Message from the President

Welcome to College of San Mateo! CSM serves approximately 10,000 students each semester. This spring, CSM will offer more than 900 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—indeed 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 first name basis.

Spring 2011 will be an especially exciting semester at CSM as we look forward to the opening of the new College Center (pictured below) located in the heart of our campus. This signature building will be a hub of college life in that it will house many of our student services, instructional support programs and be the home of our new bookstore and student dining area.

I invite you to review the next few pages of the schedule to become better acquainted with some of our faculty and to hear what former students have to say about their CSM experience. You will find additional student experience stories at collegeofsanmateo.edu/studentexperience. In addition, please 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 disciplines, they are teachers first and 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 community.

Michael Claire
President
Meet Your Faculty

Shana Young
Title: Assistant Professor, Adapted Physical Education
Degrees: A.A., A.S., College of San Mateo; B.S., UC Davis; M.A., San Jose State University
Teaching experience: 4 years
Career highlights: Serving as an instructional aide in adapted P.E. which led to a part-time teaching position and finally a full-time teaching position! How lucky am I?
Hobbies: Eating out, cooking, long walks with my beloved Cavalier King Charles spaniel, play time with the baby and travelling.
Quote: “The only disability in life is a bad attitude.” –Scott Hamilton

Patti Appel
Title: Professor, Graphics
Degrees: B.A., Santa Clara University, M.F.A., UCLA
Teaching experience: 20 years
Career highlights: After 15 years in another career, CSM facilitated and supported my career transition into graphic design. The highlight of my professional life was to return to CSM as a professor to give back to this great college the opportunity I was given. To see my students successfully find their career path is the most gratifying experience of all.
Hobbies: Acting, singing and watercolor painting.
Quote: “Creativity, like human life itself, begins in darkness.” –Julia Cameron

Arnett Caviel
Title: Counselor, Professor, Career & Life Planning
Degrees: B.A., M.A., San Francisco State University
Teaching experience: 40 years
Career highlights: The rewards I get when my former students tell me that I’ve contributed to the success they’ve experienced in college and their careers.
Hobbies: Genealogy

Rory Nakata
Title: Professor, Art
Degrees: B.A., Santa Clara University, M.F.A., UCLA
Teaching experience: 20 years
Career highlights: Having my work shown in museums and appearing in books and magazines and seeing my former students’ work in museums, books and magazines.
Hobbies: Practicing kendo, collecting classic cars and growing orchids.
Quote: Mushin (a Japanese word literally meaning “no-mindedness”)

Minu Mathur
Title: Professor, Sociology
Degrees: B.A., Delhi University, India; M.S., Ph.D., Oklahoma State University
Teaching experience: 25 years
Career highlights: Participating in five CSM learning communities; serving as a founding member of Phi Theta Kappa (PTK) at CSM and accompanying PTK students on trips to Texas, Seattle and San Diego; consulting with large corporations to conduct intercultural training, both domestically and overseas.
Hobbies: Walking, gardening (greatly influenced by Michael Pollan and his “grow your own food movement”), knitting and reading.
Quote: “Be the change you want to see in the world.” –Mahatma Gandhi

Jacqueline Gamelin
Title: Professor, Business; Counselor
Degrees: A.A., Pensacola Junior College; B.A., Pacific College; M.B.A., Golden Gate University
Teaching experience: 30 years
Career highlights: The rewarding experience of observing the personal growth and achievements of my students and couselees over the past three decades and the opportunity to learn from and be inspired by my very dedicated colleagues.
Hobbies: Vacationing on Cape Cod, chocolate truffle making, spending time with family/friends, writing memoirs and attending grandchildren’s sporting events.
Quote: “Education is not the filling of a pail, but the lighting of a fire.” –William Butler Yeats
Alumni Speak About CSM

Samantha Seminoff
Sonoma State University, B.A. degree  
Major: Psychology

Enrolling at CSM was a turning point for me. I was recruited to play water polo at CSM and the coaching staff showed genuine interest in me as a student-athlete. This helped motivate me to work hard to develop my athletic skills, and more importantly, it marked the first time that I took school seriously. The athletic program provided me with the foundation to establish goals, develop good study habits and form a strong connection with the college. My professors at CSM were always readily available and very responsive to answering questions both in and out of the classroom; they helped draw out my potential. I was able to successfully complete my general education requirements and was academically well prepared when I transferred to Sonoma State University. My experience at the college was so positive that if I could have earned my bachelor’s degree from CSM, I would have done so. I recently began working on my master’s degree in communication studies at Arizona State University.

Tiffany Won
UC Berkeley, B.S. degree  
Major: Business Administration

I was UC-eligible from high school and had actually submitted my intent to register to UC Davis and was ready to go. However, a month before graduating, I changed my mind and decided to attend CSM instead. It ended up being one of the best decisions I ever made. I choose CSM because I knew that I would be able to save money, while still receiving the general education that I needed before transferring to the UC campus I really wanted to attend. Although I lived near another community college, I also choose CSM because I wanted to be in a different environment and meet new people, which proved to be true when I became involved with the Associated Students. CSM provided a big range of classes especially in areas in which I was interested. Attending CSM gave me the chance to grow and develop, build my experiences and be presented with the option of several universities to choose from. After transferring in 2008, I earned my B.S. degree in business administration from UC Berkeley’s Haas School of Business. Currently, I am working at Microsoft as a regional marketing coordinator.

Sebastian Grillo
San Jose State University  
Major: Civil Engineering

As a civil engineering major, I began my college education at an out-of-state university. Upon moving to California, I enrolled at CSM and was impressed by the small class size, particularly in subjects I needed for my major—science, engineering and physics—which was unlike those same classes at the university I had attended. The caliber of the education that I received at CSM was impressive; so many of my professors had degrees from some of the most prestigious universities in the nation. CSM gave me what I needed in order to continue my education—it allowed me to fulfill my general education requirements and transfer to San Jose State University to complete my civil engineering studies. I was fortunate that the college offered engineering courses that were transferrable and helped me to get ahead faster once I transferred. My experience at CSM was tremendous and it was absolutely a high caliber education.
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This class schedule is designed to help you register for Spring 2011 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 the semester. Additional important 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.

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

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

How are we doing?
Please let us know by visiting collegeofsanmateo.edu/contactcsm
# Spring 2011 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 Spring 2010) 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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<th>Matriculation activities: Placement Testing, College Orientation, Counseling—see pages 5 &amp; 6</th>
</tr>
</thead>
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<td>Monday, November 8 – Sunday, November 14</td>
<td>WebSMART priority registration by appointment—Continuing day and evening students</td>
</tr>
<tr>
<td>Monday, November 15 – Monday, January 17</td>
<td>WebSMART registration by appointment—New, former, and continuing students</td>
</tr>
<tr>
<td>Thursday, January 13 – Friday, January 14</td>
<td>Flex Days - No Classes</td>
</tr>
<tr>
<td>Saturday, January 15 – Sunday, January 16</td>
<td>Declared Recess</td>
</tr>
<tr>
<td>Monday, January 17</td>
<td>Holiday – Martin Luther King Day</td>
</tr>
<tr>
<td>Tuesday, January 18</td>
<td>Day and evening classes begin (Please refer to the Table of Contents for Late Registration procedures)</td>
</tr>
<tr>
<td>Tuesday, January 18 – Thursday, March 31</td>
<td>Students who plan to complete a certificate, associate degree, or transfer should schedule an appointment to meet with a counselor to create or update the Student Educational Plan (SEP). Students with current SEPs receive higher registration priority for Spring 2011.</td>
</tr>
<tr>
<td>Monday, January 31</td>
<td>Last day to obtain authorization code to add semester-long courses.</td>
</tr>
<tr>
<td>Monday, January 31</td>
<td>Last day to drop semester-long classes with eligibility for fee credit or partial refund</td>
</tr>
<tr>
<td>Tuesday, February 1</td>
<td>For online and TV course deadlines, please see Distance Learning Guide</td>
</tr>
<tr>
<td>Tuesday, February 1</td>
<td>For short courses, eligibility for credit or refund is within the first 10% of class meetings</td>
</tr>
<tr>
<td>Tuesday, February 1</td>
<td>(Please refer to the Table of Contents for the Credit and Refund Policy)</td>
</tr>
<tr>
<td>Sunday, February 6</td>
<td>Last day to submit CSM Scholarship Application for the 2011-12 Academic year</td>
</tr>
<tr>
<td>Sunday, February 6</td>
<td>Due by 12 pm in the Financial Aid Office, Bldg. 1, Room 217</td>
</tr>
<tr>
<td>Friday, February 11</td>
<td>Last day to declare Pass/No Pass option for semester-long classes with this option</td>
</tr>
<tr>
<td>Friday, February 11</td>
<td>For short courses, the deadline is within the first 30% of the class meetings</td>
</tr>
<tr>
<td>Friday, February 11</td>
<td>Semester-long classes officially dropped on or before this date will not appear on the student’s record</td>
</tr>
<tr>
<td>Friday, February 11</td>
<td>Short courses officially dropped within the first 30% of class meetings will not appear on the student’s record</td>
</tr>
<tr>
<td>Friday, February 18</td>
<td>Holiday – Abraham Lincoln Day</td>
</tr>
<tr>
<td>Saturday, February 19 – Sunday, February 20</td>
<td>Declared Recess</td>
</tr>
<tr>
<td>Monday, February 21</td>
<td>Holiday – President’s Day</td>
</tr>
<tr>
<td>Friday, March 4</td>
<td>Last day to apply for May 2010 A.A./A.S. Degree or Program Certificate</td>
</tr>
<tr>
<td>Friday, March 11</td>
<td>Flex Day - No Classes</td>
</tr>
<tr>
<td>Saturday, April 2 – Friday, April 8</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>Thursday, April 28</td>
<td>Last day to withdraw officially from a semester-long class with assurance of a “W” grade</td>
</tr>
<tr>
<td>Thursday, April 28</td>
<td>For online and TV course deadlines, please see Distance Learning Guide</td>
</tr>
<tr>
<td>Thursday, April 28</td>
<td>For short courses, the withdrawal deadline is at 75% of class meetings</td>
</tr>
<tr>
<td>Saturday, May 21 – Friday, May 27</td>
<td>Final Examinations for Day and Evening classes</td>
</tr>
<tr>
<td>Friday, May 27</td>
<td>Commencement exercises</td>
</tr>
<tr>
<td>Friday, May 27</td>
<td>Day and Evening classes end</td>
</tr>
<tr>
<td>Saturday, May 28 – Sunday, May 29</td>
<td>Declared Recess</td>
</tr>
<tr>
<td>Monday, May 30</td>
<td>Holiday – Memorial Day</td>
</tr>
<tr>
<td>Thursday, June 9</td>
<td>Spring 2011 official grades available on WebSMART</td>
</tr>
<tr>
<td>Monday, June 20</td>
<td>Summer 2011 Session begins</td>
</tr>
</tbody>
</table>
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 Spring 2010, Summer 2010, or Fall 2010 semesters are considered continuing students. In early-November, students will be sent a WebSMART registration appointment email which will contain their individual appointment date. Continuing students may register and pay fees using WebSMART on or after their appointment date.

