No Pass or letter grade option. May be taken four times for a maximum of 8 units. (AA: Area E4, CSU, UC)

91355 VARS 400 AA MWF 1:00 3:00 8-POOL Wright, R. 2.0

PHYSICS

PHYS 100 DESCRIPTIVE INTRODUCTION TO PHYSICS
Description with experimental demonstrations of the more important phenomena of physics. Plus minimum 16 hours by arrangement per term. Recommended Preparation: one semester of algebra. Open to all students except those who have completed or are taking PHYS 210 or 250. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A/Area 5B)

82795 PHYS 100 AA MWF 12:10 1:00 36-109 Janatpour, M. 3.0

PHYS 126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE & SEMINAR
Seminar in teaching science to K-5 students in California. Investigation of elementary school teaching careers and requirements for earning a California middle 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. 15 hours in K-5 classroom with a mentor teacher is required. Prerequisite: completion of one college course in Physics, Chemistry or Biology with a grade of C or better. Same as Biology 126. (AA, CSU)

92600 PHYS 126 AX By Arr 1.0 Hr/Wk TBA Janatpour, M. 1.0

PHYS 127 TEACHING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE AND SEMINAR
Seminar in teaching science to middle school students in California. 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. 15 hours in middle school classroom with a mentor teacher is required. Prerequisite: completion of one college course in Physics, Chemistry or Biology with a grade of C or better. Same as Biology 127. (AA, CSU)

92814 PHYS 127 AX By Arr 1.0 Hr/Wk TBA Janatpour, M. 1.0

PHYS 128 TEACHING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE & SEMINAR
Seminar in teaching science to high school students in California. 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. 2 hours per week in high school classroom with a mentor teacher is required. Prerequisite: completion of Biology 127 or Physics 127. Same as Biology 128. (AA, CSU)

92601 PHYS 128 AX By Arr 1.0 Hr/Wk TBA Janatpour, M. 1.0

PHYS 150 PREPARATION FOR PHYSICS
Preparation for Physics 210 or 250. Math review, problem solving, study skills, description of motion and Newton’s Laws. Plus minimum 16 hours by arrangement per term. Prerequisite: concurrent enrollment in or completion of MATH 130 or equivalent with a grade of C or higher. Pass/No Pass grading. (AA)

86456 PHYS 150 AA MWF 10:10 11:00 36-112 Locke, D. 4.0

90410 PHYS 150 AB MWF 8:10 9:00 36-112 Janatpour, M. 4.0

How to read class information can be found on page 29
### PHYS 210 GENERAL PHYSICS I
Mechanics, heat and sound. Plus minimum 16 hours by arrangement per term. **Prerequisite:** MATH 130; PHYS 150 or equivalent with a grade of C or higher. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

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### PHYS 211 GENERAL PHYSICS I-CALCULUS SUPPLEMENT
Application of calculus to selected topics in PHYS 210. **Prerequisite:** concurrent enrollment in or completion of MATH 242 or 252; concurrent enrollment in or completion of PHYS 210, both with a grade of C or higher. (AA, CSU, UC)

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### PHYS 250 PHYSICS WITH CALCULUS I
Mechanics, wave motion and special relativity. Plus minimum 32 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** PHYS 150 or equivalent with a grade of C or higher; completion of or concurrent enrollment in MATH 252. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

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### PHYS 260 PHYSICS WITH CALCULUS II
Electricity and magnetism. Plus thirty-two hours by arrangement per term. Extra supplies may be required. **Prerequisite:** PHYS 250 with a grade of C or higher; completion of or concurrent enrollment in MATH 253. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

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### PHYS 270 PHYSICS WITH CALCULUS III
Heat, light and modern physics. Plus minimum 32 hours by arrangement per term. **Prerequisite:** PHYS 250 with a grade of C or higher; completion of or concurrent enrollment in MATH 253. (AA: Area E5a, CSU, UC: Area 5A)

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### PHYS 690 SPECIAL PROJECTS
Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 36, Room 311. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

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### POLITICAL SCIENCE

#### PLSC 100 INTRODUCTION TO POLITICAL SCIENCE
Explores nature of the state, government, politics, ideology, public law and administration, and international relations. **Prerequisite:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405 or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D, UC: Area 4)

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#### PLSC 130 INTERNATIONAL RELATIONS
The nature of relations among nation-states and non actors within the 21st. century global system; basic forces affecting formulation of foreign policy and the dynamics of international politics. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D, UC: Area 4)

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#### PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENTS
American federal system: basic institutions, politics, civil liberties, and issues of public policy. Not open to students who have had PLSC 210 or 310 or a comparable course in American or state institutions. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1/Area E5b, CSU: Area D/Area F2/F3, UC: Area 4)

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**Online/Saturday Class**

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<tr>
<th>CRN</th>
<th>Course</th>
<th>Day</th>
<th>Time</th>
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<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>91466</td>
<td>PLSC 200 OLH</td>
<td>Intro Mtg</td>
<td>1:00-3:00 pm</td>
<td>16-106</td>
<td>O'Connell</td>
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Introductory meeting date for section 91466: 8/21

See pages 95-102

View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)
PLSC 210 AMERICAN POLITICS
The U.S. Constitution; organization and functions of the federal government; examination of the dynamics of the American political process. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D/Area F2, UC: Area 4)

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<th>Units</th>
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<tbody>
<tr>
<td>82807</td>
<td>PLSC 210 AB</td>
<td>MWF</td>
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<tr>
<td>82806</td>
<td>PLSC 210 AC</td>
<td>TTH</td>
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<td>92017</td>
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<td>MWF</td>
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<tr>
<td>82809</td>
<td>PLSC 210 AE</td>
<td>MWF</td>
<td>10:10</td>
<td>11:00</td>
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<tr>
<td>88104</td>
<td>PLSC 210 AF</td>
<td>TTH</td>
<td>11:10</td>
<td>12:25</td>
<td>16-209</td>
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<tr>
<td>89772</td>
<td>PLSC 210 AG</td>
<td>MWF</td>
<td>11:10</td>
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<td>16-209</td>
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<td>92265</td>
<td>PLSC 210 AL</td>
<td>TTH</td>
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<tr>
<td>91958</td>
<td>PLSC 210 BB</td>
<td>TTH</td>
<td>11:10</td>
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**Evening Class**

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<tr>
<td>82814</td>
<td>PLSC 210 JB</td>
<td>TUE</td>
<td>7:00</td>
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**Online/Saturday Class**

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<td>PLSC 210 OLH</td>
<td>INTRO MTG</td>
<td>11:00-1:00</td>
<td>16-106</td>
<td>O'Connell, K.</td>
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</table>

See pages 95–102

PLSC 215 CONTEMPORARY ISSUES IN AMERICAN POLITICS
Explores within the constitutional framework, current issues of importance to well-informed citizens in a democracy, including goals and tactics of American foreign policy, presidential elections and campaigns, corporate power, criminal justice and individual rights, interpretations of the Founders’ political philosophy, Congress. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E1a/Area E5b, CSU: Area D/Area F2, UC: Area 4)

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<tr>
<td>89786</td>
<td>PSYC 200 JA</td>
<td>TUE</td>
<td>6:00</td>
<td>8:00</td>
<td>16-116</td>
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**PSYC 100 GENERAL PSYCHOLOGY**
Introduction to psychology: perception, motivation, emotion, learning and thinking, observation of behavior and measurement. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D/Area E, UC: Area 4)

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<td>MWF</td>
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<td>18-308</td>
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<tr>
<td>8286</td>
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<td>8:10</td>
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<td>8284</td>
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**Evening Class**

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PSYC 108 PSYCHOLOGY IN PRACTICE
Application of psychological principles to problems of everyday living. Intended for students who want a general picture of human psychology. **Recommended Preparation:** eligibility for ENGL 838 or 838; completion of READ 400 or 405 or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (May not be taken for credit following PSYC 100.) (AA, CSU)

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**PSYC 110 COURTSHIP, MARRIAGE, AND THE FAMILY**
Societal, psychological and biological aspects of gender, sex, love, conflict, etc., in dating, marital and familial interaction. May not be taken for credit following SOCI 110. **Recommended Preparation:** eligibility for ENGL 838 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area D/Area E, UC: Area 4)

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<td>12:00</td>
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**PSYC 121 BASIC STATISTICAL CONCEPTS**
Introduction to basic descriptive techniques and statistical inferences used in the behavioral sciences. **Prerequisite:** MATH 120 or 123 or an equivalent course at a postsecondary institution OR equivalent skill level as measured by a satisfactory score on a math placement test. **Recommended Preparation:** PSYC 100 or SOC 100; eligibility for ENGL 838 or 848; completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA, CSU: Area E5b, CSU: Area D/Area E, UC: Area 2A)

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**PSYC 200 DEVELOPMENTAL PSYCHOLOGY**
Psychological development across the life-span. Focuses particularly on the development of thinking, social interaction, and the sense of self from birth through old age. **Prerequisite:** PSYC 100 with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (UC credit limited to either PSYC 200 or 201.) (AA: Area E5b, CSU: Area D, UC: Area 4)

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**Evening Class**

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<tbody>
<tr>
<td>90320</td>
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<td>7:00</td>
<td>8:00</td>
<td>14-116</td>
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</table>
PSYC 100 PROCESS OF PERCEPTION, IDENTITY, ROLES, AND ATTITUDES
A research-based treatment of the biological and experiential forces that shape and influence human development during the childhood years. Prerequisite: PSYC 100. Recommended Preparation: eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher or concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D, UC: Area 4)

84153 PSYC 100 AA TTh 12:45 2:00 14-214 Toomer, D. 3.0

PSYC 410 ABNORMAL PSYCHOLOGY
Types and patterns of abnormal behavior; major theories regarding its causes; clinical assessment and modes of treatment. Recommended Preparation: Eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher, OR concurrent enrollment in READ 400, 405, or 415, OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area D, UC: Area 4)

90062 PSYC 410 AA MWF 9:10 10:00 14-213 Rodriguez, E. 3.0

PSYC 675 HONORS COLLOQUIUM IN PSYCHOLOGY
Selected advanced topics in General Psychology. Readings, discussion and lectures. Course content determined by Psychology Department and the Honors Program. Prerequisite: completion of a college course in psychology. Recommended Preparation: READ 400 or 405 with a grade of C or better or concurrent enrollment in READ 400, 405, 415 OR appropriate skill level as indicated by reading placement tests or other measures. (AA: Area E5b, CSU: Area D)

Honors Program
82863 PSYC 675 HA Fri 12:10 1:00 18-306 Clifford Jr, J. 1.0

READING

READ 400 ACADEMIC TEXTBOOK READING
Experience the reading of full-length textbook chapters and accompanying tests in a variety of college academic 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, (3) reading a book related to an academic area, and (4) intensive work with college-level vocabulary. Prerequisite: completion of a college course in psychology. Recommended Preparation: eligibility for ENGL 838/848 and completion of a college course in psychology. Recommended Preparation: eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5a, CSU: Area B2/Area D, UC: Area 4/Area 5B)

82899 READ 400 AF MWF 9:10 10:00 16-102 Wills, C. 3.0

READ 412 COLLEGE-LEVEL INDIVIDUALIZED READING IMPROVEMENT
Practice methods of 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. Pass/No Pass grading. Open entry/open exit. Variable units. Students may enroll at any time through the twelfth week of the semester. May be taken four times for a maximum of 12 units. (AA, CSU)

91015 READ 412 AO By Arr 1:5-9.0 Hrs/Wk 18-101 Wills, C. 5:3.0

View current open classes at collegeofsanmateo.edu/openclasses.
READ 415 READING ACROSS THE DISCIPLINES: INDIVIDUALIZED PREPARATION
Individualized instruction designed to acquire or improve reading skills in the various content area classes. Course offerings vary, depending upon the needs and abilities of the student. Designed/coordinated with ongoing academic courses in content areas such as, but not limited to, sociology, psychology, history, political science, biology, philosophy and nursing. Weekly scheduled reading appointment required. May include textbook comprehension, principles of learning and retention, notetaking, annotating, discipline-based vocabulary, paraphrasing, reading graphics, test taking, and research techniques. Recommended Preparation: Eligibility for ENGL 838 / 848 and completion of READ 400 or 405 with a grade of C or higher OR appropriate skill level as indicated by the Reading placement tests and other measures. Corequisite: concurrent enrollment in a specific transfer-level content area course in collaboration with this course. Pass/No Pass grading. Registration is open through the 12th week of the semester. May be taken four times for a maximum of 6 units. (AA, CSU)

92231 READ 415 AZ By Arr 1.5-4.5 Hrs/Wk 18-101 Wills, C. .5-1.5

READ 454 COLLEGE-LEVEL VOCABULARY IMPROVEMENT I
A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken three times for a maximum of 1.5 units. (AA, CSU)

91016 READ 454 AO By Arr 1.5-4.5 Hrs/Wk 18-101 Wills, C. .5-1.5
91435 READ 454 YVH By Arr 1.5-4.5 Hrs/Wk 15-168 Wills, C. .5-1.5

READ 455 COLLEGE-LEVEL VOCABULARY IMPROVEMENT II
A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken three times for a maximum of 1.5 units. (CSU)

91017 READ 455 AO By Arr 1.5-4.5 Hrs/Wk 18-101 Wills, C. .5-1.5
91436 READ 455 YVH By Arr 1.5-4.5 Hrs/Wk 15-168 Wills, C. .5-1.5

READ 812 INDIVIDUALIZED READING IMPROVEMENT
Practice methods of increasing comprehension, vocabulary, critical reading, study-reading strategies, and/or speed using a variety of reading materials. May include internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken four times for a maximum of 12 units. By Arr 1.5-9.0 Hrs/Wk. (Units do not apply toward AA/AS degree.)