**Priority Registration Dates:**
November 8 – November 14*
*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 Spring 2011 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 and pay fees using WebSMART.

**Registration Dates for All Students:**
November 15 – January 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.EDU 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 (November 8 – November 14)
You are a continuing student if you were enrolled at CSM, Cañada or Skyline College during the Spring, Summer, or Fall 2010 semesters.

WebSMART online registration begins November 8.
In early-November, students will be sent a WebSMART registration appointment email 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 (November 15 – January 17)
Steps to Successful Enrollment, see pages 9-10.
Apply online at collegeofsanmateo.edu/apply.

After your application is processed, you will receive an email 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:

<table>
<thead>
<tr>
<th>Programs</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>574-6364</td>
</tr>
<tr>
<td>Nursing</td>
<td>574-6218</td>
</tr>
</tbody>
</table>

Late Registration for All Students (January 18 – January 31)
If you are unable to submit your application and register before the semester begins, you may register after classes begin on January 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 Sunday, February 6 to complete the registration process using the authorization code given to you by the instructor.

Program Changes – Adding/Dropping Classes (Through February 6)
Students who have completed registration for the Spring 2011 session may add and/or drop classes by using WebSMART during published service hours through February 6.

Adding Classes (January 18 – February 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 Sunday, February 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 February 6
Students may register on WebSMART in classes that begin after February 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 or classes must be initiated by the student by the appropriate deadline date.

January 18 – January 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 January 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 Spring 2011 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 may receive a penalty grade of F or 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.
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.edu email
• View the Catalog
• View the Schedule of Classes, and search for classes by category/time
• Schedule an appointment to take placement tests
• Check your registration status
• Add/Drop classes (anytime within published deadlines)
• Print your schedule of classes
• Pay your fees by credit card
• Purchase a parking permit
• Apply for Financial Aid information/review application status
• Obtain your grades
• Obtain your Placement Test scores
• Request an official transcript
• Print an unofficial transcript
• Update personal information
• Update educational goal

collegeofsanmateo.edu/websmart

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 263). 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 2011 (August–December)
April 15, 2011
Spring 2012 (January–May)
October 1, 2011

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.
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 and Other New Or Returning Students

College of San Mateo offers a special enrollment program for graduating high school students and others who plan to enter the College in the Fall 2011 semester. This program, Priority Enrollment Program (PEP) is offered on dates in the months of April and May 2011. 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 on dismissal status within the San Mateo County Community College District must go through a process to request reinstatement and permission to enroll in classes. The first step of this process at College of San Mateo is to attend a Reinstatement Workshop. To schedule a reservation for a workshop go to the Counseling Office in Building 1, room 207 or 115. Students must complete the workshop and the reinstatement process prior to the registration deadline date for the term for which they request enrollment.

Students who were dismissed and who have NOT been in attendance at College of San Mateo, Cañada, or Skyline College since Spring 2010 must complete an application for admission prior to attending the Reinstatement Workshop.

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 7:00 pm and Friday from 7:45 am to 3 pm (574-6366). To purchase and find information regarding course textbooks, go to 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.

STAY INFORMED IN AN EMERGENCY!

Sign up for emergency text message notifications today. Login to WebSMART at collegeofsanmateo.edu/websmart. Click Emergency Text Message Contact Information then enter your cell phone number to receive important messages from the college(s) of your choice. It’s that easy!
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

**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. **Take Placement Tests**

3. **Complete College Orientation/Counseling Workshop**

4. **Register for Classes and Pay Fees**
   *Fees are due at time of registration*

5. **Sign In and Use Your Assigned My.SMCCD.edu Email**

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

1. **Apply for Admission**

2. **Register for Classes and Pay Fees**
   *Fees are due at time of registration*

3. **Sign In and Use Your Assigned My.SMCCD.edu Email**

See page 10 for more detailed information.

**Registration Reminder!**
- Print a final copy of all WebSMART transactions for your records.
- Print your Summary Class Schedule after completing your registration. Important deadline dates appear on this schedule.
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. Test results assist you to select courses, build an appropriate schedule of classes and determine 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 G number and the password is your 6 digit birth date. In WebSMART, click on STUDENT RECORDS AND STUDENT APPOINTMENTS. At this site find CSM Placement Testing and schedule your placement test appointment online.

- 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). Take this completed form and required documentation to the Assessment Center and you may schedule a reservation for the workshop. See Step 3.

**Step 3: Orientation/Counseling Workshop**

Attend the College Orientation and Course Selection Workshop to receive an appointment to register for classes.

Schedule a reservation for a College Orientation and Course Selection Workshop in the Counseling Office when you complete your testing.

Bring your placement test results to the workshop. The two-hour workshop will cover the college registration process, identifying educational goals, how to use placement test results, how to select and register for courses, and more. At the conclusion of the workshop, you will receive a registration appointment. You will also be eligible to meet with a counselor.

Be aware that latecomers are not admitted to the College Orientation and Course Selection Workshop. Arrive on time.

**Step 4: Register for Classes**

At the conclusion of the College Orientation and Course Selection Workshop you are eligible to register for classes. Use your WebSMART student account to complete the registration process including paying your fees.

**Step 5: Sign In and Use Your Assigned My.SMCCD.edu 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 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. 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. For more information go to building 1, room 115 or room 207.

**Option B**

**Non-matriculating Students**

Students who are enrolled at another educational institution and taking courses at CSM to 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 including paying your fees.

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 before the first day of school. Log into your WebSMART student account to find your email address and password and check it regularly.
Listed below are major fields of study that typically lead to **Associate Degrees, Certificates or Transfer**.

**Matriculation Waivers:** If you wish to request a waiver for any matriculation component, call 574-6413

**Students with Disabilities:** If you need assistance with the matriculation process contact Disabled Students Programs and Services at 574-6438

Si Necesita Ayuda en Español: Parra facilitarle el proceso de matriculation, presentense en la oficina de admission y pregunte por alguien que hable español.

**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).

---

**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:**

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<thead>
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<td>1913</td>
<td>Microcomputer Sciences</td>
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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 P 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 class 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.

**May Graduates**

Applications for A.A./A.S. Degrees or Career Program Certificates to be conferred in May 2011 must be filed in the Office of Admissions and Records by Friday, March 4, 2011.

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, March 4, 2011. 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. Spring 2011 final grades will be available beginning June 9, 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; or
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. 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.

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

Students who wish to challenge prerequisites or corequisites must, within the established time frame, complete the Prerequisite Challenge Petition and attach required documentation. For semester length courses, petitions 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 online 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

Fees are due and payable at the time of registration.

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<th>FEE TYPE</th>
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</thead>
<tbody>
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<td>Enrollment Fee</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>
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<tr>
<td>Health Services Fee*</td>
<td>$14 Summer</td>
<td>All students except those enrolled ONLY in off-campus classes, Saturday classes, distance learning courses, or the Concurrent Enrollment Program</td>
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<td>$17 Fall</td>
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<td>$17 Spring</td>
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<tr>
<td>Student Representation Fee**</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>
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<td>Nonresident Tuition Fee</td>
<td>$199 per unit (plus $26 per unit Enrollment Fee)</td>
<td>This fee applies to nonresidents of California who are residents of other states</td>
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<tr>
<td></td>
<td>***$200 per unit (plus $26 per unit Enrollment fee)</td>
<td>This fee applies to foreign students</td>
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<td>International Student (F-1 Visa)</td>
<td>$130 Summer</td>
<td>All F-1 Visa international students who do not present proof that they have the required level of private health insurance</td>
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<td>Health Insurance</td>
<td>$325 Fall</td>
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<td>$325 Spring</td>
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<td>Student Body Fee****</td>
<td>$8 Fall</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>
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<tr>
<td></td>
<td>$8 Spring</td>
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<tr>
<td>Parking Fee****</td>
<td>$20 Summer</td>
<td>Persons who park motor vehicles on campus (Daily permits may be purchased for $2 from ticket dispensers in designated areas)</td>
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<td>$40 Fall</td>
<td>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>
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<td>$40 Spring</td>
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<tr>
<td>Audit Fee</td>
<td>$15 per unit</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></td>
<td>(students enrolling in a variable unit course must pay for maximum units)</td>
<td></td>
</tr>
<tr>
<td>Returned Check Fee</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>Transcript Fee</td>
<td>$5 official</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>
<tr>
<td></td>
<td>$10 additional for rush service</td>
<td></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
Credits

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 and class registration may be restricted 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 end of the day of the first class meeting to be eligible for a credit or refund.

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

For semester-long classes dropped after the 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 (i) 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 classes. Refunds of nonresident tuition are subject to an additional $50 processing fee.

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

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

7. 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 qualify for the Board of Governors Enrollment Fee Waiver, complete the application process and submit 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](http://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.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email (if available):</td>
<td>Telephone Number: (______)</td>
</tr>
<tr>
<td>Home Address:</td>
<td>Date of Birth: _______ / _______ / _______</td>
</tr>
<tr>
<td>Streets</td>
<td>City</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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

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

- 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.
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).
   
   **DEPENDENT STUDENT:**
   - **PARENT(S)/RDP INCOME ONLY** $__________
   - **INDEPENDENT STUDENT:**
   - **STUDENT (& SPOUSE’S/RDP) INCOME** $__________

   **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).
   
   **DEPENDENT STUDENT:**
   - **PARENT(S)/RDP INCOME ONLY** $__________
   - **INDEPENDENT STUDENT:**
   - **STUDENT (& SPOUSE’S/RDP) INCOME** $__________

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

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 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 ☐ BOGFW-B ☐ BOGFW-C ☐ Special Classification
☐ TANF/CalWORKs ☐ Veteran ☐ National Guard Dependent
☐ GA ☐ Medal of Honor ☐ 9/11 Dependent
☐ SSI/SSP ☐ Dep. of deceased law enforcement/fire personnel

RDP ☐ Student ☐ Parent
☐ Student is not eligible

Comments: ____________________________________________________________

Certified by: __________________________ Date: __________________________
Six Steps to Financial Aid at CSM

Step 1: File Forms
For 2010-11 file an 10-11 FAFSA at www.fafsa.edu.gov. 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 the CalWORKs office (Bldg. 20, Room 106, 574-6154) or visit collegeofsanmateo.edu/calworks.

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).

Campus Tours
Campus tours are available every first Wednesday of the month at 11 am and 3 pm. Beginning April 11 and through June 15, 2011, 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.

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-day (less than 5 hours) $38 per day; full-day (5 hours or more), Monday–Friday $850 per month or Monday–Thursday $650 per month. Fees for children two and one-half to three years old are as follows: part-day, Monday–Friday $885 per month or Monday–Thursday $675 per month; full-day, Monday–Friday $1055 per month or Monday–Thursday $805 per month.

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 stress-free 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/counseling regarding stress, crisis and personal concerns. Referrals to other on- and off-campus resources are also available. Appointments may be made through the Health Center, Building 1, Room 226, or by calling 574-6396. 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.

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 Florence

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 Spring 2011 Florence 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 Florence program will enroll in Italian 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

Explore your opportunities and expand your knowledge without stress 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.

Broaden your world and discover a wide range of classes, workshops and fun activities offered locally, at convenient times and affordably priced. For more information, call Community Education at 574-6149 or visit communityed.smccd.edu.

Emeritus Institute

Emeritus Institute offers short courses designed to meet the needs and interests of mature adults. With its variety of courses, this program appeals to those who appreciate the arts, 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 Coastsde

To better provide for the coastal community, the San Mateo County Community College District has established a site in Half Moon Bay. CSM Coastsde 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 Coastsde also offers courses at coastal locations and provides support for those students taking online courses.

For more information, visit collegeofsanmateo.edu/coastsde, 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 high school juniors and seniors 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 is limited to parking lots only. For a map of parking lots in campus, please see the inside back cover or visit collegeofsanmateo.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 574-6325.

Extended Text:

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, 574-618).

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 Antidiscriminatoria**

El Colegio de San Mateo se compromete a proporcionarle a todos la misma oportunidad de ingresar en el colegio, de matricularse en las clases y de recibir servicios, ayuda financiera y empleo estudiantil, sin que se tenga en cuenta la edad, el sexo, el estado civil, la incapacidad física o mental, la raza, el color, la orientación sexual, la religión, el nacionalidad u otro factor similar. El texto completo de nuestra política antidiscriminatoria se encuentra en página 7 de la edición actual del Catálogo del Colegio de San Mateo.
## Schedule of Classes

### How to Read Class Information

- **Department, Course Number, & Class Title**
- **Class Description, Prerequisites, and Recommended Prep.**
- **Course Reference Number**
- **Class ID**
  - Note: An X indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).
  - An @ indicates an auditable class.
- **Specific Class Information**
  - 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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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 one hour by arrangement per week. **Prerequisite:** ENGL 100 with a grade of C or higher. **Recommended Preparation:** Reading courses at 400 level are designed for students enrolled in ENGL 100 or higher level courses. (CSU, UC)

*Students enrolled in these sections will participate in the Mountains Beyond Mountains Learning Community. See page 61.*

**ENGL 165 ADVANCED COMPOSITION**

Start and end dates for section 31596: 1/23 3/28

Transferability to California State Universities and/or University of California

Units

Classes are designed for students enrolled in ENGL 100 or higher courses. (CSU, UC)

**View current open classes at** [collegesanmateo.edu/openclasses](http://collegesanmateo.edu/openclasses)
## LATE-START & SHORT COURSES

### Courses beginning in January

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### Courses beginning in March

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### Courses beginning in April

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### Free Tax Services at College of San Mateo

**These services provided by CSM students participating in ACTG 175 "Volunteer Income Tax Preparation"**

**Drop-in service offered:**

February 5, 12, 26 and March 5, 12, 19, 26 9 am–1 pm • Building 14, Room 104

**To qualify:**

Last year’s income was less than $50,000

**More info:**

vita@smccd.edu or (650) 378-7323

**What to bring:**

- Social Security or ITIN card for each family member
- W2 and other income forms
- Information for itemized deductions
- 1098-T Tuition information form
- Child care provider’s name, address and tax ID number
- Blank check to show account information for direct deposit of refund
- Copy of 2009 Tax Return
**ACCOUNTING**

**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. (AA, CSU)

<table>
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<tr>
<th>Course</th>
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<th>Days</th>
<th>Location</th>
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**Evening Course**

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**Online/Evening Course**

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**ACTG 103 TEN-KEY SKILLS**

Development of speed and accuracy using the ten-key pad on a computer keyboard. 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. (AA, CSU, UC)

<table>
<thead>
<tr>
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<th>Location</th>
<th>Instructor</th>
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**Evening Course**

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**Hybrid/Evening Course**

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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. Pass/No Pass or letter grade option. [CPE Hours: CPA, EA 22 hours] (AA, CSU)

<table>
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<tr>
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**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. Pass/No Pass or letter grade option. [CPE Hours: CPA, EA 22 hours] (AA, CSU)

<table>
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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].

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

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**Hybrid/Evening Course**

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**NOTE:** ACTG 121 HYC is offered in hybrid format. This means approximately 49% of class time is scheduled in-class meetings and 51% of class time is online.

**Accounting**

Taxation and accounting classes that prepare you for success

collegeofsanmateo.edu/accounting · (650) 574-6475

View current open classes at collegeofsanmateo.edu/openclasses.
### 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. **Prerequisite:** ACTG 121. Pass/No Pass or letter grade option. (AA)

<table>
<thead>
<tr>
<th>Course</th>
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### ACTG 162 INTERMEDIATE ACCOUNTING II
Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity. Topics include analysis of liabilities, leases, income taxes, pensions, equity, and the related revenues and expenses; preparation of the statement of cash flows. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. **Prerequisite:** ACTG 121. **Recommended Preparation:** ACTG 161. **Prerequisite:** ACTG 121. Pass/No Pass or letter grade option. (AA)

<table>
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### ACTG 164 GOVERNMENTAL AND NONPROFIT ACCOUNTING
Study of the theory and practice of accounting for local and state government entities and non-profit agencies. Topics include analysis and application of pronouncements from the Governmental Accounting Standards Board (GASB); fund accounting, operational and cash budgeting, and operational control issues; transaction analysis, financial statement preparation and analysis, and external reporting issues. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. **Prerequisite:** ACTG 161. Pass/No Pass or letter grade option. (AA)

<table>
<thead>
<tr>
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### 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. **Prerequisite:** ACTG 161. Pass/No Pass or letter grade option. (AA)

<table>
<thead>
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</table>

### ACTG 175 VOLUNTEER INCOME TAX PREPARATION
Students serving in the Volunteer Income Tax Assistance (VITA) program prepare income tax returns for qualifying individuals at no cost. CSM VITA volunteers receive 24 hours of training and prepare income tax returns for 24 hours at the CSM VITA site. Training includes preparation of Federal and California income tax returns and use of tax preparation software. Topics include the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions and adjustments. Pass/No Pass grading. (AA, CSU)