82910 READ 812 AO By Arr 1.5-9.0 Hrs/Wk 18-101 Wills, C. .5-3.0

READ 814 BASIC SPELLING MASTERY
Self-paced individualized course to facilitate basic spelling mastery. Includes basic plural rules, final e rules, ie/ ei rules, silent letters, basic homonyms, and commonly misspelled words. Pass/No Pass grading. Open entry/open exit. Variable units. (Unit does not apply toward AA/AS degree.) Students may register at any time but should go to the Reading Center (18-101) during the third week of the semester to meet with an instructor. May be taken twice for a maximum of 2 units.

87538 READ 814 AO By Arr 1.5-3.0 Hrs/Wk 18-101 Wills, C. .5-1.0

READ 815 ADVANCED SPELLING MASTERY
A self-paced, individualized course to facilitate advanced spelling mastery. Includes advanced plural rules, rules for doubling the final consonant, rules for words ending in able/ible, ance/ence, ceed, sede, and cede, advanced homonyms, and higher-level misspelled words. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken 2 times for a maximum of 2 units. By Arr 1.5-3.0 Hrs/Wk. (Unit does not apply toward AA/AS degree.) Students may register at any time but should go to the Reading Center (18-101) during the third week of the semester to meet with an instructor.

87539 READ 815 AO By Arr 1.5-3.0 Hrs/Wk 18-101 Wills, C. .5-1.0

READ 825 INTRODUCTION TO COLLEGE READING
Instruction in techniques for improving skills basic to college reading. Focus on comprehension, vocabulary building, and college study reading skills using a variety of nonfiction and fiction materials. Includes reading books for enjoyment, written responses to text, and use of computers. Qualifies as preparation for READ 830. Plus minimum 16 hours by arrangement per term. Recommended Preparation: ESL 857 (or appropriate skill level indicated by the Reading placement tests and other measures). May be taken twice for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

89745 READ 825 AH MWF 10:10 11:00 16-105 Marron, J. 3.0
92803 READ 825 BD TTh 11:10 12:25 16-102 Wills, C. 3.0

Evening Class
82889 READ 825 JA Mon 6:30 9:35 16-105 Marron, J. 3.0

Reading
Individualized basic to advanced training for increased vocabulary, spelling and phonetic skills

collegeofsanmateo.edu/reading • (650) 574-6612

How to read class information can be found on page 29
READ 830 COLLEGE AND CAREER READING
Analysis of expository writing, including extended textbook passages, work documents, and fictional writing, essential to proficient reading in college courses and job-related reading. Emphasis on applying reading strategies to comprehend and retain textbook information and perform better on academic and career-related tests. Additional focus on recognition of an author’s thesis, supporting details, point of view, purpose, tone, bias, and conclusions through in-depth analysis of essays, textbook excerpts, and book-length works. Intensive work with vocabulary and word origins. Qualifies as preparation for READ 400 and READ 405. A $5.00 materials fee is payable upon registration. Plus minimum 16 hours by arrangement per term. Recommended Preparation: READ 825 with a grade of C or higher or appropriate skill level indicated by the Reading placement tests and other measures. Pass/No pass or letter grade option. (AA)

REaD 830 COLLEgE aND CaREER REaDiNg
Analysis of expository writing, including extended textbook passages, work documents, and fictional writing, essential to proficient reading in college courses and job-related reading. Emphasis on applying reading strategies to comprehend and retain textbook information and perform better on academic and career-related tests. Additional focus on recognition of an author’s thesis, supporting details, point of view, purpose, tone, bias, and conclusions through in-depth analysis of essays, textbook excerpts, and book-length works. Intensive work with vocabulary and word origins. Qualifies as preparation for READ 400 and READ 405. A $5.00 materials fee is payable upon registration. Plus minimum 16 hours by arrangement per term. Recommended Preparation: READ 825 with a grade of C or higher or appropriate skill level indicated by the Reading placement tests and other measures. Pass/No pass or letter grade option. (AA)

Evening Class
89966 READ 830 AB MWF 9:10 10:00 16-105 Marron, J. 3.0
91992 READ 830 AH TTh 9:45 11:00 16-102 Wills, C. 3.0

Online Class
91322 READ 830 JB Wed 6:30 9:30 16-105 Marron, J. 3.0

READ 852 VOCaBuLaRY iMPROVEMENT I
A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Pass/No Pass grading. Open entry/open exit. Variable units. Maybe be taken three times for a maximum of 1.5 units. Students may register at any time but should go to the Reading Center (18-101) during the third week of the semester to meet with an instructor. (Units do not apply toward AA/AS degree.)

Evening Class
87542 READ 852 AO By Arr 1.5-4.5 Hrs/Wk 18-101 Wills, C. 5-1.5
90222 READ 852 YVH By Arr 1.5-4.5 Hrs/Wk 15-168 Wills, C. 5-1.5

READ 853 VOCaBuLaRY iMPROVEMENT II
A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Pass/No Pass grading. Open entry/open exit. Variable units. Maybe be taken three times for a maximum of 1.5 units. Students may register at any time but should go to the Reading Center (18-101) during the third week of the semester to meet with an instructor. (Units do not apply toward AA/AS degree.)

Evening Class
87543 READ 853 AO By Arr 1.5-4.5 Hrs/Wk 18-101 Wills, C. 5-1.5
90223 READ 853 YVH By Arr 1.5-4.5 Hrs/Wk 15-168 Wills, C. 5-1.5

REAL ESTATE
The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

R.E. 100 REAL ESTATE PRINCIPLES
Property, contracts, agency, financing, liens and encumbrances, taxes, escrows, land descriptions. Meets State requirements for admission to the salesperson’s license exam. (AA: Area E5d, CSU)

Evening Class
82867 R.E. 100 AA Mon 12:45 3:30 18-306 Staff 3.0

R.E. 110 REAL ESTATE PRACTICE
Real estate brokerage skills. Emphasis on daily activities of salesmen and brokers. Meets State requirements as one of two additional courses to move from the initial or temporary salesperson’s license to a regular renewable salesperson’s license. Accepted for credit for the broker’s license. (AA, CSU)

Evening Class
82873 R.E. 110 JA Tue 6:30 9:20 18-308 Staff 3.0

R.E. 200 REAL ESTATE ECONOMICS
Economic aspects of real estate: dynamic economic conditions and related factors of the real estate business. Meets State requirements for the salesperson’s and the broker’s licenses. May be taken twice for a maximum of 6 units. (AA, CSU)

Evening Class
82878 R.E. 200 JA Wed 6:30 9:20 19-121 Staff 3.0

View current open classes at collegeofsanmateo.edu/openclasses.
SOCIAL SCIENCE

SOSC 301 INTRODUCTION TO ALCOHOL AND OTHER DRUG STUDIES

Introductory course covering the historical, cultural, educational, prevention/intervention theories of alcohol and other drugs use and abuse. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU)

**Evening Class**
84232 SOSC 301 JA Tue 6:30-9:30 14-104 Perezyanez, I. 3.0

SOSC 302 PHARMACOLOGY AND PHYSIOLOGICAL EFFECTS OF ALCOHOL AND OTHER DRUG ABUSE

Physical and physiological effects of alcohol and other drugs upon the body. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 or 415 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA, CSU)

**Evening Class**
84234 SOSC 302 JA Mon 6:30-9:35 14-102 DeDomenico, J. 3.0

SOSC 310 SPECIAL POPULATION GROUPS IN ALCOHOL AND OTHER DRUG STUDIES

Survey of special population groups in alcohol and other drug studies (AOD) and their characteristics, particular intervention needs, and individual responses to treatment. Particular attention given to ethnic/racial, gender, age, economic, sexual orientation, and disabled issues. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of or concurrent enrollment in READ 400, 405, or 415 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU)

**Evening Class**
92279 SOSC 310 JA Thu 6:30-9:30 14-104 Perezyanez, I. 3.0

SOSC 315 FIELD STUDIES AND SEMINAR I

Supervised practicum/internship. The first semester of a two-semester sequence placing students in alcohol/drug abuse agencies/organizations; emphasizes and applies the values, concepts, and skills gained from previous courses to the process of aiding chemically dependent persons. Participants must already be knowledgeable about chemical dependency. Plus completion of at least 150 hours of documented work in an agency or organization in the alcohol/drug abuse field (255 hours if CAADAC certification is sought). **Prerequisite:** SOSC 301 and 302. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of or concurrent enrollment in READ 400, 405, or 415 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA, CSU)

**Evening Class**
84231 SOSC 315 JA Wed 6:30-9:30 16-106 Stocker, A. 3.0

SOSC 319 CO-OCCURRING SUBSTANCE ABUSE AND MENTAL DISORDERS

Covers the relationship between alcohol and other drug dependency/addiction and psychological/mental disorders. Focuses on identification and assessment of individuals diagnosed with multiple/dual disorders, current treatment approaches, medication, referral procedures, and interface with the professional mental health community. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400, 405 or 415 with a grade of C or higher OR concurrent enrollment in READ 400, 405 or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA, CSU)

**Evening Class**
89690 SOSC 319 JA Tue 6:30-9:20 14-118 DeDomenico, J. 3.0

SOCIOLOGY

SOCI 100 INTRODUCTION TO SOCIOLOGY

Analysis of processes of group behavior and interaction between the individual and society. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area D, UC: Area 4)

82937 SOCI 100 AA TTh 8:10-9:25 16-106 Mathur, M. 3.0
82938 SOCI 100 AB MWF 10:10-11:00 14-102 Witt, I. 3.0
90372 SOCI 100 AC MWF 9:10-10:00 16-106 Mathur, M. 3.0
88758 SOCI 100 AD TTh 9:45-11:00 16-106 Mathur, M. 3.0
82940 SOCI 100 AE TTh 11:10-12:25 16-106 Mathur, M. 3.0
86173 SOCI 100 AG MWF 12:10-1:00 16-106 Mathur, M. 3.0

**Evening Class**
84779 SOCI 100 JB Thu 7:00-10:00 16-106 Manders, D. 3.0

**Off Campus Class**
83487 SOCI 100 JAH Wed 5:45-8:45 MK Crawford, Z. 3.0

**NOTE:** This class meets at the Martin Luther King Center, 725 Monte Diablo Avenue, San Mateo.

SOCI 105 SOCIAL PROBLEMS

Theories of social problems involving sociological approaches. Theoretical and descriptive studies of crime, delinquency, mental illness, drug abuse, suicide, and other social problems of mass society. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400, 405, or 415 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D, UC: Area 4)

88989 SOCI 105 AX MWF 10:10-11:00 16-106 Mathur, M. 3.0

**Honors Program**
88990 SOCI 105 HX MWF 10:10-11:00 16-106 Mathur, M. 3.0

How to read class information can be found on page 29
SPANISH

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 65.

SPAN 110 ELEMENTARY SPANISH
Study of elementary Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only the structures already practiced. Plus minimum 32 lab hours by arrangement per term. Recommended Preparation: eligibility for ENGL 838 or a higher English course. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC)

82967 SPAN 110 AX Daily 8:10 9:00 18-203 Castillo, R. 5.0
91571 SPAN 110 BX Daily 12:10 1:00 18-203 Castillo, R. 5.0

SPAN 111 ELEMENTARY SPANISH I
Study of elementary Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only the structures already practiced. This course covers approximately the first half of the material covered in SPAN 110. Plus minimum 16 lab hours by arrangement per term. Recommended Preparation: eligibility for ENGL 838 or a higher English course. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC)

82969 SPAN 111 AA MWF 9:10 10:00 18-203 Castillo, R. 3.0
82970 SPAN 111 AX Daily 8:10 9:00 18-203 Castillo, R. 3.0
Start and end dates for section 91570: 8/18 10/28
91572 SPAN 111 BX Daily 12:10 1:00 18-203 Castillo, R. 3.0
Start and end dates for section 91572: 9/18 11/18

Evening Classes
82973 SPAN 111 JX Tue 6:30 7:30 18-203 Dinelli, A. 3.0
92334 SPAN 111 KX Mon 6:30 7:30 18-203 Dinelli, A. 3.0

SPAN 112 ELEMENTARY SPANISH II
Covers approximately the second half of the semester’s work in SPAN 110. Plus minimum 16 lab hours by arrangement per term. Prerequisite: SPAN 111 or equivalent with Pass or a grade of C or higher. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC)

86956 SPAN 112 AX Daily 8:10 9:00 18-203 Castillo, R. 3.0
Start and end dates for section 86956: 9/18 11/18
91573 SPAN 112 BX Daily 12:10 1:00 18-203 Castillo, R. 3.0
Start and end dates for section 91573: 9/18 11/18

Evening Class
82975 SPAN 112 JX Mon 6:30 7:30 18-203 Dinelli, A. 3.0

SPAN 131 INTERMEDIATE SPANISH I
Practice of conversation and composition; review of grammar; in-class and collateral readings of Spanish and Spanish-American literature. Covers approximately the first half of SPAN 130. Plus minimum 16 lab hours by arrangement per term. Prerequisite: SPAN 120 or 122 or equivalent with Pass or a grade of C or higher. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC: Area 3B/Area 6)

82977 SPAN 131 AX MWF 11:10 12:00 18-203 Castillo, R. 3.0

SPAN 132 INTERMEDIATE SPANISH II
Practice of conversation and composition; review of grammar; in-class and collateral readings of Spanish and Spanish-American literature. Covers approximately the second half of SPAN 130. Plus minimum 16 lab hours by arrangement per term. Prerequisite: SPAN 131 or equivalent with Pass or a grade of C or higher. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC: Area 3B/Area 6)

82978 SPAN 132 AX MWF 11:10 12:00 18-203 Castillo, R. 3.0

Spanish courses continued on next page
SPAN 140 ADVANCED INTERMEDIATE SPANISH
Further practice in conversation and composition based on reading modern Spanish and Latin American authors; grammar review. **Prerequisite:** SPAN 130 or 132 or equivalent with Pass or a grade of C or higher. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC: Area 3B/Area 6)

82979 SPAN 140 AX MWF 11:10 12:00 18-203 Castillo, R. 3.0

SPAN 801 CONVERSATIONAL SPANISH I, ELEMENTARY
A practical course in the Spanish language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech, supported by sufficient grammar to give flexibility in the spoken language. Pass/No Pass grading. (This course will not fulfill the language requirement at California State Universities or the University of California.) (AA)