**Saturday Course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
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<tr>
<td>ACTG 175 S1H</td>
<td>Sat</td>
<td>8:30-10:30</td>
<td>14-103</td>
<td>Lunn, J.</td>
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</table>

### 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 848. Includes POST Basic Learning Domains. (AA: Area Ed, CSU, UC)

<table>
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<tr>
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<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ADMJ 100 AA</td>
<td>Th</td>
<td>9:10-11:00</td>
<td>12-102</td>
<td>Chase, T.</td>
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</table>

#### ADMJ 102 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM
Role and responsibilities of each segment of the criminal justice system: law enforcement, judiciary, and corrections. **Recommended Preparation:** eligibility for ENGL 838 or 848 or equivalent. Includes POST Basic Learning Domains. (AA, CSU, UC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Credit</th>
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<tr>
<td>ADMJ 102 AA</td>
<td>Mon</td>
<td>8:10-10:10</td>
<td>12-102</td>
<td>Curley, W.</td>
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#### 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 848. Includes POST Basic Learning Domains. (AA, CSU, UC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
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<th>Instructor</th>
<th>Credit</th>
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<td>ADMJ 104 AA</td>
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<td>9:45-11:00</td>
<td>12-102</td>
<td>Chase, T.</td>
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</tr>
</tbody>
</table>
### Spring 2011 Classes

**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)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
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<th>Times</th>
<th>Location</th>
<th>Instructor</th>
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<td>31633</td>
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<td>MW</td>
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<td>12-102</td>
<td>Nannarone, P.</td>
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</table>

**ADMJ 108 COMMUNITY RELATIONS/MULTICULTURAL 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)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
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<th>Instructor</th>
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<tr>
<td>31634</td>
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<td>11:10 - 12:25</td>
<td>12-102</td>
<td>Chase, T.</td>
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**ADMJ 120 CRIMINAL INVESTIGATION**
Basic principles of criminal investigations. Search, collection, preservation, and identification of physical evidence; technical resources. **Recommended Preparation:** eligibility for ENGL 838 or 848 or equivalent. Includes POST Basic Learning Domains. (AA, CSU)

<table>
<thead>
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<th>CRN</th>
<th>Course</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>40198</td>
<td>ADMJ 120 AA</td>
<td>MW</td>
<td>11:10 - 12:25</td>
<td>12-102</td>
<td>Curley, W.</td>
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</table>

**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)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
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<tr>
<td>40595</td>
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<td>MW</td>
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<td>12-102</td>
<td>Nannarone, P.</td>
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**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:** 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>CRN</th>
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<th>Days</th>
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<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
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<tr>
<td>33243</td>
<td>ADMJ 690 BB</td>
<td>By Arr.</td>
<td>2.0 Hrs/Wk</td>
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<td>42960</td>
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**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). **Prerequisite:** Per Penal Code 13511.5, written clearance from the California Department of Justice granting approval for firearms training. Possession of a current, valid driver license, and proof of automobile insurance. **Recommended Preparation:** eligibility for ENGL 838/848 or higher. Pass/No Pass grading.

<table>
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<td>42607</td>
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<td>Sat</td>
<td>8:00 - 5:00</td>
<td>35-101</td>
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<td></td>
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</table>

**ADMJ 781 REGULAR BASIC COURSE MODULE II**
Second level of training in the Regular Basic Course - Modular Format as prescribed by the California Commission on Peace Officer Standards and Training (POST). **Prerequisite:** Per Penal Code 13511.5, written clearance from the California Department of Justice granting approval for firearms training. Successful completion of Module III and current PC832 Certification. Passage of Module III End-of-Course Proficiency Test within the preceding 12 months. **Recommended Preparation:** Eligibility for ENGL 838/848 or higher. Pass/No Pass grading.

<table>
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<th>Units</th>
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<td>35-103</td>
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<td></td>
<td>Sun</td>
<td>6:30 - 10:30</td>
<td>35-103</td>
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**AMERICAN SIGN LANGUAGE**

**ASL 112 ELEMENTARY AMERICAN SIGN LANGUAGE II**
Encoding, decoding, interaction, and acquisition techniques for skilled hearing signers and deaf people. **Prerequisite:** ASL 111 or equivalent with Pass or a grade of C or higher. **Pass/No Pass or letter grade option.** (AA: Area E5c, CSU, UC: Area 6)

<table>
<thead>
<tr>
<th>CRN</th>
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<tr>
<td>34545</td>
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<td>6:30 - 9:30</td>
<td>18-203</td>
<td>Cheung, M.</td>
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</table>

View current open classes at collegeofsanmateo.edu/openclasses
### ANTHROPOLOGY

**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 REA 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures.  
**Prerequisite:** ENGL 848.  
**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, UC: Area 4)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>ANTH 110</td>
<td>31679</td>
<td>AA</td>
<td>TTh</td>
<td>9:45-11:00</td>
<td>16-243</td>
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<td>42874</td>
<td>AC</td>
<td>MWF</td>
<td>12:10-1:00</td>
<td>18-204</td>
<td>Titus, M.</td>
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</table>

**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.  
**Prerequisite:** ENGL 848.  
**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, UC: Area 4)**

<table>
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<tr>
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<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTH 180</td>
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<td>14-102</td>
<td>Titus, M.</td>
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**ANTH 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:** ENGL 848.  
**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, CSU)**

<table>
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<th>Time</th>
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<th>Instructor</th>
<th>Units</th>
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<tr>
<td>ANTH 690</td>
<td>42821</td>
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<td>15-168</td>
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<td>AA</td>
<td>By Arr</td>
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<td>15-168</td>
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<td>BB</td>
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<td>1.0 Hr/Wk</td>
<td>15-168</td>
<td>Henson, K.</td>
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</table>

### ARCHITECTURE

**ARCH 100 SURVEY OF CONTEMPORARY ARCHITECTURE**  
A study of influential architects and architecture from the end of the 19th century into the 21st century. The relationships between environmental design and individual and societal needs, building technique and community. The nature and experience of architecture as a creative synthesis of art and science.  
**A $4.00 materials fee is payable upon registration.** (AA: Area E5c, CSU: Area C1, UC)

<table>
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<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 100</td>
<td>31691</td>
<td>AA</td>
<td>TTh</td>
<td>9:35-10:50</td>
<td>4-135</td>
<td>Lucchesi, J.</td>
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</table>

**ARCH 140 ARCHITECTURAL DRAWING**  
Basic techniques used in the graphic communication of Architects and environmental designers. Develops visualization and graphic expression of forms and spaces in two and three dimensions. Use of orthographic, paraline, and perspective drawing in black/white and color media. Introduction to principles of pictorial space, shade and shadow, methods of delineation, and mixed media techniques. Graphic supplies required. Plus minimum 32 hours by arrangement per term.  
**Prerequisite:** ARCH 120 or equivalent and MATH 115 or equivalent.  
**Spring only** (AA, CSU, UC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>ARCH 140</td>
<td>41144</td>
<td>AA</td>
<td>Wed</td>
<td>2:10-3:00</td>
<td>19-114</td>
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<td>3:10-6:00</td>
<td>19-114</td>
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### 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.  
**Preparation:** ENGL 838/848.  
**Preparation:** ENGL 838/848.  
**(AA: Area E5c, CSU: Area C1, UC: Area 3A)** Also offered as Art 801.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
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<th>Time</th>
<th>Location</th>
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<tr>
<td>ART 101</td>
<td>42737</td>
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<td>TTh</td>
<td>9:45-11:00</td>
<td>4-135</td>
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<td>ART 101</td>
<td>31697</td>
<td>BX</td>
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<td>4-135</td>
<td>Black, J.</td>
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</table>

**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.  
**Preparation:** ENGL 838/848.  
**Preparation:** ENGL 838/848.  
**(Spring only)** (AA, CSU, UC)

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<tr>
<th>Course</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 102</td>
<td>31699</td>
<td>AX</td>
<td>TTh</td>
<td>11:20-12:35</td>
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**Evening Course**

<table>
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<tr>
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<th>Section</th>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>ART 102</td>
<td>42076</td>
<td>JA</td>
<td>Mon</td>
<td>6:00-9:00</td>
<td>4-135</td>
<td>Black, J.</td>
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</table>

*How to read class information can be found on page 29*
ART 104 ART OF THE 20TH CENTURY
Survey of the principle styles of in western art from 1888 to 1999, from Post-Impressionism to Modernism and Post-Modernism, from Paris to New York and the West Coast. **Recommended Preparation:** ENGL 838/848. Pass/No pass or letter grade option. (AA: Area E, UC: Area C1, UC: Area 3A) Also offered as Art 804.

38541 ART 104 AX MW 11:20 12:35 4-135 Black, J. 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)

31703 ART 201 AA MW 1:10 3:50 4-137 Alex, R. 3.0
31704 ART 201 BB TTh 9:10 11:50 4-137 Pittman, J. 3.0
**Evening Course**
31705 ART 201 JX TTh 6:30 9:10 4-137 Smyth, 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)

31706 ART 202 AA MW 9:10 11:50 4-137 Rumer, D. 3.0
**Evening Course**
31707 ART 202 JX TTh 6:30 9:10 4-137 Smyth, J. 3.0

ART 206 FIGURE DRAWING AND PORTRAiture
Drawing the human figure in the modern approach, using charcoal, ink mixed media. Emphasizes gesture, line, mark-making and expression. **A $10.00 materials fee is payable upon registration.** Plus minimum 48 lab hours by arrangement per term. **Recommended Preparation:** ART 201. Pass/No Pass or letter grade option. May be taken four times for a maximum of 12 units. (AA, CSU, UC)

31708 ART 206 AA MW 1:10 3:50 4-111 Pittman, J. 3.0

ART 214 COLOR
Study of the physical and psychological properties of color. Stresses knowledge and skills needed to use color aesthetically. Drawing proficiency is not required. Plus minimum of 32 lab hours by arrangement per term. (AA, CSU, UC)

**Evening Course**
31710 ART 214 JA TTh 6:00 8:45 4-241 Rumer, D. 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)

31711 ART 223 AX TTh 1:10 3:50 4-111 Moran, P. 3.0
**Evening Course**
31712 ART 223 JX MW 6:00 8:40 4-111 Alex, R. 3.0

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. **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)

31713 ART 224 AX TTh 1:10 3:50 4-111 Moran, P. 3.0
**Evening Course**
31714 ART 224 JX MW 6:00 8:40 4-111 Alex, R. 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)

42169 ART 225 AX TTh 1:10 3:50 4-111 Moran, P. 3.0
**Evening Course**
42935 ART 225 JX MW 6:00 8:40 4-111 Alex, R. 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)

42170 ART 226 AX TTh 1:10 3:50 4-111 Moran, P. 3.0
**Evening Course**
42936 ART 226 JX MW 6:00 8:40 4-111 Alex, R. 3.0

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)

31721 ART 301 AA TTh 1:10 3:50 4-139 Pittman, J. 3.0

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

<table>
<thead>
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<th>Instructor</th>
<th>Units</th>
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<tr>
<td>42083 ART 315 AB</td>
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<td>4-241</td>
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<td>MW</td>
<td>10:35 11:50</td>
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<td>4-239</td>
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</table>

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)

<table>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>31723 ART 350 AA</td>
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<td>1:10 4:00</td>
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<td>Bhattacharji, S.</td>
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</table>

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)

<table>
<thead>
<tr>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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</table>

ART 352 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY
Designed for students who have basic black and white camera and darkroom skills. Refinement of visual and technical skills. Covers use of medium format cameras. Extra supplies may be required. A $20.00 materials fee is payable upon registration. Plus minimum 16 hours by arrangement per term. Prerequisite: Art 351. (AA, CSU, UC)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Location</th>
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ART 353 ADVANCED BLACK AND WHITE PHOTOGRAPHY
Designed for students who have intermediate black and white camera and darkroom skills. Further refinement of visual and technical skills. Covers large format cameras and studio lighting. Extra supplies may be required. A $20.00 materials fee is payable upon registration. Plus a minimum of 16 hours by arrangement per term. Prerequisite: Art 352. (AA, CSU, UC)

<table>
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<th>Location</th>
<th>Instructor</th>
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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)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Instructor</th>
<th>Units</th>
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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 digital images. A $40.00 materials fee is payable upon registration. Plus 48 lab hours by arrangement per term. Prerequisite: Art 365 with a grade of C or higher. (AA, CSU, UC)

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<tr>
<th>Course Code</th>
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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 48 lab hours by arrangement per term. Prerequisite: ART 351 and 353 and 381. Recommended Preparation: Art 350. May be taken two times for a maximum of 8 units (AA, CSU, UC)

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</table>

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)

<table>
<thead>
<tr>
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<td>41105 ART 374 JX</td>
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<td>4-211</td>
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</table>
### 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)

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<thead>
<tr>
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<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Units</th>
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<td>4106</td>
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### 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)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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<td>31729</td>
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### 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)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
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### 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)

<table>
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<tr>
<th>Course Code</th>
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<th>Days</th>
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<th>Instructor</th>
<th>Units</th>
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<td>31731</td>
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### 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 hours by arrangement per week. **Prerequisite:** ART 411. Pass/No Pass or letter grade option. May be taken three times for a maximum of 9 units. (AA, CSU, UC)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>31733</td>
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<td>31734</td>
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<td>TW</td>
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### 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)

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<td>42145</td>
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### ART 665MG PHOTO OPEN LAB
Use of darkroom facility by students currently enrolled in Photography classes at College of San Mateo. Students must work in the lab for a total of 24 hours during the semester to earn 0.5 units. **A $10.00 materials fee is payable upon registration.** Pass/No Pass or letter grade option. (AA, CSU)

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### ART 665ME Digtial Imaging
For those who have completed Beginning and Intermediate Digital Photography, this course allows students to update their digital editing and printing skills 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 a minimum of 48 lab hours by arrangement per term. **Prerequisite:** ART 381 and ART 365. May be taken three times for a maximum of 9 units. (CSU)

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### 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:** A 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (CSU)

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### 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) (AA)

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</table>
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) (AA)
39716 ART 802 AX TTh 11:20 12:35 4-135 Black, J. 3.0

ART 804 ART OF THE 20TH CENTURY
Survey of principal styles in Western art from 1888 to 1999, from Post-Impressionism to Modernism and Post-Modernism, from Paris to New York and the West Coast. Pass/No Pass grading. (Not transferable. Applies to AA degree only.) (AA)
39218 ART 804 AX MW 11:20 12:35 36-100 Black, J. 3.0

ASTRONOMY
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)
31740 ASTR 101 AA Mon 2:10 5:15 36-100 Stanford, D. 1.0
41323 ASTR 101 AB Tue 2:10 5:00 36-100 Challis, D. 1.0
38439 ASTR 101 AC Thu 2:10 5:00 36-100 Stanford, D. 1.0
Evening Course
38264 ASTR 101 JA Tue 7:00 10:00 36-100 Stanford, D. 1.0

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 Course
38439 ASTR 103 AC Thu 2:10 5:00 36-100 Stanford, D. 1.0

ASTR 125 STARS AND GALAXIES
Descriptive astronomy of stars and galaxies. Study of the sun, pulsars, quasars, black holes, and galaxies. Galactic evolution, dark matter, dark energy, and the foundations of cosmology. (AA: E5a, CSU: Area B1, UC: Area 5A)
41351 ASTR 125 AA MWF 12:10 1:00 36-100 Stanford, D. 3.0

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)
43094 ASTR 690 CC By Arr 3.0 Hrs/Wk 36-311C Frontiera, C. 3.0
33107 ASTR 690 AA By Arr 2.0 Hrs/Wk 36-311C Frontiera, C. 2.0
33108 ASTR 690 BB By Arr 1.0 Hr/Wk 36-311C Frontiera, C. 1.0

How to read class information can be found on page 29
# Biology Courses

## BIOD 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 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)

<table>
<thead>
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<td>31757</td>
<td>BIOL 100 JA</td>
<td>Tue</td>
<td>6:30-9:30</td>
<td>36-207</td>
<td>Zahedi, S.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Online Course

- Code: 40066
  - Title: BIOL 100 OLH
  - Time: See pages 95–102
  - Instructor: Online-CRS Bowie, L.
  - Units: 3.0

## BIOD 102 ENVIRONMENTAL CONSERVATION

The relationship of humans to the environment: conservation of resources, dynamics of ecosystems, and alternative energy sources. Possible field trip(s). Plus minimum 16 hours by arrangement per term. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>41858</td>
<td>BIOL 102 AA</td>
<td>TTh</td>
<td>10:35-11:50</td>
<td>36-207</td>
<td>Leddy, M.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

## BIOD 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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>31760</td>
<td>BIOL 110 AX</td>
<td>MWF</td>
<td>9:10-10:00</td>
<td>36-207</td>
<td>Diamond, K.</td>
<td>4.0</td>
</tr>
<tr>
<td>33089</td>
<td>BIOL 110 BX</td>
<td>MWF</td>
<td>9:10-10:00</td>
<td>36-207</td>
<td>Diamond, K.</td>
<td>4.0</td>
</tr>
<tr>
<td>31763</td>
<td>BIOL 110 CX</td>
<td>MWF</td>
<td>10:10-11:00</td>
<td>36-215</td>
<td>Leddy, M.</td>
<td>4.0</td>
</tr>
<tr>
<td>33550</td>
<td>BIOL 110 DX</td>
<td>MWF</td>
<td>10:10-11:00</td>
<td>36-215</td>
<td>Leddy, M.</td>
<td>4.0</td>
</tr>
<tr>
<td>34534</td>
<td>BIOL 110 EX</td>
<td>MWF</td>
<td>10:10-11:00</td>
<td>36-215</td>
<td>Leddy, M.</td>
<td>4.0</td>
</tr>
<tr>
<td>31761</td>
<td>BIOL 110 FX</td>
<td>MWF</td>
<td>10:10-11:00</td>
<td>36-215</td>
<td>Leddy, M.</td>
<td>4.0</td>
</tr>
</tbody>
</table>

### Evening Course

- Code: 34853
  - Title: BIOL 110 JA
  - Days: Tue
  - Time: 6:00-9:00
  - Location: Staff
  - Units: 4.0

## BIOD 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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>42496</td>
<td>BIOL 126 AX</td>
<td>By Arr</td>
<td>1.0 Hrs/Wk</td>
<td>TBA</td>
<td>Diamond, K.</td>
<td>1.0</td>
</tr>
</tbody>
</table>