**Evening Classes**
84258 SPAN 801 JX Tue 6:30 9:30 16-101 Dinelli, A. 2.0
91724 SPAN 801 KX Wed 6:30 9:30 18-203 Collis, H. 2.0

SPAN 802 CONVERSATIONAL SPANISH II, ADVANCED ELEMENTARY
Further work in conversation following the model of SPAN 801. **Prerequisite:** SPAN 801 or equivalent with Pass. Pass/No Pass grading. (This course will not fulfill the language requirement at California State Universities or the University of California.) (AA)

**Evening Class**
89977 SPAN 802 JX Mon 6:30 9:35 16-101 Dinelli, A. 2.0

SPAN 803 CONVERSATIONAL SPANISH III, INTERMEDIATE
More advanced work in conversation following the model of SPAN 802. **Prerequisite:** SPAN 802 or equivalent with Pass. Pass/No Pass grading. (This course will not fulfill the language requirement at California State Universities or the University of California.) (AA)

**Evening Class**
84259 SPAN 803 JX Mon 6:30 9:35 16-101 Dinelli, A. 2.0

SPCH 100 PUBLIC SPEAKING
Practice in delivering extemporaneous speeches; study of effective communication; organizing and outlining; critical listening; analysis and evaluation. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100. (AA: Area E2b/ E5d, CSU: Area A1, UC: Area 1c)

82983 SPCH 100 AA MWF 8:10 9:00 16-245 Perry, L. 3.0
82984 SPCH 100 AB MWF 9:10 10:00 16-247 Li, Y. 3.0
89965 SPCH 100 AE TTh 9:45 11:00 16-247 Motoyama, C. 3.0
92236 SPCH 100 AF TTh 8:10 9:25 16-247 Motoyama, C. 3.0
82986 SPCH 100 AH MWF 10:10 11:00 16-247 Li, Y. 3.0
82987 SPCH 100 AK MWF 11:10 12:00 16-245 Kramm, G. 3.0
82988 SPCH 100 AM TTh 11:10 12:25 16-247 Motoyama, C. 3.0
90013 SPCH 100 AO MWF 12:10 1:00 16-245 Reed, K. 3.0
92804 SPCH 100 BD TTh 12:45 2:00 16-245 Reed, K. 3.0

**Evening Classes**
82990 SPCH 100 JA Tue 6:30 9:30 16-245 Perry, L. 3.0
82991 SPCH 100 JB Wed 6:30 9:30 16-247 Li, Y. 3.0

SPCH 120 INTERPERSONAL COMMUNICATION
Theory and practice of interpersonal communication skills. Analysis of perception, verbal and nonverbal messages, listening skills, and strategies for resolving conflict. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100. (AA: Area E2a/Area E5d, CSU: Area A1/Area D, UC: Area 1c)

82998 SPCH 120 AC MWF 9:10 10:00 16-245 Reed, K. 3.0
83000 SPCH 120 AD MWF 10:10 11:00 16-247 Li, Y. 3.0
82999 SPCH 120 AF TTh 9:45 11:00 16-245 Paoli, P. 3.0
90134 SPCH 120 AH TTh 9:45 11:00 16-245 Paoli, P. 3.0
83002 SPCH 120 AM MWF 11:10 12:00 16-245 Kramm, G. 3.0
82996 SPCH 120 AN TTh 11:10 12:25 16-245 Reed, K. 3.0
84466 SPCH 120 AR MWF 12:10 1:00 16-245 Li, Y. 3.0
83005 SPCH 120 BA TTh 11:10 12:25 16-104 Paoli, P. 3.0

**Evening Classes**
83009 SPCH 120 JA Mon 6:30 9:35 16-104 Paoli, P. 3.0
83010 SPCH 120 JC Tue 6:30 9:30 16-104 Paoli, P. 3.0
90337 SPCH 120 JE Wed 6:30 9:30 16-245 Kramm, G. 3.0

SPCH 140 SMALL GROUP COMMUNICATION
Understanding of the principles of group interaction and decision making. Participation in discussion groups to share information, solve problems, and reach consensus. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100. (AA: Area E2a/Area E5d, CSU: Area A1, UC: Area 1c)

85383 SPCH 140 AA MWF 11:10 12:00 16-204 Reed, C. 3.0
SPCH 150 INTERCULTURAL COMMUNICATION
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. Plus minimum 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 100. (AA: Area E2a/Area E5d, CSU: Area A1, UC: Area 1C)

SPCH 855 SPEECH FOR NON-NATIVE SPEAKERS I
Practice in using pitch, rate, volume, and vocal qualities to convey accurate meaning and emotion; practice in discussion, interviews, and extemporaneous public speaking; listening skills appropriate for discussion, interviews, and public speaking. Plus 16 lab hours by arrangement per term. Recommended Preparation: ESL 847 with Pass or a grade of C or higher (or appropriate skill level indicated by placement tests and other measures). It is recommended that students enroll concurrently in ESL 828 or higher course and READ 825 or higher course. Pass/No Pass or letter grade option. (AA: Area E2b)

IF YOU CAN’T FIND IT AT CSM
San Mateo County Community College District also operates Cañada College in Redwood City and Skyline College in San Bruno which offer a number of special programs not available at College of San Mateo:

Cañada College
4200 Farm Hill Blvd.
Redwood City, CA 94061
(650) 386-3100 or
(650) 364-1212

Programs
- Computer Information Technology
- Drama/Theater Arts
- Early Childhood Education
- Fashion Design
- Interior Design
- Medical Assisting
- Paralegal
- Radiologic Technology
- Athletics
  - Men’s Basketball
  - Men’s Soccer
  - Women’s Golf
  - Women’s Soccer

Skyline College
3300 College Drive
San Bruno, CA 94066
(650) 738-4100 (day)
(650) 738-4251 (evening)

Programs
- Arabic
- Asian Studies
- Chinese Studies
- Automotive Technology
- Biotechnology
- Central Service/Sterile Processing
- Cosmetician/Esthetician/Spa
- Early Childhood Education
- Environmental Science and Technology
- Family & Consumer Sciences
- Fashion Merchandising
- Filipino/Tagalog
- International Logistics
- International Studies
- International Trade
- Image Consulting
- Medical Assistant
- Medical Billing and Coding
- Paralegal
- Respiratory Therapy
- Solar Energy Technology
- Solar Installation
- Surgical Technology
- Telecommunications and Network Information Technology
- Athletics
  - Men’s Basketball
  - Men’s Soccer
  - Wrestling
  - Women’s Badminton
  - Women’s Soccer
  - Women’s Volleyball

View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)
Check Coastside course listings for Fall 2010 online at: collegeofsanmateo.edu/webschedule beginning June 2010
CSM Distance Learning

Distance Learning Office
Building 9 (lower level), Room 181
(650) 524-6933
collegeofsanmateo.edu/dl
Distance Learning Guide

What You Should Know About CSM Distance Learning Courses

Distance Learning courses at College of San Mateo consist of telecourses and online courses. Telecourses are pre-produced television courses broadcast on KCSM-TV and available on tape in the Library. The online courses require students to have access to a computer with an individual email account and/or Web access. Students complete most of their course work outside the classroom, on their own time, usually at home, or in the Library.

• Distance learning courses are recommended for students who work well independently and have solid study skills and self-discipline.
• Three or more on-campus meetings are held for each course during the semester. (** indicates MANDATORY introductory meeting.)
• Distance learning courses parallel courses taught in the classroom and are transferable to most four-year colleges and universities.
• Telecourses are not "class lectures transferred to tape."
• Distance learning courses are as effective as regular college courses in terms of student learning.

KCSM-TV

CSM telecourses are transmitted over KCSM-TV Channel 60-1, a Public Broadcasting Services station, licensed to the San Mateo County Community College District. Studios are located on the CSM campus, and the transmitter is on Mount Sutro. If you do not receive a digital signal, you may need to subscribe to cable services. Most Bay Area cable companies carry KCSM as part of their service on cable channel 17. Consult your local cable company's channel directory to make sure you know the correct channel number for KCSM-TV.

Distance Learning Support Services

The Distance Learning Office is located in the lower level of Building 9 in Room 181 (524-6933). Staff is available to answer your questions about courses, the registration process, study materials and instructor access. Or you can email: andrader@smccd.edu.

Distance Learning Web Site: collegeofsanmateo.edu/dl

Each telecourse has a WebACCESS page to help students connect with a "Study Buddy" (smccd.mrooms.net), and includes a full listing of online courses and telecourses offered by CSM.

Study Buddy Sign-Up

Partners study by phone, online or in person and may wish to share off-air recording responsibilities.

Textbooks by Telephone

The CSM Bookstore (574-6366) accepts textbook orders by phone for Distance Learning students. Allow 10 days for delivery. Credit card orders only. Books can also be purchased online at collegeofsanmateo.edu/bookstore. In addition to regular hours, the Bookstore will be open on Aug. 21 and 28, 9 am to 2 pm.

Video Library

The library provides a video checkout service and computer workstations with Internet access. Video tapes of broadcast courses are available for overnight checkout on a first-come, first-served basis. A current Peninsula Library System (PLS) card is required to check out tapes and use the computers. Residents of San Mateo County may obtain a library card at any local public library or the College of San Mateo Library. Non-residents may obtain a card at the College of San Mateo Library (Bldg. 9). Photo identification and proof of enrollment are required. The Library closes for holidays, staff development days and semester break.

Semester Rental of Telecourse Tapes

The CSM Distance Learning Office has limited sets of DVD's or video tapes of telecourses available for rent. Rental Fee is $50 per set, plus a $20 (cash) security deposit. Deposit is refunded to student when the tapes are returned. Contact the Distance Learning Office, Bldg. 9, Room 181, or (650) 524-6933 for information.

ACT Media, Inc. also rents the complete telecourse for the entire semester. Fees are non-refundable. Mastercard, Visa and money orders accepted. Call 1-800-745-5480 or order online at www.actmedia.org.

Use Your Video Cassette Recorder

Students can record telecourse programs off the air and view them at a more convenient time. Simply set your VCR or DVR to the appropriate channel to record KCSM-TV. Be sure to program your television to recognize the KCSM-TV channel.

Important Components of Distance Learning Courses

1. On-Campus Meetings
   Some distance learning courses require students to come to the CSM campus at designated times to meet with the instructor and other students. Introductory meetings, reviews, and exams are held on-campus unless otherwise stipulated by the instructor. Most courses have from three to five scheduled on-campus meetings during the semester. Students may also telephone, use email or meet with instructors during office hours.
   The introductory meeting and other scheduled on-campus meetings are required unless otherwise indicated.
   If you don’t attend the introductory meeting, you may be dropped from the class roster.

2. Internet Access/Television Viewing
   Students enrolled in online courses are expected to visit the web site frequently and to participate in email and online discussions.
   Facilities are available in the CSM Library for accessing the course web site.
   Telecourse students usually view weekly programs at home. Some students record programs if they cannot watch them at broadcast time.

3. Reading Assignments
   Students are required to read the textbook,
study guide, handouts or Web information as assigned by the instructor. It is recommended that telecourse students read each lesson before viewing the corresponding program, unless specified otherwise by the instructor. See Textbooks by Telephone information on page 96.

4. Written Assignments

Students complete written work or special projects as assigned by the instructor.

Distance Learning Registration

- Register online or in person.
- Cost is only $26 per unit for California residents. (See note under Fees on this page.)
- A student enrolled in distance learning courses who officially drops by the stated deadline may be eligible for a partial refund or credit of the enrollment fee/non-resident fee. Please see “Credit and Refund Policy” on page 15.
- Distance Learning students have the same status as regularly enrolled students.
- It’s easy to enroll in CSM distance learning courses. Once you have selected the course(s) you want to take, enroll as follows:

  Continuing Students

If you were enrolled at CSM, Cañada College, or Skyline College during Fall 2009, Spring 2010, and/or Summer 2010, follow the How to Register instructions for continuing students on page 5 to take advantage of your registration priority and register using WebSMART.

New and Former Students

Students who have never enrolled at CSM, Cañada College or Skyline College, or whose last enrollment was prior to Fall 2009, may submit their application for admission on the Web at collegeofsanmateo.edu/apply or in person at the Office of Admissions and Records (Bldg. 1, Second Floor). For hours and more info, visit collegeofsanmateo.edu/admissions.

We will send you specific instructions and provide a registration appointment date and PIN code to enable you to register and pay fees using WebSMART registration. You will be able to register or change your program on or after your appointment date.

Late Registration

The advance registration deadline for Fall 2010 telecourses and online courses is the day before the class begins or the introductory meeting is held. Course authorization codes, available from the instructor, are necessary to register on the day the class begins or thereafter. Please note that attendance at introductory meetings is required for many distance learning classes.

Fees

You may charge your fees to your VISA, MasterCard, Discover or American Express card, or you may pay by check if you prefer to do so. If you register only for distance learning courses, you need not pay health services or parking fees. However, if your on-campus meetings are at any time other than a Friday evening or Saturday, you will have to purchase a parking permit from the Security Office (Bldg. 1, Room 270) or Cashier’s Office (Bldg. 1, Room 147) or from the machines in Lots 1, 2, 6 or 11 (see campus map on inside back cover).

Distance learning students pay the State-mandated enrollment fee ($26 per unit) and the student fee ($1). (See Fees, page 13) In addition, if they have not been residents of California (as defined in the Education Code) continuously since August 17, 2009, they must pay an additional nonresident tuition fee of $191 per unit. Foreign students also need to pay an additional $9 per unit nonresident capital outlay fee for a total of $200 per unit.

Getting Started in Your Course:

Attend the Introductory Meeting

The first class meeting will provide you with an opportunity to have questions answered, to obtain specific information, to find out how to proceed through the course, and to meet your instructors and your fellow classmates.

Telecourse students will receive a syllabus and broadcast schedule. Instructors for online courses will distribute course material in person and online. You do not have to be preregistered to attend. You may register on the day of the introductory meeting if there is space in the class. (See Late Registration for details.)

Students Unable to Attend the Introductory Meeting

Many courses have mandatory introductory meetings; students not in attendance may be dropped unless they have made prior arrangements with the instructor. However, this is not an automatic withdrawal—the student is responsible for officially withdrawing from the class by using fax, WebSMART or written notification to Admissions and Records by appropriate deadline date(s). Check the detailed course listings to learn whether attendance at the introductory meeting is mandatory for your course(s). If you have completed registration and are unable to attend the scheduled introductory meeting, contact your instructor before the meeting to obtain necessary information. If you have not registered before the introductory meeting and are unable to attend, call the Distance Learning Office (524-6933) to learn whether it is still possible to enroll in the course you have chosen and to take the necessary steps for late registration.

Dismissed Students

Students dismissed at College of San Mateo, Cañada College or Skyline College must petition for reinstatement. Obtain the petition form from Counseling Services (Building 1, Room 207).

Students who were dismissed and who have NOT been in attendance at College of San Mateo, Cañada College or Skyline College since Fall 2009 must complete an application for admission in addition to the petition for reinstatement.

Pass/No Pass Grading Option

Most CSM courses are graded on the basis of the standard letter grades (A, B, C, D, F). Some courses are graded on a Pass or No Pass basis, and are so designated in the schedule of classes. Still other courses offer the student the choice between letter and Pass/No Pass grading; students electing the Pass/No Pass option in such courses must submit the appropriate form to the Office of Admissions and Records within the first 30% of the duration of the course. Changes are not permitted thereafter.

Students should be aware that many colleges and universities, including College of San Mateo, place specific restrictions on the number, if any, of units graded on a Pass/No Pass basis that are acceptable toward degrees and certificates. Because the decision to request Pass/No Pass grading is irrevocable after 30% of the duration of the course, students should be cautious in making such a request.

Transferable Courses

All CSM distance learning courses are applicable for A.A./A.S. degree credit and are transferable to most four-year universities for bachelor’s degree credit.

Drop/Withdrawal

If you officially drop a Summer 2010 course by the stated ‘last day to drop with refund’ deadline, you may be eligible for a partial refund of enrollment fee/nonresident fee. The final deadline for withdrawal from each telecourse is listed with the description of each telecourse. See “Credit and Refund Policy” on page 15.

Final Grades Reported on WebSMART and SMART

Final grades will be available on WebSMART beginning January 7, 2011.
“Is Distance Learning For Me?”
This Handy Questionnaire Will Help You Decide

Instructional technologists Bob Lose, Joan Trabandit, Barbara Hatheway and Teresa Donnell of Northern Virginia Community College’s Extended Learning Institute would like to share the following simple, quick questionnaire they developed to help potential distance learning students assess their chances for success.

Is Distance Learning for You?
How well will distance learning fit your circumstances and lifestyle? Circle one answer for each question and score as directed.

1. My need to take this course now is:
   a. High - I need it immediately for degree, job or other important reason.
   b. Moderate - I could take it on campus later or substitute another course.
   c. Low - It’s a personal interest that could be postponed.

2. Feeling that I am part of a class is:
   a. Not particularly necessary to me.
   b. Somewhat important to me.
   c. Very important to me.

3. I would classify myself as someone who:
   a. Often gets things done ahead of time.
   b. Needs reminding to get things done on time.
   c. Puts things off until the last minute.

4. Classroom discussion is:
   a. Rarely helpful to me.
   b. Sometimes helpful to me.
   c. Almost always helpful to me.

5. When an instructor hands out directions for an assignment, I prefer:
   a. Figuring out the instructions myself.
   b. Trying to follow the directions on my own, then asking for help as needed.
   c. Having the instructions explained to me.

6. I need faculty comments on my assignments:
   a. Within a few weeks, so I can review what I did.
   b. Within a few days, or I forget what I did.
   c. Right away, or I get very frustrated.

7. Considering my professional and personal schedule, the amount of time I have to work on a distance learning course is:
   a. More than enough for a campus class or a distance learning course.
   b. The same as for a class on campus.
   c. Less than for a class on campus.

8. When I am asked to use VCRs, computers, voice mail, e-mail, or other technologies new to me:
   a. I look forward to learning new skills.
   b. I feel apprehensive, but try anyway.
   c. I put it off or try to avoid it.

9. As a reader, I would classify myself as:
   a. Good - I usually understand the text without help.
   b. Average - I sometimes need help to understand the text.
   c. Slower than average.

10. If I have to go to campus to take exams or complete work:
    a. I can go to campus anytime.
    b. I might miss some lab assignments or exam deadlines if campus labs are not open evenings and weekends.
    c. I will have difficulty getting to the campus, even in the evenings and on weekends.

Scoring
Add 3 points for each “A” that you circled, 2 for each “B” and 1 for each “C”.

If you scored 20 or over, distance learning is a real possibility for you.
If you scored 11 to 19, you may need to make a few adjustments in your schedule and study habits to succeed.
If you scored 10 or less, distance learning may not currently be the best alternative for you; talk to your counselor.

Explanation
The 10 questions in the questionnaire reflect some of the facts about taking distance learning courses:

1. Distance learning students sometimes can end up neglecting courses because of personal or professional circumstances, unless they have compelling reasons for taking the course.

2. Some students prefer the independence of distance learning; others find it uncomfortable.

3. Distance learning courses give students greater freedom of scheduling, but they can require more self-discipline than on-campus classes.

4. Some people learn best by interacting with other students and instructors, but distance learning courses often do not provide much opportunity for this type of interaction.

5. Distance learning courses require you to work from written directions without face-to-face instruction.

6. It may take as long as two weeks to get comments back by mail from your instructor.

7. Distance learning courses require at least as much time as on-campus courses.

8. Distance learning courses frequently use technology for teaching and telecommunication.

9. Printed materials are the primary source of directions and information in distance learning courses.

10. All distance learning courses require some on-campus work: introductory, review sessions, exams, and labs. Student schedule flexibility is important.
Online Courses

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSCHEDULE link: collegeofsanmateo.edu/webschedule.

Deadline dates for courses are listed under the individual course.

General requirements for all online courses:
- Complete the required registration procedure.
- Attend the introductory meeting and other on-campus meetings (**indicates MANDATORY).
- Read the required textbooks.
- Visit the web site weekly to keep apprised of schedule changes, new texts, etc.
- Participate actively in email and online discussions.
- Complete class assignments, exams and specific course requirements.

NOte: These courses are offered online. Students MUST have e-mail and Web access. For complete course descriptions, prerequisites, and recommended preparations, see listings under the respective departments. For further information about a specific class, its schedule, recommended software, or other questions, visit the course web site or contact the instructor.

ACCOUNTING

Accounting Procedures
ACTG 100 OLH (92118) (3 units)
Introductory Meeting: None. Please check the Web site below before the start date.
Start/End date: Aug. 18–Dec. 15
Web site: smccd.mrooms.net
Instructor: Rosemary Nurre
Email: nurre@smccd.edu
Phone: (650) 574-6493
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Managerial Accounting
ACTG 131 OLH (91738) (4 units)
Introductory Meeting: Tues., Aug. 24**
6:00–9:50 pm
Bldg 14, Room 201
Start/End date: Aug. 24–Dec. 19
Additional Campus Meetings: Sept. 21, Oct. 25, Dec. 7
Web site: smccd.mrooms.net
Instructor: Rosemary Nurre
Email: nurre@smccd.edu
Phone: (650) 574-6493
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Quickbooks: Set Up and Service Business
ACTG 144 OLH (90823) (1.5 units)
Introductory Meeting: None. Please check the Web site below before the start date.
Start/End date: Aug. 18–Oct. 6
Web site: smccd.edu/accounts/raeber
Instructor: Sandra Dorsett Raebler
Email: raeber@smccd.edu
Phone: (650) 574-6665
Registration Deadline: Sept. 1
Last Day to Drop with Refund: Sept. 22
Last Day to Withdraw: Nov. 17

Quickbooks: Payroll and Merchandise Business
ACTG 145 OLH (90825) (1.5 units)
Introductory Meeting: None. Please check the Web site below before the start date.
Start/End date: Oct. 13–Dec. 15
Web site: smccd.edu/accounts/raeber
Instructor: Sandra Dorsett Raebler
Email: raeber@smccd.edu
Phone: (650) 574-6665
Registration Deadline: Oct. 27
Last Day to Drop with Refund: Nov. 3
Last Day to Withdraw: Dec. 1

Cost Accounting
ACTG 165 OLH (90933) (3 units)
Introductory Meeting: Wed., Aug. 18**
7:10–8:00 pm
Bldg. 36, Room 200
Start/End date: Aug. 18–Dec. 15
Web site: smccd.net/accounts/martin
Instructor: Theresa Martin
Email: martina@smccd.edu
Phone: (650) 747-9583
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Plants, People, and Environment
BIOL 145 OLH (91021) (3.0 units)
Introductory Meeting: None. Please check the Web site below before start date.
Start/End date: Aug. 22–Dec. 18
Web site: smccd.mrooms.net (before class begins)
online.smccd.edu (once class begins)
Instructor: Tania Beliz
Email: beliz@smccd.edu
Phone: (650) 574-6248
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

BIOLOGY

Introduction to Life Sciences
BIOL 100 OLH (85715) (3.0 units)
Introductory Meeting: None. Please check the Web site below before start date.
Start/End date: Aug. 21–Dec. 18
Web site: smccd.mrooms.net (before class begins)
online.smccd.edu (once class begins)
Instructor: Tania Beliz
Email: beliz@smccd.edu
Phone: (650) 574-6248
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Keyboarding II
BUS. 315 OLH (91614) (3 units)
Introductory Meeting: None. Please go to instructor’s web site below before start date.
Start/End date: Aug. 18–Dec. 15
Web site: smccd.net/accounts/dorsett
Instructor: Darrell Dorsett
Email: dorsett@smccd.edu
Phone: (650) 574-6439
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Business Communications
BUS. 401 OLH (83490) (3 units)
Introductory Meeting: None. Please contact the instructor at email below before start date.
Start/End date: Aug. 18–Dec. 15
Web site: smccd/accounts/willis
Instructor: Janice Willis
Email: willis@smccd.edu
Phone: (650) 574-6477
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16
BUSINESS WINDOWS APPLICATIONS – WINDOWS PLATFORM

Word Processing I Using Word for Windows
BUSW 214 OLH (90408) (1.5 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Aug. 18-Oct. 13
Web site: smccd/accounts/willis
Instructor: Janice Willis
Phone: (650) 574-6477
Registration Deadline: Aug. 19
Last Day to Drop with Refund: Aug. 25
Last Day to Withdraw: Sept. 22

Word Processing II Using Word for Windows
BUSW 215 OLH (90409) (1.5 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Oct. 20–Dec. 15
Web site: smccd/accounts/willis
Instructor: Janice Willis
Email: willis@smccd.edu
Phone: (650) 574-6477
Registration Deadline: Oct. 21
Last Day to Drop with Refund: Oct. 28
Last Day to Withdraw: Dec. 2

Business Presentations Using Power Point for Windows I
BUSW 383 OLH (86388) (1.5 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Aug. 24–Oct. 19
Web site: smccd/mrooms.net
Instructor: Marie Morgan
Email: morganm@smccd.edu
Phone: (650) 378-7301 ext. 19276
Registration Deadline: Aug. 25
Last Day to Drop with Refund: Sept. 8
Last Day to Withdraw: Sept. 29

Business Presentations II Using Power Point for Windows
BUSW 384 OLH (90907) (1.5 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Oct. 26–Dec. 14
Web site: smccd.net/accounts/morgan
Instructor: Marie Morgan
Email: morganm@smccd.edu
Phone: (650) 378-7301 ext. 19276
Registration Deadline: Oct. 27
Last Day to Drop with Refund: Nov. 3
Last Day to Withdraw: Dec. 1

Spreadsheet I Using Excel for Windows
BUSW 415 OLH (85492) (1.5 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Oct. 21–Dec. 16
Web site: smccd/accounts/willis
Instructor: Janice Willis
Email: willis@smccd.edu
Phone: (650) 574-6477
Registration Deadline: Oct. 17
Last Day to Drop with Refund: Oct. 31
Last Day to Withdraw: Dec. 5

Spreadsheet II Using Excel for Windows
BUSW 416 OLH (85454) (1.5 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Aug. 19–Oct. 14
Web site: smccd/accounts/willis
Instructor: Janice Willis
Email: willis@smccd.edu
Phone: (650) 574-6477
Registration Deadline: Aug. 22
Last Day to Drop with Refund: Sept. 12
Last Day to Withdraw: Oct. 3

Microsoft Project Fundamentals I
BUSW 450 OLH (92835) (1.5 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Aug. 18–Oct. 13
Web site: Please contact instructor at email below before start date.
Instructor: Terry Kistler
Email: tlk123@email.com
Phone: (650) 378-7301 ext. 19011
Registration Deadline: Aug. 25
Last Day to Drop with Refund: Sept. 1
Last Day to Withdraw: Sept. 29

Microsoft Project Fundamentals II
BUSW 451 OLH (92837) (1.5 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Oct. 17–Dec. 18
Web site: Please contact instructor at email below before start date.
Instructor: Terry Kistler
Email: tlk123@email.com
Phone: (650) 378-7301 ext. 19011
Registration Deadline: Oct. 27
Last Day to Drop with Refund: Nov. 3
Last Day to Withdraw: Dec. 1

Introduction to Internet Competency
BUSW 530 OLH (97151) (1.5 units)
Introductory Meeting: None. Please contact the instructor at email below before start date.
Start/End date: Oct. 14–Dec. 9
Instructor: Terry Kistler
Email: tlk123@email.com
Phone: (650) 378-7301 ext. 19011
Registration Deadline: Aug. 26
Last Day to Drop with Refund: Sept. 9
Last Day to Withdraw: Oct. 9