## BIOD 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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>42578</td>
<td>BIOL 127 AX</td>
<td>By Arr</td>
<td>1.0 Hrs/Wk</td>
<td>TBA</td>
<td>Diamond, K.</td>
<td>1.0</td>
</tr>
</tbody>
</table>

## BIOD 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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>42857</td>
<td>BIOL 128 AX</td>
<td>By Arr</td>
<td>1.0 Hr/Wk</td>
<td>TBA</td>
<td>Diamond, K.</td>
<td>1.0</td>
</tr>
</tbody>
</table>

## BIOD 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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>40570</td>
<td>BIOL 130 AB</td>
<td>TTh</td>
<td>12:15-1:25</td>
<td>36-207</td>
<td>Lucero, F.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Evening Course

- Code: 38802
  - Title: BIOL 130 JA
  - Days: Wed
  - Time: 5:30-8:30
  - Location: 36-207
  - Instructor: Zahedi, S. | 3.0   |

### Online Course

- Code: 41333
  - Title: BIOL 130 OLH
  - Time: See pages 95–102
  - Instructor: Online-CRS Martin, T. | 3.0   |

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

**Online Course**
40658 BIOL 145 OLH  
See pages 95-102  
Online-CRS  
Beliz, T.  
3.0

### BIOL 195 BIOLOGY FIELD LABORATORY
Emphasis on field trips to selected sites with laboratory preparation. Covers a wide range of topics including animals, both domestic and wild; natural and human-made ecosystems; forests; habitat disruption; and museums and parks. 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)

36512 BIOL 195 AA  
Thu 2:10 5:00 36-223  
Tran, H.  
1.0

### BIOL 210 GENERAL ZOOLOGY
Introduction to principles of animal biology. Includes the molecular basis of life, structure, function and behavior. One or more field trips may be required. Extra supplies may be required. Plus minimum 16 hours by arrangement per term. **Prerequisite:** MATH 120 or 123 or the equivalent. **Recommended Preparation:** eligibility for ENGL 800; successful completion of a college course in biology with lab and a college course in chemistry with lab. (AA: Area E5a, CSU: Area B2/ Area B3, UC: Area 5B)

31770 BIOL 210 AA  
MWF 10:10 11:00 36-223  
Tran, H.  
5.0  
TTh 11:10 2:00 36-223

### 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 in chemistry with lab. (AA: Area E5a, CSU: Area B2/ Area B3, UC: Area 5B)

31771 BIOL 220 HYA  
MWF 12:10 1:00 36-207  
Beliz, T.  
5.0  
Thu 2:10 5:00 36-200  
**NOTE:** BIOL 220 HYA is offered in hybrid format. This means approximately 49% of class time is scheduled in-class meetings and 51% of class time is online

### BIOL 230 INTRODUCTORY CELL BIOLOGY
Examines cell structures and metabolism as they relate to cell function and reproduction. Extra supplies may be required. **A $4.00 materials fee is payable upon registration.** Plus minimum 16 hours by arrangement per term. **Prerequisite:** CHEM 220. **Recommended Preparation:** eligibility for ENGL 838 or 848; BIOL 210 or 220; concurrent enrollment in CHEM 231. (AA: Area E5a, CSU: Area B2/ Area B3, UC: Area 5B)

34273 BIOL 230 AA  
MWF 10:10 11:00 36-207  
Diamond, K.  
4.0  
Wed 2:10 5:00 36-200

### BIOL 240 GENERAL MICROBIOLOGY
Introduction to morphology and physiology of microorganisms, with emphasis on control by chemical and physical means; their role in the human body and the environment. One or more field trips may be required. Extra supplies may be required. **Prerequisite:** one semester of college chemistry and college-level biology with lab course with grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5a, CSU: Area B2/ Area B3, UC: Area 5B)

31772 BIOL 240 AX  
MWF 2:10 3:25 36-215  
Smith, C.  
4.0  
MWF 12:10 1:25 36-204

38664 BIOL 240 BX  
MWF 2:10 3:25 36-215  
Smith, C.  
4.0  
MWF 3:45 5:00 36-204

### BIOL 250 GENERAL BOTANY
Human body structure. Lab study and dissection of human male and female. Extra supplies may be required. Plus minimum 16 hours by arrangement per term. **Prerequisite:** successful completion of college level biology course with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5a, CSU: Area B2/ Area B3, UC: Area 5B*)

31773 BIOL 250 AX  
MWF 1:10 2:00 36-215  
Martin, T.  
4.0  
Mon 2:10 3:15 36-217

33836 BIOL 250 BX  
MWF 1:10 2:00 36-215  
Martin, T.  
4.0  
Wed 2:10 3:00 36-217

41430 BIOL 250 CX  
MWF 8:10 9:00 36-215  
Staff  
4.0  
Mon 9:10 12:15 36-217

41431 BIOL 250 DX  
MWF 8:10 9:00 36-215  
Staff  
4.0  
Wed 9:10 12:00 36-217

### 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*)

31774 BIOL 260 HYA  
TTh 9:10 10:25 36-215  
Tonini-Boutacoff, C.  
5.0  
Tue 10:40 1:30 36-217  
**NOTE:** BIOL 260 HYA is offered in hybrid format. This means approximately 49% of class time is scheduled in-class meetings and 51% of class time is online

42579 BIOL 260 HYB  
TTh 9:10 10:25 36-215  
Tonini-Boutacoff, C.  
5.0  
Thu 10:40 1:30 36-217  
**NOTE:** BIOL 260 HYB is offered in hybrid format. This means approximately 49% of class time is scheduled in-class meetings and 51% of class time is online

### BIOL 260 OL 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*)

36640 BIOL 260 HYJ  
Tue 5:30 8:30 36-217  
Smith, C.  
5.0  
Thu 5:30 8:30 36-217  
Tran, H.  
**NOTE:** BIOL 260 HYJ is offered in hybrid format. This means approximately 49% of class time is scheduled in-class meetings and 51% of class time is online

How to read class information can be found on page 29
**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 of higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placements test of other measures. (AA: Area E5a or E5d, CSU: Area E, UC)

**Online Course**

42858 BIOL 310 OLH See pages 95–102  Online-CRS Martin, T. 3.0

**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)

- 43095 BIOL 690 CC By Arr 3.0 Hrs/Wk 36-311C Frontiera, C. 3.0
- 33109 BIOL 690 AA By Arr 2.0 Hrs/Wk 36-311C Frontiera, C. 2.0
- 33110 BIOL 690 BB By Arr 1.0 Hr/Wk 36-311C Frontiera, C. 1.0

**BROADCASTING**

See “Digital Media” on page 52

**BUILDING INSPECTION TECHNOLOGY**

**BLDG 735 ADA BUILDING REQUIREMENTS**

This class covers the essential concepts, reference materials, federal legislation, litigation, and use of guidelines, codes and standards in the design and construction of built environments under the American Disabilities and American Barriers Acts. (Since this course may cover and updated version of the code, it may be taken four times for a maximum of 12 units.) (AA)

**Evening Course**

42623 BLDG 735 JA Wed 6:00 8:50 19-107 Halloran, R. 3.0

**BLDG 740 MECHANICAL CODE**

Mechanical codes of construction, heating equipment, floor furnaces, unit heaters, venting, ducts, ventilation and refrigeration systems and equipment. **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 Course**

42846 BLDG 740 JA Mon 6:00 9:05 19-107 Mitchell, M. 3.0

**BLDG 760 ENERGY REGULATIONS**

Methods of compliance with energy regulations applicable to dwellings, apartments, condominiums, and hotels. **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 Course**

31779 BLDG 760 JA Tue 6:00 8:50 19-107 Hancock, M. 3.0

**BUSINESS**

**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)

- 31784 BUS. 100 AA MWF 9:10 10:00 14-206 Fraser, C. 3.0
- 31782 BUS. 100 BB MWF 10:10 11:00 14-206 Fraser, C. 3.0

**Evening Course**

41613 BUS. 100 JA Mon 6:30 9:20 36-109 Erickson, C. 3.0

**BUS. 115 BUSINESS MATHEMATICS**

Calculating interest, discount, financial statements, ratios. **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 Course**

41059 BUS. 115 OLH See pages 95–102 Online-CRS McGlasson, P. 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)

- 31808 BUS. 180 AA MW 11:10 12:25 14-206 Fraser, C. 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)

- 31808 BUS. 180 AA MW 11:10 12:25 14-206 Fraser, C. 3.0

**Business courses continued on next page**
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; eligibility for ENGL 838/848. (AA: Area E2c, CSU)

31815 BUS. 295 AA TTh 11:00 12:35 14-103 Dorsett, D. 4.0

BUS. 315 KEYBOARDING I
Beginning course for students to learn to input and process information using a computer keyboard. Includes learning alphabetic keyboard and numeric keypad by touch, improving speed and accuracy, learning basic word processing and printing. Instructor will discuss portable storage media at first class meeting. A materials fee is payable upon registration. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

33968 BUS. 315 AX MWF 9:10 10:00 14-105 Brannock, P. 3.0
33969 BUS. 315 BX TTh 9:45 11:00 14-105 Brannock, P. 3.0
33970 BUS. 315 DD MWF 11:10 12:00 14-105 Brannock, P. 3.0

Online Course
41070 BUS. 315 OLH See pages 95-102 Online-CRS McGlasson, P. 3.0

BUS. 316 KEYBOARDING II
Advanced course to increase keyboarding speed and accuracy as well as improve word processing skills in formatting and producing letters, memos, reports and tabulated material. Instructor will discuss portable storage media at first class meeting. A materials fee is payable upon registration. Recommended Preparation: BUS. 315 or equivalent. (AA: Area E5d, CSU)

35042 BUS. 316 AX MWF 9:10 10:00 14-105 Brannock, P. 3.0
41859 BUS. 316 CX MWF 11:10 12:00 14-105 Brannock, P. 3.0
41865 BUS. 316 DX TTh 9:45 11:00 14-105 Brannock, P. 3.0

BUS. 317 MICRO/KEYBOARDING: SKILLBUILDING
Course to increase keyboard speed and accuracy through use of an interactive microcomputer skillbuilding program. A 3 1/2-inch High Density diskette required at first meeting. A 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 E5d, CSU)

35045 BUS. 317 A1 MWF 9:10 10:00 14-105 Brannock, P. 1.5
Start and end dates for section 35045: 1/19 3/18
35781 BUS. 317 A2 MWF 11:10 12:00 14-105 Brannock, P. 1.5
Start and end dates for section 35781: 3/21 5/20
42099 BUS. 317 B2 Thu 9:45 12:15 14-105 Dorsett, D. 1.5
Start and end dates for section 42099: 3/24 5/26

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 E2c, CSU)

Online Course
31937 BUS. 401 OLH See pages 95-102 Online-CRS Willis, J. 3.0

BUS. 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)

42903 BUS. 690 CC By Arr 3.0 Hrs/Wk 19-113 Ross, K. 3.0
31940 BUS. 690 BB By Arr 2.0 Hrs/Wk 19-113 Ross, K. 2.0
42902 BUS. 690 AA By Arr 1.0 Hr/Wk 19-113 Ross, K. 1.0

How to read class information can be found on page 29
BUSINESS WINDOWS APPLICATIONS - WINDOWS PLATFORM

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: collegeofsanmateo.edu/business/degrees.

BUSW 105 INTRODUCTION TO MICROCOMPUTERS

Introduction to microcomputers. Covers equipment, operating systems and Windows software applications including Microsoft Word, Excel and Power Point. Instructor will discuss portable storage media at first meeting. A $2.00 materials fee is payable upon registration. Recommended Preparation: BUS. 315 or equivalent; eligibility for ENGL 838/848. Pass/No Pass grading or letter grade option. May be taken twice for a maximum of 3 units. (AA: Area E5d, CSU)

36652 BUSW 105 A2 TTh 9:45 11:00 14-103 Dorsett, D. 1.5
Start and end dates for section 36652: 3/22 5/19
Evening Course

BUSW 114 WINDOWS (WINDOWS 7) FUNDAMENTALS I

Introduction to Microsoft Windows (Windows 7). Topics include hardware needs, relationship between versions of Windows, customizing Windows, networking capabilities, desktop concepts and organization, OLE, accessory applications, file search and management, updating, maintenance and security. Instructor will discuss portable storage media at first class meeting. A $2.00 materials fee is payable upon registration. Recommended Preparation: BUSW 105 or equivalent; eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (May be taken twice for a maximum of 3 units.) (AA: Area E5d, CSU)

35068 BUSW 114 J1 Thu 6:30 9:20 14-105 Brown, T. 1.5
Start and end dates for section 35068: 1/20 3/17
Evening Course

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 $2.00 materials fee is payable upon registration. Recommended Preparation: BUSW 105 or equivalent; eligibility for ENGL 838/848. May be taken twice for a maximum of 3 units. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

35081 BUSW 214 J1 Wed 6:30 9:10 14-103 Willis, J. 1.5
Start and end dates for section 35081: 3/23 5/25
Evening Course

Online Course
40298 BUSW 214 O1H See pages 95–102 Online-CRS Willis, J. 1.5
Start and end dates for section 40298: 1/19 3/16

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 $2.00 materials fee is payable upon registration. Prerequisite: BUSW 214 or equivalent. May be taken twice for a maximum of 3 units. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

Evening Course
36495 BUSW 215 J2 Wed 6:30 9:20 14-103 Willis, J. 1.5
Start and end dates for section 36495: 3/22 5/27
Online Course
40493 BUSW 215 O2H See pages 95–102 Online-CRS Willis, J. 1.5
Start and end dates for section 40493: 3/23 5/25

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 $2.00 materials fee is payable upon registration. Recommended Preparation: BUSW 105 or equivalent. May be taken twice for a maximum of 3 units. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

Evening Course
35131 BUSW 383 J1 Tue 6:30 9:20 14-103 Morgan, M. 1.5
Start and end dates for section 35131: 1/18 3/15
Online Course
39475 BUSW 383 O1H See pages 95–102 Online-CRS Morgan, M. 1.5
Start and end dates for section 39475: 1/18 3/21

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 $2.00 materials fee is payable upon registration. Prerequisite: BUSW 383 or equivalent. May be taken twice for a maximum of 3 units. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

Evening Course
41084 BUSW 384 J2 Tue 6:30 9:20 14-103 Morgan, M. 1.5
Start and end dates for section 41084: 3/23 5/27
Online Course
41086 BUSW 384 O2H See pages 95–102 Online-CRS Morgan, M. 1.5
Start and end dates for section 41086: 3/22 5/27

View current open classes at collegeofsanmateo.edu/openclasses
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 $2.00 materials fee is payable upon registration. Recommended Preparation: BUSW 105 or equivalent, eligibility for ENGL 838/848. May be taken twice for a maximum of 3 units. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

35798 BUSW 415 A1  TTh  9:45 11:00  14-103  Dorsett, D. 1.5
   Start and end dates for section 35798:  1/18  3/17

Evening Course
35092 BUSW 415 J1  Thu  9:30 11:40  14-103  Dorsett, D. 1.5
   Start and end dates for section 35092:  3/24  5/26

Online Course
36474 BUSW 415 O2H See pages 95–102 Online-CRS  Willis, J. 1.5
   Start and end dates for section 36474:  3/22  5/27

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 $2.00 materials fee is payable upon registration. Prerequisite: BUSW 415 or equivalent. Pass/No Pass or letter grade option. (May be taken twice for a maximum of 3 units.) (AA: Area E5d, CSU)

Evening Course
35096 BUSW 416 J2  Thu  6:30  8:40  14-103  Dorsett, D. 1.5
   Start and end dates for section 35096:  1/20  3/17

Online Course
40041 BUSW 416 O1H See pages 95–102 Online-CRS  Willis, J. 1.5
   Start and end dates for section 40041:  1/18  3/21

BUSW 464 DATABASE MANAGEMENT FUNDAMENTALS USING ACCESS FOR WINDOWS

Introduction to database design and creation and applications for business using Microsoft ACCESS. Covers database structures; editing data, searches for specific information; creating forms and printing reports. Instructor will discuss portable storage media at first meeting. A $2.00 materials fee is payable upon registration. Prerequisite: BUSW 105 or equivalent. May be taken twice for a maximum of 6 units. Pass/No Pass or letter grade option. (AA, CSU)

Evening Course
35099 BUSW 464 JA  Mon  9:30 11:50  14-105  Weiner, G. 3.0

Online/Evening Course
41087 BUSW 464 OLH Intro Mtg 6:30-9:35 pm  14-105  Weiner, G. 3.0
   Introductory meeting date for section 41087: See pages 95–102

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 $2.00 materials fee is payable upon registration. Prerequisite: BUSW 105 or equivalent. Pass/No Pass or letter grade option. (AA: Area C3, CSU)

42142 BUSW 530 A2  TTh  11:10  12:25  14-101  Kistler, T. 1.5
   Start and end dates for section 42142:  3/22  5/19

Online Course
35802 BUSW 530 OLH See pages 95–102 Online-CRS  Kistler, T. 1.5
   Start and end dates for section 35802:  3/22  5/27

CAREER AND LIFE PLANNING

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)

39591 CRER 104 A1  TTh  12:35  2:15  14-215  Bednarek, M. 0.5
   Start and end dates for section 39591:  2/23  5/3

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)

39594 CRER 107 A1  TTh  12:35  2:15  14-101  Bednarek, M. 0.5
   Start and end dates for section 39594:  2/23  5/3

How to read class information can be found on page 29
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. 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)  

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CRER 121 PLANNING FOR STUDENT SUCCESS  
Provides students with the tools necessary to maximize academic success by enhancing familiarity 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)  

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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)  

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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)  

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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)  

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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)  

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CRER 142 ADVANCED PEER COUNSELING  
An in-depth study of aspects of counseling theory and practice that are applicable to peer counseling placements where the peer counselor is the primary provider of service and requires advanced problem solving and intervention skills. Prerequisite: CRER 140 with a grade of C or higher. (AA: Area E5d, CSU: Area E)  

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View current open classes at collegeofsanmateo.edu/openclasses.
### 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: Area E5d, CSU)

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### CRER 880MA LEARNING SKILLS ASSESSMENT FOR DSPS
This course provides students with information about learning disabilities and the eligibility process for receiving services as a student with a learning disability. As the first step in the learning disability assessment process, this course provides for self-exploration designed to better understand learning styles, learning strengths and weaknesses, effective study skills, learning strategies, and habits that align with personal learning styles. Pass/No Pass grading. May be taken twice for a maximum of 1 unit. (Units do not apply toward AA/AS degree.)