COMPUTER AND INFORMATION SCIENCE

Introduction to Computer and Information Science
CIS 110 OLH (86225) (3 units)
Introductory Meeting: None. Please see instructor’s web page before start date.
Web site: smccd.net/accounts/tilmann
Instructor: Martha Tilmann
Email: tilmann@smccd.edu
Phone: (650) 574-6753
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Internet Programming: JavaScript/Ajax
CIS 114 OLH (92961) (4 units)
Start/End date: Aug. 20–Dec. 17
Web site: smccd.net/accounts/greenm
Instructor: Green, Melissa
Email: greenm@smccd.edu
Phone: (650) 574-6753
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Internet Programming: Ajax
CIS 121 OLH (92962) (3 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Aug. 31–Dec. 17
Web site: smccd.net/accounts/greenm
Instructor: Stan Isaacs
Email: stan@isaacs.com
Phone: (650) 858-2568
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Visual Basic I
CIS 125 OLH (82034) (4 units)
Introductory Meeting: None. Please see instructor’s web page before start date.
Start/End date: Aug. 31–Dec. 17
Web site: smccd.net/accounts/tilmann
Instructor: Martha Tilmann
Email: tilmann@smccd.edu
Phone: (650) 574-6753
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Networks and Digital Communication
CIS 151 OLH (90956) (3 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Aug. 31–Dec. 17
Web site: smccd.net/accounts/brown
Instructor: Ronald Brown
Email: brownr@smccd.edu
Phone: (650) 574-6691
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

** Attendance at meeting is mandatory. Students who are not at the mandatory introductory meeting may be dropped from the class. However, this is not an automatic withdrawal—the student is responsible for officially withdrawing from the class through the Office of Admissions and Records.**
(CS2) Data Structures: Java
CiS 279 OLH (85746) (4 units)
Introductory Meeting: Thurs., Aug. 19**
6:00–8:00 pm
Bldg. 19, Room 107
Start/End date: Aug. 19–Dec. 16
Web site: smccd.net/accounts/grassos
Instructor: Stacey Grasso
Email: grassos@smccd.edu
Phone: (650) 574-6693
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

(CS2) Computer Forensics
CiS 489 OLH (89836) (3 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Aug. 18-Dec. 15
Web site: smccd.net/accounts/brown
Instructor: Ronald Brown
Email: brownr@smccd.edu
Phone: (650) 574-6691
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Advanced Composition
EnGL 165 OLH (84473) (3 units)
Introductory Meeting: None. Please check the web site below before the start date.
Start/End date: Aug. 18–Dec. 10
Web site: smccd.edu/accounts/murphy
Instructor: Madeleine Murphy
Email: murphy@smccd.edu
Phone: (650) 574-6314
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Digital Media
Media Law and Ethics
DGME 102 OLH (92874) (3 units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: Aug. 19–Dec. 15
Web site: smccd.net/accounts/bennett and
smccd.mrooms.net
Instructor: Diana Bennett
Phone: (650) 358-6769
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Engilor
Computational Methods for Engineers and Scientists
ENGR 215 OXH (91595) (3 units)
Introductory Meeting: Thurs., Aug. 19**
6:10–8:40 pm
Bldg. 19, Room 121
Start/End date: Aug. 19–Dec. 16
Additional Campus Meetings: Sept. 30, Nov. 4, Dec. 2, Dec. 16
Web site: smccd.edu/accounts/demsetz
Instructor: Laura Demsetz
Email: Demsetz@smccd.edu
Phone: (650) 574-6617
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

English
Composition and Reading
EnGL 100 OLH (83857) (3 units)
Introductory Meeting: None. Please check the web site below before the start date.
Start/End date: Aug. 18-Dec. 10
Web site: smccd.mrooms.net (before the start of classes), online.smccd.edu (when classes start).
Instructor: Tania Beliz
Email: beliz@smccd.edu
Phone: (650) 574-6248
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Health Science
General Health Science
HSCI 100 OLH (92778) (3 units)
Introductory Meeting: None. Please check the web site below before the start date.
Start/End date: Aug. 18–Dec. 15
Web site: smccd.mrooms.net (before the start of classes), online.smccd.edu (when classes start).
Instructor: Tania Beliz
Email: beliz@smccd.edu
Phone: (650) 574-6248
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Film
Introduction to Film
FILM 100 OXH (92869) (3 units)
Introductory Meeting: Sat., Aug. 28**
12:00–3:00 pm
Bldg. 2, Room 110
Start/End date: Aug. 21–Dec. 18
Additional Campus Meeting: Dec. 4
Instructor: David Laderman
Email: laderman@smccd.edu
Phone: (650) 574-6302
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Introduction to Film
FILM 100 OXH (92869) (3 units)
Introductory Meeting: Sat., Aug. 28**
3:10–6:10 pm
Bldg. 2, Room 110
Start/End date: Aug. 21–Dec. 18
Additional Campus Meeting: Dec. 4
Instructor: David Laderman
Email: laderman@smccd.edu
Phone: (650) 574-6302
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Distance Learning
HISTORY

United States History II
HIST 202 OLH (92879) (3 units)
Introductory Meeting: None. Please check the web site below before the start date.
Start/End date: Aug. 18–Dec. 15
Web site: smccd.mrooms.net
Instructor: Jack Kornblau
Email: kornblauj@smccd.edu
Phone: (650) 574-6494
Registration Deadline: Aug. 28
Last Day to Drop with Refund: Sept. 25
Last Day to Withdraw: Nov. 20

LIBRARY STUDIES

Introduction to Library Research
LIBR 100 OLH (92864) (1 unit)
Introductory Meeting: None. Please check the web site below before the start date.
Start/End date: Sept. 1–Oct. 27
Web site: smccd.edu/accounts/alaniz
Instructor: Michele Alaniz
Email: alanizm@smccd.edu
Phone: (650) 574-6174
Registration Deadline: Sept. 2
Last Day to Drop with Refund: Sept. 23
Last Day to Withdraw: Nov. 16

MATHEMATICS

Elementary Algebra
MATH 110 OLH (9612) (5 units)
Introductory Meeting: Thurs., Aug. 19**
8:10–9:00 am
Bldg. 18, Room 306
Start/End date: Aug. 19–Dec. 16
Additional Campus Meetings: Sept. 8, Sept. 29, Oct. 20, Nov. 10, Dec. 1
Web site: collegeofsanmateo.edu/math/math110.asp
Instructor: John Lehmann
Email: lehmann@smccd.edu
Phone: (650) 574-6631
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Intermediate Algebra
MATH 120 OLH (87228) (5 units)
Introductory Meeting: Sat., Aug. 21**
10:00–12:00 pm
Bldg. 19, Room 124
Start/End date: Aug. 21–Dec. 18
Additional Campus Meetings: Oct. 16, Dec. 11
Web site: smccd.edu/accounts/churchg
Instructor: Gary Church
Email: churchg@smccd.edu
Phone: (650) 574-6621
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

MUSIC

Fundamentals of Music
MUS. 100 OLH (90463) (3 units)
Introductory Meeting: None. Please check the web site below before the start date.
Start/End date: Aug. 18–Dec. 15
Web site: smccd.net/accounts/bobrowski
Instructor: Chris Bobrowski
Email: bobrowski@smccd.edu
Phone: (650) 574-6204
Registration Deadline: Sept. 1
Last Day to Drop with Refund: Sept. 11
Last Day to Withdraw: Nov. 18

Music Listening and Enjoyment
MUS. 202 OLH (83408) (3 units)
Introductory Meeting: Fri., Aug. 20**
2:00–4:00 pm
Bldg. 2, Room 110
Start/End date: Aug. 20–Dec. 17
Web site: http://miltonwilliams.com
Instructor: Milton Williams
Email: vmemill@sbcglobal.net
Phone: (650) 571-6240
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

World Music
MUS. 250 OLH (91510) (3 units)
Introductory Meeting: None. Please check the web site below before the start date.
Start/End date: Aug. 18–Dec. 15
Web site: smccd.edu/accounts/bobrowski
Instructor: Chris Bobrowski
Email: bobrowski@smccd.edu
Phone: (650) 574-6204
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

POLITICAL SCIENCE

National, State and Local Governments
PLSC 200 OLH (91496) (5 units)
Introductory Meeting: Sat., Aug. 21**
1:00–3:00 pm
Bldg. 16, Room 106
Start/End date: Aug. 21–Dec. 18
Additional Campus Meetings: Oct. 16, Dec. 4
Web site: To be announced in class.
Instructor: Kathryn O’Connell
Email: oconnell@smccd.edu
Phone: (650) 574-6381
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

American Politics
PLSC 210 OLH (88867) (3 units)
Introductory Meeting: Sat., Aug. 21**
11:00 am–1:00 pm
Bldg. 16, Room 106
Start/End date: Aug. 21–Dec. 18
Additional Campus Meetings: Oct. 16, Dec. 4
Web site: To be announced in class.
Instructor: Kathryn O’Connell
Email: oconnell@smccd.edu
Phone: (650) 574-6381
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

READING

College and Career Reading
READ 830 OLH (92322) (3 units)
Introductory Meeting: None. Please check the web site below before the start date.
Start/End date: Aug. 18–Dec. 9
Web site: sites.google.com/a/smccd.edu/read-marron
Instructor: Jamie Marron
Email: marron@smccd.edu
Phone: (650) 574-6339
Registration Deadline: Aug. 31
Last Day to Drop with Refund: Sept. 10
Last Day to Withdraw: Nov. 16

Telecourses

General requirements for all telecourses:
• Complete the required registration procedure.
• Attend the introductory meeting (** indicates MANDATORY) and other on-campus meetings.
• Read the required textbooks.
• View the telelessons.
• Complete additional specific course requirements.

Business Law I
BUS. 201 TVH (81884) (3 units)
“Business and the Law” examines contracts and the legal system along with critical legal environment topics such as government regulation, employment practices, and consumer/environment protection. Recommended Preparation: eligibility for ENGL 848. (AA: Area E5d, CSU, UC)
TV: Monday, 7:00–8:00 am
Aug. 30–Dec. 6
Campus Meetings: Sat., 9:00–11:00 am
Bldg. 18, Room 308
Introduction: Aug. 28**
Midterm Review: Oct. 9
Midterm: Oct. 16
Final Review: Dec. 4
Final Exam: Dec. 11
Instructor: J. Gardner Trimbble
Registration Deadline: Sept. 4
Last Day to Drop with Refund: Sept. 24
Last Day to Withdraw: Nov. 16

** Attendance at meeting is mandatory. Students who are not at the mandatory introductory meeting may be dropped from the class. However, this is not an automatic withdrawal—the student is responsible for officially withdrawing from the class through the Office of Admissions and Records.
A.A./A.S. Degree and Certificate Programs at CSM

AA/AS Degree                                      AA/AS Degree                                      AA/AS Degree
Certificate                                      Certificate                                      Certificate

ACCOUNTING                                      ACCOUNTING                                      ACCOUNTING
Accounting Assistant                            Accounting Assistant                             Accounting Assistant
CPA Exam Preparation: Finance                   CPA Exam Preparation: Accounting and Auditing     CPA Exam Preparation: Business
CPA Exam Preparation: Business                   CPA Exam Preparation: Business                   CPA Exam Preparation: Business
Enrolled Agent Exam Preparation                 Tax Preparer I                                  Tax Preparer II
ADMINISTRATION OF JUSTICE                       ADMINISTRATION OF JUSTICE                       ADMINISTRATION OF JUSTICE
Basic Police Academy                             Basic Police Academy                             Basic Police Academy
ALCOHOL AND OTHER DRUG STUDIES                  ALCOHOL AND OTHER DRUG STUDIES                  ALCOHOL AND OTHER DRUG STUDIES
ARCHITECTURE                                    ARCHITECTURE                                    ARCHITECTURE
ART: COMMERCIAL                                 ART: COMMERCIAL                                 ART: COMMERCIAL
ART: FINE ARTS                                  ART: FINE ARTS                                  ART: FINE ARTS
Drawing                                         General Studio Art                             Drawing
Painting                                         Printmaking                                    Painting
PRINTMAKING                                    PRINTMAKING                                    PRINTMAKING
ART: PHOTOGRAPHY                                ART: PHOTOGRAPHY                                ART: PHOTOGRAPHY
BROADCAST AND ELECTRONIC MEDIA (see Digital Media) BROADCAST AND ELECTRONIC MEDIA (see Digital Media) BROADCAST AND ELECTRONIC MEDIA (see Digital Media)
BUILDING INSPECTION TECHNOLOGY                 BUILDING INSPECTION TECHNOLOGY                 BUILDING INSPECTION TECHNOLOGY
BUSINESS                                        BUSINESS                                        BUSINESS
Business Administration,                       Business Administration,                       Business Administration,
Option 1 (non-transfer)                         Option 2 (transfer)                             Option 1 (non-transfer)
Business Administration,                       Business Administration,                       Business Administration,
Insurance – Property and Casualty               Insurance – Property and Casualty               Insurance – Property and Casualty
Merchandising (General)                         Merchandising (General)                         Merchandising (General)
Merchandising (Management)                      Merchandising (Management)                      Merchandising (Management)
Microcomputer/Database & Spreadsheet Office I   Microcomputer/Database & Spreadsheet Office I   Microcomputer/Database & Spreadsheet Office I
Office Assistant I                              Office Assistant I                              Office Assistant I
Microcomputer/Office Assistant                  Microcomputer/Office Assistant                  Microcomputer/Office Assistant

CHEMISTRY                                      CHEMISTRY                                      CHEMISTRY
Computer and Information Science                Computer and Information Science                Computer and Information Science
Chemistry                                       Chemistry                                       Chemistry
Computer & Network Forensics                   Computer & Network Forensics                   Computer & Network Forensics
Computer Science Applications                  Computer Science Applications                  Computer Science Applications
Computer Support Specialist                    Computer Support Specialist                    Computer Support Specialist
Network Support                                 Network Support                                 Network Support
C++ Programming                                C++ Programming                                C++ Programming
Computer Forensics                             Computer Forensics                             Computer Forensics
Internet Programming                           Internet Programming                            Internet Programming
Java Programming                               Java Programming                               Java Programming
Network Security Specialist                    Network Security Specialist                    Network Security Specialist

COSMETOLOGY                                    COSMETOLOGY                                    COSMETOLOGY
DENTAL ASSISTING                                DENTAL ASSISTING                                DENTAL ASSISTING
DIGITAL MEDIA                                   DIGITAL MEDIA                                   DIGITAL MEDIA
Broadcast Audio                                 Broadcast Audio                                 Broadcast Audio
Television Producing                           Television Producing                            Television Producing
Lighting                                       Lighting                                       Lighting
On-Air                                         On-Air                                         On-Air
Television Production                          Television Production                            Television Production
Digital Audio                                   Digital Audio                                   Digital Audio
Digital Video                                   Digital Video                                   Digital Video
Web Design                                      Web Design                                      Web Design
Computer Aided Design                          Computer Aided Design                          Computer Aided Design

ENGINEERING TECHNOLOGY                         ENGINEERING TECHNOLOGY                         ENGINEERING TECHNOLOGY
Electronics Assembly                            Electronics Assembly                            Electronics Assembly
General Electronics                             General Electronics                             General Electronics
Industrial Electronics                          Industrial Electronics                            Industrial Electronics
Microcomputer Systems                           Microcomputer Systems                           Microcomputer Systems
Network Cabling Specialist                     Network Cabling Specialist                     Network Cabling Specialist

ENGLISH                                        ENGLISH                                        ENGLISH
ETHNIC STUDIES                                 ETHNIC STUDIES                                 ETHNIC STUDIES
FILM                                           FILM                                           FILM
FIRE TECHNOLOGY                                 FIRE TECHNOLOGY                                 FIRE TECHNOLOGY
FOREIGN LANGUAGES                               FOREIGN LANGUAGES                               FOREIGN LANGUAGES
Italian                                        Italian                                        Italian
Spanish                                        Spanish                                        Spanish

GEOLOGICAL SCIENCES                             GEOLOGICAL SCIENCES                             GEOLOGICAL SCIENCES
GLOBAL STUDIES                                 GLOBAL STUDIES                                 GLOBAL STUDIES
GRAPHICS (see Digital Media)                   GRAPHICS (see Digital Media)                   GRAPHICS (see Digital Media)

HORTICULTURE                                   HORTICULTURE                                   HORTICULTURE
Floristry                                      Floristry                                      Floristry
Landscape/Construction Design                   Landscape/Construction Design                   Landscape/Construction Design
Landscape Management                           Landscape Management                            Landscape Management
Nursery Management                             Nursery Management                             Nursery Management

HUMANITIES                                     HUMANITIES                                     HUMANITIES
Community Health Worker                         Community Health Worker                         Community Health Worker
Family Development                             Family Development                             Family Development
Peer Support Services                           Peer Support Services                           Peer Support Services
Psychosocial Rehabilitation (PSRC)             Psychosocial Rehabilitation (PSRC)             Psychosocial Rehabilitation (PSRC)

INTERDISCIPLINARY STUDIES                      INTERDISCIPLINARY STUDIES                      INTERDISCIPLINARY STUDIES
Intercultural Studies                          Intercultural Studies                          Intercultural Studies
Contemporary Issues                            Contemporary Issues                            Contemporary Issues

JOURNALISM                                     JOURNALISM                                     JOURNALISM

LIFE SCIENCES                                  LIFE SCIENCES                                  LIFE SCIENCES
Biological                                      Biological                                    Biological
Biotechnology                                   Biotechnology                                   Biotechnology
General                                        General                                        General
Medical                                        Medical                                        Medical
Pre-Nursing                                    Pre-Nursing                                   Pre-Nursing

MANAGEMENT                                     MANAGEMENT                                     MANAGEMENT
Business Management                            Business Management                            Business Management
Marketing Management                           Marketing Management                            Marketing Management
Retail Management                              Retail Management                              Retail Management
Human Resources Management                     Human Resources Management                     Human Resources Management
Project Management                             Project Management                            Project Management

MATHEMATICS                                     MATHEMATICS                                     MATHEMATICS

MULTIMEDIA (see Digital Media)                  MULTIMEDIA (see Digital Media)                  MULTIMEDIA (see Digital Media)
Digital Audio                                   Digital Audio                                   Digital Audio
Digital Video                                   Digital Video                                   Digital Video
Web Design                                      Web Design                                      Web Design

MUSIC                                          MUSIC                                          MUSIC
Electronic Music                                Electronic Music                                Electronic Music

NURSING                                        NURSING                                        NURSING

PHYSICAL EDUCATION                             PHYSICAL EDUCATION                             PHYSICAL EDUCATION
Pilates Instructor                             Pilates Instructor                             Pilates Instructor
Pilates Mat Instructor                         Pilates Mat Instructor                         Pilates Mat Instructor
Pilates Mat & Reformer Instructor              Pilates Mat & Reformer Instructor              Pilates Mat & Reformer Instructor

PHYSICAL SCIENCE                               PHYSICAL SCIENCE                               PHYSICAL SCIENCE

PHYSICS                                        PHYSICS                                        PHYSICS

REAL ESTATE                                    REAL ESTATE                                    REAL ESTATE

SOCIAL SCIENCE                                 SOCIAL SCIENCE                                 SOCIAL SCIENCE

SPEECH COMMUNICATION                           SPEECH COMMUNICATION                           SPEECH COMMUNICATION

UNIVERSITY TRANSFER                            UNIVERSITY TRANSFER                            UNIVERSITY TRANSFER

For information regarding CSM transfer programs, please refer to the next page, “CSM Transfer Opportunities: Subject Areas & Majors.” In addition, meet with a CSM counselor/advisor and use the resources of the CSM Transfer Services Office to develop an educational plan leading to transfer in your specific area of study.

4/8/10
CSM Transfer Opportunities: Subject Areas and Majors

College of San Mateo enables students to complete lower-division preparation (i.e., the first two years of the baccalaureate degree) in the following subject areas and majors offered at California’s public and private universities, including all campuses of the University of California (UC) and the California State University (CSU). Upon completion of lower division requirements, CSM students are eligible for transfer admission to colleges and universities that offer these programs and majors. The following is only a partial list. For more information about transfer majors, please visit collegeofsanmateo.edu/transfer or www.cpec.ca.gov/CollegeGuide/CollegeGuide.asp or www.assist.org.

**Biological & Life Sciences**
- Aquatic Biology
- Biotechnology
- Cell Biology
- Developmental Biology
- Ecology
- Ecosystems
- Entomology
- Genetics & Plant Biology
- Horticulture
- Integrative Biology
- Kinesiology
- Marine Biology
- Microbiology
- Molecular & Cell Biology
- Neurobiology & Physiology
- Neuroscience
- Plant Sciences
- Zoology

**Environmental Studies & Agriculture**
- Animal Science
- Botany & Plant Sciences
- Earth & Environmental Sciences
- Environmental Sciences
- Fisheries
- Forestry
- Horticulture
- Resource Management
- Soil & Water Science
- Wildlife & Conservation Biology

**Ethnic & Area Studies**
- African American Studies
- American Studies
- Asian American Studies
- Asian Studies
- Celtic Studies
- Chicano Studies
- Chinese Studies
- Global Cultures
- Japanese Studies
- Jewish Studies
- Latin American Studies
- Middle Eastern Studies
- Native American Studies
- Russian Studies
- World Cultures

**Health Professions, Education & Counseling**
- Alcohol & Drug Studies
- Child Development
- Counseling
- Dental Hygiene
- Education
- Gerontology
- Nursing
- Nutritional Sciences
- Rehabilitation Counseling
- Special Education
- Speech Pathology
- Teaching ESL

**Humanities, Art & Foreign Languages**
- Art
- Art History
- Arts Management
- Classical Civilizations
- Comparative Literature
- Dance
- Design/Media Arts
- Dramatic Art
- English
- Ethnomusicology
- Film & Digital Media
- Humanities
- Linguistics
- Medieval Studies
- Music
- Music History
- Philosophy
- Photography
- Religious Studies
- Renaissance Studies

**Mathematics & Physical Sciences**
- Astrophysics
- Chemistry
- Earth & Planetary Science
- Earth Systems Science
- Fiber & Polymer Science
- Financial Mathematics & Statistics
- Geology/Geological Sciences
- Geophysics
- Mathematics
- Paleobiology
- Pharmacological Chemistry
- Physics
- Statistics

**Pre-Professional**
- Pre-Chiropractic
- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary

**Social Sciences**
- Administration of Justice/Criminology
- Anthropology
- Archeology
- Cognitive Science
- Economics
- Geography
- History
- Human Development
- Human Sexuality
- Law & Society
- Liberal Studies
- Multicultural Studies
- Peace & Conflict Studies
- Political Science
- Psychology
- Public Policy
- Social Welfare
- Sociology/Social Science
- Women's Studies
Educational Goals at College of San Mateo

View the College Catalog and the College website, collegeofsanmateo.edu, for more information about goals and opportunities at College of San Mateo.

Multiple Educational Goals
At College of San Mateo you are free to pursue your educational interests for personal and career growth and development. This may mean that you want to complete certificates, associate degrees, and transfer. You are not limited to selecting one educational goal. \(^*\)

\(^*\)Students participating in some special programs (such as the CSM Veterans program and CSM Financial Aid program) are required to declare one educational goal.

Personal Enrichment or Updating Job Skills
You may find classes and programs that appeal to you for purely personal enrichment and enjoyment purposes. College of San Mateo promotes lifelong learning.

Program Planning and Enrollment Management
Students enrolling at College of San Mateo should plan a program of study that will meet their educational and career goals. All enrolled students have access to counseling services and should consult with a counselor early in the educational process for guidance and academic planning assistance. Students often have multiple goals and plan to complete a college certificate, an Associate degree, and/or transfer to a university to complete a baccalaureate degree.

If in the course of enrollment at College of San Mateo, students find it advisable to change their program of study or educational goal, they may do so. These changes should be discussed with a counselor and students should be aware that any changes may result in extending the time necessary to fulfill the certificate or degree or transfer requirements. Ultimately, students maintain full responsibility for planning their educational programs and for their enrollment management.

Students are responsible to maintain current and accurate information in their WebSMART accounts and update personal contact information, educational goal information, manage registration and enrollment, retrieve grades and placement test results, and monitor academic standing.

WebSMART
our online service enables you to:

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

collegeofsanmateo.edu/websmart

University Transfer Program
Complete your freshman and sophomore years of university work at College of San Mateo and transfer as a junior to a baccalaureate level college or university. College of San Mateo can help you plan an educational program to prepare you to transfer to the University of California, California State University, or private college or university to earn a bachelor's degree. Assistance from Counseling Services and Transfer Services can ensure a smooth transition to the transfer institution of your choice. With planning, it is possible to concurrently complete an associate degree as you complete coursework to facilitate university transfer.

Associate in Arts and Associate in Science Degree Programs
At College of San Mateo you can select from over 90 associate degree majors, or choose to complete multiple degrees to enhance career and job opportunities or for personal enrichment. 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, which includes major, basic competency, and general education requirements. Students can earn multiple degrees. For a complete list of associate degree majors and courses required to satisfy each major refer to the College Catalog.

Certificate Programs
You can earn a Certificate in Achievement or a Certificate of Specialization in over 80 areas. Certificate programs are usually designed to prepare you for employment. All certificate programs are carefully developed by advisory committees composed of college staff and selected representatives from the business and industrial community. Typically certificates require 12 – 40 units of coursework and can be completed in one semester or over several semesters. Certificates are awarded upon successful completion of requirements listed in the College of San Mateo Catalog.
Associate in Arts/Science Degree Requirements

A complete list of courses approved to meet the associate degree requirements was not available at the time of printing. Please see the College Catalog (in the Bookstore or at collegeofsanmateo.edu/catalog) and use the Associate Degree Worksheet at collegeofsanmateo.edu/forms for the complete list.

Many requirements may be satisfied by AP or IB exam results or by courses completed at other colleges. For more information, see the College Catalog section on AP/IB examinations and review the Transcript Evaluation and Course Substitution Form at collegeofsanmateo.edu/forms.

A—RESIDENCE
A minimum of 60 degree applicable units are required. A minimum of 12 units must be completed at College of San Mateo. Also note information under MAJOR.

B—SCHOLARSHIP
A minimum grade point average of 2.0 is required in all degree applicable coursework. Some subgroups of coursework may require a grade of C or higher or a 2.0 minimum cumulative GPA.

C—COMPETENCY REQUIREMENTS
1: Math/Quantitative Reasoning: MATH 120
2: English: ENGL 100
3: Information Competency

D—MAJOR
Major requirements are a minimum of 18 units, 12 of which must be taken in residence at College of San Mateo. A grade of C or better is required for each course applied to the major. Use the College Catalog to find a list of courses required for each major.

E—GENERAL EDUCATION
1: American History and Institutions, CA State and Local Government
This requirement may be met by completing one of the three options below:

Option 1: by completing PLSC 200
Option 2: completing one of the options in group 1 and one course in group 2 as noted below:

Group 1: American History and Institutions
(U.S. History, US Constitution)
- PLSC 210, 212, 215, 250, or 260, OR
- HIST 100 and 102; or HIST 101 and 102; or HIST 201 and 202; OR
- HIST 201 and 260; or HIST 201 and 350; or HIST 202 and 260; or HIST 202 and 350

Group 2: California State and Local Government
(California Institutions)
One course from the following selections:
ETHN 101, 102; HIST 310, 315; PLSC 310; SOCI 200

Option 3: complete the U.S. History, 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. Go to www.ASSIST.org and find approved courses under “CSU US History, Constitution, and American Ideals Courses.”

NOTE: Courses used to meet this requirement may not be used to satisfy the E5b Social Science general education requirements.

2: Language and Rationality (6–9 units)
a. English Composition: at least 3 units - If using ENGL 100 for area 2a, select a different course to meet area 2b
   ENGL 838, 848, 100, or ESL 400
b. English, Literature, Speech Communication: at least 3 units
   (Courses marked with an asterisk (*) can also be used to meet 2c which allows completion of 2a, 2b, and 2c with 6 units of coursework)
   SPCH 100*, 111, 112, 120*, 140*, 150, 855 (for non-native speakers)
c. Communication and Analytical Thinking: 3 units – select one of the following courses:
   (Courses marked with an asterisk (*) can also be used to meet 2b which allows completion of 2a, 2b, and 2c with 6 units of coursework)
   BUS 295, 401; CIS 110, 125, 254, 255, 278, 292; DGME 102; ECON 123; ENGL 100*, 110*, 135*, 165*; ESL 400*; LIT 101*, 105*, 113*, 151*, 201*, 202*, 220*, 231*, 232*, 275*, 277*, 430*; MATH 120, 123, 125, 130, 147, 200, 222, 241, 251; PHIL 103, 200; SOSC 111; SPCH 100*, 120*, 140*

   Courses that are used to meet Area 2a, 2b, and/or 2c cannot be used to satisfy other general education requirements.

3: Health Science - Effective Fall 2010, no longer required for the associate degree

Health Science courses may be used to satisfy Area E5d
E—GENERAL EDUCATION (CONTINUED)

4: Physical Education (1–4 units)
Students must complete two activity courses in Physical Education or Dance. Lecture courses in Physical Education will not satisfy this requirement. In accordance with policy adopted by the Board of Trustees, this requirement may be waived for students in any of the following categories: a. Graduates of accredited community colleges or other accredited colleges and universities; b. Veterans of the U.S. Armed Forces with one or more years of active service; c. Persons excused for medical reasons. Approved medical waiver must be filed in the Office of Admissions & Records.

5: Additional General Education Requirements (12 units)
Of the following four areas, a, b, c, d, 12 units are required. The major may satisfy one area. If so, the 12 units would be selected from the remaining three areas with at least 3 units from each.

a. Natural Science: at least 3 units
   ASTR 100, 101, 103, 115, 125; BIOL 100, 102, 110, 130, 145, 184, 195, 210, 220, 230, 240, 250, 260, 310, 666, 675; CHEM 192, 210, 220, 231, 232, 410, 420; ELEC 110; GEOG 100; GEOL 100, 101; HORT 311, 312, 350; METE 100, 101; OCEn 100, 101; PALN 110, 111; PHYS 100, 101, 210, 220, 250, 260, 270; PSCI 676; PSYC 220.
   Majors fulfilling Area E5A: Chemistry, Dental Assisting, Geological Sciences, Horticulture, Life Sciences, Physical Science, Physics

b. Social Science: at least 3 units
   ANTH 110, 180, 350, 370; BCST 110; BUS 100, 101, 102, 125; DGME 100; ECON 100, 102; ETHN 101, 102, 150, 151, 152, 261, 262, 265, 300, 360, 440; GEOG 110, 150; HIST 100, 101, 102, 201, 202, 260, 310, 315, 350; PLSC 100, 110, 120, 130, 150, 200, 210, 212, 215, 250, 310; PSYC 100, 105, 108, 110, 200, 201, 220, 225, 300, 410, 675; SOSC 310, 382–386; SOCI 100, 105, 110, 141, 200, 340.
   Majors fulfilling Area E5B: Ethnic Studies, Social Science

c. Humanities: at least 3 units
   ARCH 100; ART 101, 102, 103, 104, 124, 350, 351; ASL 111, 112, 121, 122; CHIN 111, 112, 121, 122, 131, 132, 134; 140, 211, 212; ENGL 110; ETHN 288, 350, 351, 440, 458; FIlM 100, 110, 120, 121, 200, 215; HUM 114, 125, 131, 140, 676; ITAL 110, 111, 112, 115, 116, 117, 118, 120, 121, 122; JAPN 110, 111, 112, 120, 121, 122; LIT 101, 105, 113, 151, 201, 202, 220, 231, 232, 277, 430; MUS 100, 202, 240, 250, 275; PHIL 100, 244, 300; SPAN 110, 111, 112, 121, 122, 130, 131, 132, 140, 161, 162, 255; SPCH 111, 112.
   Majors fulfilling Area E5C: Art, English, Film History, Humanities, Music, Spanish, Speech Communication

d. Career Exploration and Self-Development: at least 3 units
   ADMj 100; ARCH 666; BIOL 126, 127, 128, 666; BCST 110; BLDG 700; BUS 201, 315, 316, 317; BUSW series; CRER 104, 105, 107, 108, 120, 121, 122, 123, 126, 127, 138, 140, 142, 301, 305; CIS 110; DENH 200; DGME 101; DRAF 110, 120; ENGR 100; FIRE 715; GRA 150, 160; HORT 400; HSCI 100, 112, 113, 114, 119, 125; JOUR 110; LIBR 100, 105; MGMT 100; MULT 102; NURS 666; PHYS 126, 127, 128; R.E. 100; SOSC 303; SPFI 701; SPCH 100, 120, 140, 150.

F—ELECTIVES
All degree applicable courses not included in the major requirements or used to meet G.E. requirements are considered elective units toward the associate degree.
CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (CSU GE) WORKSHEET

Visit [www.ASSIST.org](http://www.ASSIST.org) for the most accurate list of approved CSU GE courses. A CSU GE certification 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. A maximum of 39 units of general education can be completed as noted below. Of the 39, no more than 30 units can be certified in Areas B, C, D, and E. Courses in Area A and B4 must be completed with a grade of C or higher (C- grade is not acceptable). Additional upper-division general education units must be completed at the transfer destination. For information about credit by exam see the AP/IB section of the College Catalog. Students who completed coursework at other college and universities within the United States should use the CSM Transcript Evaluation Form within the first semester of attendance to determine if and how this coursework can be applied to CSUGE certification.

Use Transfer Services to learn about all transfer requirements — major, units, GPA, lower division major coursework, and general education pattern. As the last step in the transfer process, request that a CSU GE certification be sent with your final transcript to your transfer destination. The Office of Admissions and Records is responsible for transcripts and general education certifications.

### Area A: Communication Skills and Critical Thinking

<table>
<thead>
<tr>
<th>Subarea</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Oral Communication</td>
<td>SPCH 100, 120, 140, 150</td>
<td>9</td>
</tr>
<tr>
<td>A2 Written Communication</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>A3 Critical Thinking</td>
<td>ENGL 110, 165, PHIL 103, SOCI 111</td>
<td></td>
</tr>
</tbody>
</table>

**Grades of “C” or better required in Area A coursework.**

### Area B: Natural Science and Mathematics

<table>
<thead>
<tr>
<th>Subarea</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1 Physical Science</td>
<td>ASTR 100, 101(t), 103(t), 115, 125, CHEM 210*, 220*, 231, 232, 250*, 410*, GEOG 100, GEOL 100, 101(t)</td>
<td>9</td>
</tr>
<tr>
<td>B3 Math Concepts</td>
<td>CIS 278, ECON 123, MATH 125, 130, 145, 147, 200, 222, 241, 242, 251, 252, 253, 268, 270, 275, PSYC 121</td>
<td></td>
</tr>
</tbody>
</table>

*By Lab Courses identified with an “*”

### Area C: Arts, Literature, Philosophy & Languages

<table>
<thead>
<tr>
<th>Subarea</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1 Arts</td>
<td>ARCH 100, ART 101, 102, 103, 104, 124, 207, 350, 351</td>
<td>9</td>
</tr>
<tr>
<td>C2 Humanities - continued</td>
<td>ENGL 265, 350, 351, 440, FILM 153</td>
<td></td>
</tr>
<tr>
<td>C2 Humanities</td>
<td>ANTH 180, ASL 121, 122, CHIN 111, 112, 121, 122, 131, 132</td>
<td></td>
</tr>
<tr>
<td>C2 Humanities</td>
<td>ENGL 161, 162, 163, ETHN 265, 350, 351</td>
<td></td>
</tr>
</tbody>
</table>

At least one course from the Arts and at least one course from the Humanities. Courses must be from at least two disciplines.

### Area D: Social, Political, & Economic Institutions

<table>
<thead>
<tr>
<th>Subarea</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1 Arts History</td>
<td>ANTH 110, 180, 350, 370, BCST 110, BUS 125, DGME 100, 102, ECON 100, 102, ETHN 101, 102, 150, 151, 152, 261, 262, 300, 306, 440, GEOG 110, 150</td>
<td>9</td>
</tr>
<tr>
<td>D1 Arts History</td>
<td>HIST 100, 101, 102, 201, 202, 260, 310, 315, 350, HUM 125, JOUR 110, PLSC 100, 110, 130, 150, 200, 210, 212, 215, 250, 310</td>
<td></td>
</tr>
<tr>
<td>D1 Arts History</td>
<td>PSYC 100, 105, 108, 110, 200, 201, 210, 220, 225, 300, 410, 675, SOCI 100, 105, 110, 141, 200, 340, SPCH 120</td>
<td></td>
</tr>
</tbody>
</table>

### Group 1: U.S. History

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102, 201, 202, 260</td>
<td></td>
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</tbody>
</table>

### Group 2: U.S. Constitution

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*PLSC 200 (meets both Group 2 &amp; Group 3)</td>
<td>9</td>
</tr>
<tr>
<td>PLSC 210, 212, 215, 250</td>
<td></td>
</tr>
</tbody>
</table>

### Group 3: California State & Local Government

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*PLSC 200 (meets both Group 2 &amp; Group 3)</td>
<td>9</td>
</tr>
<tr>
<td>ETHN 101, 102, HIST 310, PLSC 200, 310, SOCI 200</td>
<td></td>
</tr>
</tbody>
</table>

### Area E: Lifelong Understanding & Self Development

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 310, BUS 101, CRER 120, 121, 123, 138, 140, ETHN 151, 152, HSCI 100, 112, 113, PSYC 100, 108, 110, 300, SOCI 110, 340</td>
<td></td>
</tr>
</tbody>
</table>

**B.A./B.S. Graduation Requirements - U.S. History, U.S. Constitution, California State & Local Government**

Although not a transfer requirement, the CSU system requires coursework in U.S. History, U.S. Government, and California State & Local Government for their bachelor degrees. The courses may also be applied to satisfy CSU GE Area D at all CSU campuses except Chico. To meet this CSU requirement at College of San Mateo, choose one course per area:
## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM. (IGETC) WORKSHEET

Because of periodic revision of transfer requirements, use [WWW.ASSIST.ORG](http://WWW.ASSIST.ORG) for the most current IGETC GE info.

Visit [WWW.ASSIST.ORG](http://WWW.ASSIST.ORG) for the most accurate list of approved IGETC courses. A full IGETC certification permits students to transfer from College of San Mateo to the California State University or University of California systems without having to take additional lower-division general education courses after transfer. Partial certification of IGETC is acceptable if, 1) Areas 1 and 2 are met and, 2) not more than two course requirements are left unfulfilled. For most majors, students are encouraged to complete all IGETC requirements prior to transfer. IGETC is not the only way to fulfill lower division general education requirements, nor does it guarantee admission to any CSU or UC campus. All courses applied to IGETC must be completed with a grade of C or higher (C- grades are not acceptable). For information about credit by exam see the AP/IB section of the College Catalog. Students who completed coursework at other colleges or universities within the United States should use the CSM Transcript Evaluation Form within the first semester of attendance to determine if and how this coursework can be applied to IGETC certification. Use Transfer Services to learn about all transfer requirements – major, units, GPA, lower division major coursework, and general education pattern. As the last step in the transfer process, request that IGETC certification be sent with your final transcript to your transfer destination. The Office of Admissions and Records is responsible for transcripts and general education certifications.

### AREA 1 – ENGLISH COMMUNICATION

6-9 semester units required

| Group A – 3 units: English Composition | ENGL 100 |
| Group B – 3 units: Critical Thinking-English Composition | ENGL 110, 165 SOSC 111 |
| Group C - 3 units CSU only: Oral Communication | SPCH 100, 120, 140, 150 |

### AREA 2 – MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

3 semester units required

| ECON 123 | MATH 125, 145, 147, 200, 224, 241, 242, 251, 252, 253, 268, 270, 275 | PSYC 121 |

### AREA 3 – ARTS & HUMANITIES

9 semester units required

3 courses, with one from Group A: Arts and one from Group B: Humanities and one from either Group A or B.

| Group A: Arts |
| ART 101, 102, 103, 104, 124 ETHN 288, 585 FILM 100, 120, 121, 200, 215 MUS 100, 131, 202, 240, 250, 275 |
| Group B: Humanities |
| CHIN 111, 132 ETHN 265, 350, 351, 440 HIST 100, 101, 102 HUM 114, 125 LIT 101, 105, 113, 151, 201, 202, 220, 231, 232, 430 PHIL 100, 244, 300 |
| SPAN 130, 131, 132, 140, 161, 162, 251 |

### AREA 4 – SOCIAL & BEHAVIORAL SCIENCES

9 semester units required

3 courses selected from at least two disciplines

| ANTH 110, 180, 370 DGME 100, 102 ECON 100, 102 ETHN 101, 102, 150, 151, 152, 261, 262, 300, 351, 360, 440 GEOG 110, 150 HIST 201, 202, 260, 310, 350 JOUR 110 PLSC 100, 110, 130, 150, 200, 210, 212, 215, 250 PSYC 100, 105, 110, 200, 210, 220, 225, 300, 410 SOCI 100, 105, 110, 141, 200, 340 |

### AREA 5 – PHYSICAL & BIOLOGICAL SCIENCES

7 semester units required

2 courses, one from Group A Physical Science and one from Group B Biological Science; One course must have a lab indicated by (*)

| Group A: Physical Science |
| ASTR 100, 101*(i), 103*(i), 115, 125 CHEM 210*, 220*, 231*, 232*, 250* GEOG 100 GEOL 100, 101*(i) METE 100, 101*(i) OCEN 100, 101*(i) PALN 110, 111*(i) PHYS 100, 101*(i), 210*, 220*, 250*, 260*, 270* |
| Group B: Biological Science |
| BIOL 100, 102, 110*, 145, 184, 195*(i), 210*, 220*, 230*, 240*, 250*, 260* PALN 110, 111*(i) PSYC 220 |

### AREA 6 – LANGUAGE OTHER THAN ENGLISH – LOTE (UC requirement only)

View the college catalog for a complete list of options to satisfy Area 6. Be advised, if your native language is not English, courses in your native language will 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 are required. If the requirement was not met in high school, it may be satisfied by one of these CSM courses:

| ASL 112, 121, 122 CHIN 122, 131, 132, 140 ITAL 120, 122 JAPN 120, 122 SPAN 120, 122, 130, 131, 132, 140, 162, 251 |

### CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS (CSU REQUIREMENT ONLY)

Not part of IGETC; may be completed prior to transfer. One course from each group except PLSC 200 meets two groups.

| Group 1 US HISTORY | HIST 102, 201, 202, 260 |
| Group 2 US CONSTITUTION | PLSC 200 (meets both Group 2 & Group 3) PLSC 210, 212, 215, 250 |
| Group 3 CA STATE & LOCAL GOV | ETHN 101, 102 HIST 310 PLSC 310 SOCI 200 |
Final Examination Schedule – Fall 2010

Final examinations are held in the classroom in which the class has met during the semester.

Students are requested not to contact instructors of the Office of Admissions and Records for individual grades. Final grades will be available beginning January 7, 2011, on WebSMART at collegeofsanmateo.edu/websmart.

### Day Classes

<table>
<thead>
<tr>
<th>Time and Days of Regular Class Meeting</th>
<th>Final Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10 am. MWF, MW, Daily</td>
<td>8:10–10:40 am. Friday, December 17</td>
</tr>
<tr>
<td>8:10 am. TTh, T, Th</td>
<td>8:10–10:40 am. Tuesday, December 14</td>
</tr>
<tr>
<td>9:10 am. MWF, MW, Daily</td>
<td>8:10–10:40 am. Wednesday, December 15</td>
</tr>
<tr>
<td>9:35/9:45 am. TTh, T, Th</td>
<td>8:10–10:40 am. Thursday, December 16</td>
</tr>
<tr>
<td>10:10 am. MWF, MW, Daily</td>
<td>8:10–10:40 am. Monday, December 13</td>
</tr>
<tr>
<td>11:10 am. TTh, T, Th</td>
<td>11:10–1:40 pm. Tuesday, December 14</td>
</tr>
<tr>
<td>11:10 am. MWF, MW, Daily</td>
<td>11:10–1:40 pm. Wednesday, December 15</td>
</tr>
<tr>
<td>12:10 pm. MWF, MW, Daily</td>
<td>11:10–1:40 pm. Monday, December 13</td>
</tr>
<tr>
<td>12:35/12:45 pm. TTh, T, Th</td>
<td>11:10–1:40 pm. Thursday, December 16</td>
</tr>
<tr>
<td>1:10/1:35 pm. MWF, MW, Daily</td>
<td>2:10–4:40 pm. Wednesday, December 15</td>
</tr>
<tr>
<td>1:10 pm. TTh, T, Th</td>
<td>2:10–4:40 pm. Tuesday, December 14</td>
</tr>
<tr>
<td>2:10 pm. MWF, MW, Daily</td>
<td>2:10–4:40 pm. Monday, December 13</td>
</tr>
<tr>
<td>2:10 pm. TTh, T, Th</td>
<td>2:10–4:40 pm. Thursday, December 16</td>
</tr>
<tr>
<td>All Others</td>
<td>11:10–1:40 pm. Friday, December 17</td>
</tr>
</tbody>
</table>

**Notes:**

When a course consists of lecture and laboratory, the final examination is scheduled according to the time of the lecture. If your class meets at a time other than those listed, please check with your instructor for further information regarding your final examination. If there is an unavoidable conflict in your final examination schedule, see your instructor in one of the classes and request to take the examination with another class. Examinations start promptly at hours indicated and are held in the same room in which the class regularly meets.

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### Evening/Weekend Classes

Final examinations for all evening, Saturday and Sunday classes will be given during the last class meeting for short courses and as follows for full-term courses:

- **Monday classes** to **Monday, December 13**
- **Tuesday classes** to **Tuesday, December 14**
- **Wednesday and Monday/Wednesday classes** to **Wednesday, December 15**
- **Thursday and Tuesday/Thursday classes** to **Thursday, December 16**
- **Friday classes** to **Friday, December 17**
- **Saturday classes** to **Saturday, December 18**
- **Sunday classes** to **Sunday, December 12**
Parking Regulations

Students are responsible for knowing and following campus parking regulations. Complete parking regulations are available online at collegeofsanmateo.edu/parking or a copy may be obtained at CSM’s Security Office (Bldg. 1, Room 269) or CSM’s Business Office (Bldg. 1, Room 147).

All persons driving motor vehicles (except motorcycles) onto campus and utilizing the parking facilities during regular class hours (Monday-Friday; 7 am–10 pm), including final examinations, are required to obtain a parking permit. A parking permit is not required for students riding motorcycles and parking must be in designated Motorcycle Parking (see campus map for locations). Student parking permits are available for $40 each for the Fall and Spring term, and $20 for the summer session. A two-term (Fall/Spring) permit is available for $70. Parking permits for students with California Board of Governors (BOG) waivers are $20 per term.

If a semester permit is lost or stolen; replacements are available at full price. Two-semester permits are replaced on a sliding scale, depending on the point in the academic year. Permits lost during the fall semester costs $60 and permits lost during the spring semester costs $70. Semester parking permits for students with California Board of Governors (BOG) waivers can be replaced for $20 and subsequent replacements will cost full price.

Students who intend to purchase a parking permit may do so online using WebSMART. For information on how to obtain your paid parking permit, please visit our website.

Daily parking permits ($2) 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 (Bldg. 16, Room 150, 574-6438).

A grace period allowing for the purchase of permits will be in effect during the first two weeks of the Fall/Spring semesters, and the first week of the Summer term. The grace period pertains only to permits, with all other parking regulations enforced at all times in all parking lots. Beginning Wednesday, September 1, 2010, permit requirements will be strictly enforced in all lots.

Visitor Parking

Visitors to campus may park in Beethoven Lot 2 using the pay-by-space meter. After parking the car, the visitor notes the number of the parking space, enters the number into the meter and deposits coin or currency. The receipt does NOT need to be displayed in the vehicle. Visitors may also park in a student lot after purchasing a daily permit. For location of parking permit machines, please refer to the campus map.

Public Transit

SamTrans bus service has two direct routes to the campus (#250 and #260) and connecting bus routes from the Hillsdale Shopping Center and the Caltrain Station serving the CSM campus throughout the day. All buses have wheelchair lifts and also serve students attending evening classes. Routing information is available by calling 1-800-660-4BUS or via the Web at www.samtrans.com and www.caltrain.com. Printed schedules and maps are also available at the College of San Mateo Student Activities Office (Building 12).

Elevators

Elevator access is available in the following buildings: 1, 2, 4, 8, 9, 12, 14, 18 and 36.

Please refer to the campus map on the inner back page for specific locations.

One-day Permits

$2 per day – Permit machine locations indicated by D

Visitor Parking

Permit machine location indicated by V

Visitors may also park in student lots after purchasing a daily permit, indicated by D

Staff Parking

See campus map for staff designated lots.

Disabled Parking

Locations indicated by C

By special permit only. Students with a state-issued disabled placard or license plate in conjunction with a student parking permit may park in both disabled and regular spaces in any parking lot. Holders of a CSM disabled person parking permit may not park in a disabled space without a state-issued disabled placard or license plate. (contact Disability Resource Center, Bldg. 16, Room 150, 574-6438)

Motorcycle Parking

Locations indicated by M
# Campus Directory

**Main Number (650) 574-6161**

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Phone</th>
<th>Bldg-Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions &amp; Records</td>
<td>574-6165</td>
<td>1-2nd floor</td>
</tr>
<tr>
<td>ASCSM (Student Government)</td>
<td>574-6141</td>
<td>17-112</td>
</tr>
<tr>
<td>Assessment/Placement Testing</td>
<td>574-6262</td>
<td>1-130</td>
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<tr>
<td>Bookstore</td>
<td>574-6366</td>
<td>Bldg. 34</td>
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<tr>
<td>CalWORKS</td>
<td>574-6155</td>
<td>20-106</td>
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<tr>
<td>Career Services Center</td>
<td>574-6619</td>
<td>1-213</td>
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<tr>
<td>Cashier’s Office</td>
<td>574-6412</td>
<td>1-147</td>
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<tr>
<td>Child Development Center</td>
<td>574-6279</td>
<td>Bldg. 33</td>
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<tr>
<td>Coastside Office</td>
<td>726-6444</td>
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<tr>
<td>Community Education</td>
<td>574-6149</td>
<td>DO-217</td>
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<tr>
<td>Community Relations &amp; Marketing</td>
<td>574-6231</td>
<td>9-160</td>
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<tr>
<td>Cosmetology</td>
<td>574-6364</td>
<td>Bldg. 5</td>
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<tr>
<td>Counseling Services</td>
<td>574-6400</td>
<td>1-207</td>
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<tr>
<td>Disabled Students Programs and Services (DSPS)</td>
<td>574-6438</td>
<td>16-150</td>
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<tr>
<td>Distance Education</td>
<td>524-6933</td>
<td>9-181</td>
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<tr>
<td>EOPS/CARE</td>
<td>574-6154</td>
<td>20-107</td>
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<tr>
<td>Evening/Saturday Supervisor</td>
<td>574-6575</td>
<td>1-100</td>
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<tr>
<td>Facilities Rental/Scheduling</td>
<td>574-6220</td>
<td>1-123</td>
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<tr>
<td>Financial Aid/Scholarships</td>
<td>574-6146</td>
<td>1-217</td>
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<tr>
<td>Fax (Financial Aid)</td>
<td>574-6304</td>
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<tr>
<td>Health Services Center</td>
<td>574-6396</td>
<td>1-226</td>
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<tr>
<td>High School Enrollment Programs</td>
<td>574-6131</td>
<td>1-149</td>
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<td>International Students Program</td>
<td>574-6525</td>
<td>1-263</td>
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<td>KCSM</td>
<td>574-6586</td>
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<td>Library</td>
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<td>Middle College</td>
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<td>Multicultural Center</td>
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<td>Parking</td>
<td>574-6415</td>
<td>1-269</td>
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<td>Planetarium</td>
<td>574-6256</td>
<td>36-100</td>
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<tr>
<td><strong>Public Safety (Security)</strong></td>
<td>574-6415</td>
<td>1-269</td>
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<td>San Matean</td>
<td>574-6330</td>
<td>19-123</td>
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<tr>
<td>San Mateo Athletic Club</td>
<td>378-7373</td>
<td>Bldg. 5</td>
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<tr>
<td>Student Life and Leadership</td>
<td>574-6141</td>
<td>17-112</td>
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<tr>
<td>Study Abroad</td>
<td>574-6533</td>
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<tr>
<td>Swimming Pool</td>
<td>574-6461</td>
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<tr>
<td>Theatre</td>
<td>574-6191</td>
<td>Bldg. 3</td>
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<tr>
<td>Event Info Line</td>
<td>378-7218</td>
<td></td>
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<tr>
<td>Transcript Information</td>
<td>358-6858</td>
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<tr>
<td>Transfer Services Center</td>
<td>358-6839</td>
<td>1-115</td>
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<tr>
<td>Transition to College</td>
<td>574-6487</td>
<td>17-109/111</td>
</tr>
<tr>
<td>Veterans’ Services</td>
<td>358-6858</td>
<td>1-2nd floor</td>
</tr>
</tbody>
</table>

## Academic Divisions

*For a full listing of instructional programs within each division, visit [collegeofsanmateo.edu/divisionoffices](http://collegeofsanmateo.edu/divisionoffices).*

- **Business/Technology Division** 574-6228 19-113
- **Creative Arts/Social Science Division** 574-6496 15-168
- **Language Arts Division** 574-6314 15-168
- **Math/Science Division** 574-6268 36-311
- **Physical Education/Athletics/Dance Division** 574-6461 5-343

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**Support CSM**

Your opportunity to participate

[collegeofsanmateo.edu/supportcsm](http://collegeofsanmateo.edu/supportcsm)
Map as of 5/1/10
Parking by permit only during class hours. Go online for the most current version of the campus map collegeofsanmateo.edu/map.

Buildings:
1. Administration
2. Art, Music
3. Theatre
4. Art
4A. Ceramics/Sculpture
5. Health & Wellness
   • San Mateo Athletic Club (SMAC)
6. Pool Equipment Building
7. Maintenance
8. Gymnasium
9. Library
10. Construction Zone (College Center)
12. East Hall
14. South Hall
15. Faculty Offices
16. Central Hall
17. Faculty Offices/Student Life
18. North Hall
19. Technology
20. Horticulture
20A. Horticulture Greenhouses
21. TBD
22. TBD
23. TBD
24. TBD
25. ITS/Media Services
26. Technology Classrooms
27. Graphics, Multimedia
28. TBD
29. TBD
30. Team House
31. Ticket Booth
33. Mary Meta Lazarus Child Development Center
34. Bookstore
35. Walter H. Moore Regional Public Safety Center
36. Science Building/Planetarium
CV. College Vista - District Faculty/Staff Housing
DO. District Administrative Offices - 3401 CSM Drive
K. Kiosko (Temporary Cafeteria)
Student Life & Leadership Development

Student Life and Leadership Development provides students the chance to extend their learning outside the classroom and develop skills in leadership, interpersonal 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.

The Student Life and Leadership Office is located in building 17, room 112. For more information, see page 24 inside this schedule or visit collegeofsanmateo.edu/studentlife.