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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. $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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#### 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)

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#### 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, UC: Area 5A)

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#### CHEM 232 ORGANIC CHEMISTRY II
More rigorous treatment of mechanisms, reactions, and synthesis; structure determination using classical and spectroscopic techniques taught in CHEM 231 including identification of unknown compounds and mixtures. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. Prerequisite: CHEM 231 with a grade of C or better. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

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<tr>
<td>CHEM 232 CX</td>
<td>MWF</td>
<td>11:10-12:00</td>
<td>36-109</td>
<td>Lawrence, Y.</td>
<td>5.0</td>
</tr>
<tr>
<td>Tue</td>
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<td>2:00</td>
<td>36-300</td>
<td></td>
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<tr>
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<td>2:00</td>
<td>36-300</td>
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<td></td>
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<tr>
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<td>11:10</td>
<td>2:00</td>
<td>36-300</td>
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<td>12:10</td>
<td>2:00</td>
<td>36-300</td>
<td>Ciesla, C.</td>
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</tr>
<tr>
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<td>2:00</td>
<td>36-300</td>
<td>Ciesla, C.</td>
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</tr>
<tr>
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<td>11:10</td>
<td>2:00</td>
<td>36-300</td>
<td>Ciesla, C.</td>
<td></td>
</tr>
</tbody>
</table>
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:** eligibility for ENGL 848. Students who complete CHEM 210-220 and CHEM 410-420 will receive credit for CHEM 210-220 only. (CSU)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
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<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>31960</td>
<td>CHEM 410 AX</td>
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<td>39027</td>
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<td>12:10</td>
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<td>36-329</td>
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<td></td>
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<td>2:10</td>
<td>5:00</td>
<td>36-329</td>
<td>Flowers, J.</td>
</tr>
</tbody>
</table>

**CHEM 420 HEALTH SCIENCE CHEMISTRY II**

Study of organic and biochemistry: carbohydrates, lipids, proteins, and vitamins and their respective metabolisms. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** CHEM 410 with a grade of C or higher. Students who complete CHEM 210-220 and CHEM 410-420 will receive credit for CHEM 210-220 only. (AA: Area E5a, CSU)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<th>Time</th>
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<tr>
<td>31961</td>
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<td>39871</td>
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<td>TTh</td>
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<td>7:30</td>
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<td></td>
<td></td>
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<td>7:40</td>
<td>10:30</td>
<td>36-306</td>
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</table>

**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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>By Arr</th>
<th>Hrs/Wk</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>33114</td>
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</table>

**CHINESE**

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

**CHIN 112 ELEMENTARY CHINESE II**

Continuation of CHIN 111 with further development of the skills of understanding, speaking, reading, and writing. **Prerequisite:** CHIN 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)

**Evening Course**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>Mon</td>
<td>6:30</td>
<td>9:35</td>
<td>16-205</td>
<td>Wu, J.</td>
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</table>

**COMPUTER AND INFORMATION SCIENCE**

Also see Business Application, Graphics, and Multimedia

**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 per term. **Recommended Preparation:** eligibility for ENGL 848. Pass/No Pass or letter grade option. (AA: Area E2b/Area E5b, CSU, UC)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<th>Time</th>
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<th>Instructor</th>
<th>Units</th>
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<td>31967</td>
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<td>MWF</td>
<td>10:10</td>
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**Online/Saturday Course**

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<tr>
<th>Code</th>
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<th>Time</th>
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<th>Units</th>
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<tr>
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<td>Tilmann, M.</td>
<td>1/22</td>
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<tr>
<td>31969</td>
<td>CIS 110 OMH</td>
<td>Intro Mtg</td>
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<td>19-124</td>
<td>Tilmann, M.</td>
<td>1/20</td>
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</table>

**CIS 113 INTERNET PROGRAMMING: RUBY**

Comprehensive course in Ruby, an open-source dynamic object-oriented Web scripting language. Covers variables, arrays and hashes, methods and procs, classes, objects, and writing server-side Ruby scripts for the Web. Also covered are exception handling, regular expressions, I/O objects, and modules. An introduction to SQL and the MySQL database, and advanced topics such as Model-View-Controller architecture and agile Web application development with the Ruby on Rails framework. **Prerequisite:** CIS 254 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU)

**Online Course**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>See pages 95-102</th>
<th>Online-CRS</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
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</table>

**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)

**Online Course**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>See pages 95-102</th>
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<th>Instructor</th>
<th>Units</th>
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</table>

**CIS 121 UNIX/LINUX**

Introduction to the UNIX/Linux operating system. Includes a brief introduction to operating systems and UNIX history. Covers UNIX file systems; common shell features including I/O redirection, piping, command substitution, and simple job control; shell-specific facilities including use of environmental and local variables; and common UNIX utilities. Also includes advanced topics such as shell scripting, communications, and system administration. **Prerequisite:** CIS 110 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU, UC)

**Online/Evening Course**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<th>Location</th>
<th>Instructor</th>
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<td>Isaacs, S.</td>
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</table>

See pages 95-102

View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)
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. Plus a minimum of 16 hours by arrangement per term. Prerequisite: MATH 110 or equivalent. Recommended Preparation: eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA: Area E2b, CSU)

Online/Evening Course
40268 CIS 125 OLH See pages 95–102 Online-CRS Tilmann, M. 4.0

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 100 or equivalent. Recommended Preparation: eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU)

Online Course
41081 CIS 151 OLH See pages 95–102 Online-CRS Staff 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 $2.00 materials fee 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)

Evening Course
37961 CIS 254 AA MWF 10:10 11:00 19-100 Grasso, S. 4.0
MWF 11:10 12:00 19-100
NOTE: CIS 254 AA section focuses on game programming.

CIS 255 (CS1) 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 $2.00 materials fee 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/Hybrid Course
42555 CIS 255 HYC Thu 5:00 7:40 19-103 Green, M. 4.0
NOTE: CIS 255 HYC is offered in hybrid format. This means approximately 49% of class time is scheduled class meetings and 51% of class time is online.

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. Plus minimum 16 hour 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 Course
37971 CIS 256 OLH See pages 95–102 Online-CRS Grasso, S. 4.0

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 of 16 hours by arrangement. 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 B4, CSU: Area E2b, CSU)

Online/Evening Course
40355 CIS 278 AX MWF 12:00 12:50 19-105 Grasso, S. 4.0
MWF 1:00 1:50 19-105

40357 CIS 278 OLH See pages 95–102 Online-CRS Grasso, S. 4.0

How to read class information can be found on page 29
### 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 $2.00 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)

<table>
<thead>
<tr>
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<th>Days</th>
<th>Times</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>34863</td>
<td>CIS 279 AX</td>
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<td>36528</td>
<td>CIS 279 OLH Intro Mtg</td>
<td>6:00-8:00 pm</td>
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**Online/ Evening Course**

### CIS 363 ENTERPRISE DATABASE MANAGEMENT WITH MySQL

Comprehensive course in enterprise database management with the open-source MySQL database. Covers relational model and theory, forms and theories of normalization, and in-depth SQL. Overview of database administration, stored procedures, functions, triggers, and metadata. Also covered are MySQL server administration, performance tuning, security, optimization, and database design. Advanced topics include Client-Server database applications using Java and PHP, dynamic SQL, prepared SQL, and callable statements. **Prerequisite:** CIS 254 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
<th>Times</th>
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<th>Units</th>
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<td>42508</td>
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<td>6:00-9:10 pm</td>
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</table>

**Online/ Evening Course**

### 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 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)

<table>
<thead>
<tr>
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<th>Times</th>
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<tr>
<td>39485</td>
<td>CIS 489 OLH</td>
<td>See pages 95–102</td>
<td>Online-CRS Staff</td>
<td>3.0</td>
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</tr>
</tbody>
</table>

**Online Course**

### CIS 490 COMPUTER FORENSICS: NETWORK ANALYSIS AND DEFENSE

Comprehensive course that includes an overview of the foundations of network security, an introduction to protocol analysis, network security risk analysis, use of risk analysis to develop a network security policies, an overview of firewalls and VPNs, using and configuring intrusion detection systems, responding to network intrusions, preventing network intrusions, and managing and improving network defense. Plus minimum 16 hours by arrangement per term. **Prerequisite:** CIS 152 and 489 or equivalent. **Recommended Preparation:** eligibility for ENGL 838 or 848. Access to a computer with Internet capability is strongly recommended. Pass/No Pass or letter grade option. (AA, CSU)

<table>
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<th>Times</th>
<th>Instructor</th>
<th>Units</th>
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**Online Course**

### COSMETOLOGY

#### COSM 712 FUNDAMENTALS OF COSMETOLOGY I

Beginning cosmetology in preparation for licensure by California State Board 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. **A $35.00 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)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>32008</td>
<td>COSM 712 AX</td>
<td>MThW</td>
<td>12:40 - 3:30</td>
<td>Boosalis, M.</td>
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<tr>
<td></td>
<td></td>
<td>Fri</td>
<td>12:40 - 3:30</td>
<td>Russell, S.</td>
<td></td>
</tr>
</tbody>
</table>

#### COSM 722 FUNDAMENTALS OF COSMETOLOGY II

Beginning cosmetology in preparation for licensure by California State Board 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. **A $35.00 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)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>32009</td>
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<td></td>
<td>TThF</td>
<td>8:00 - 9:00</td>
<td>Russell, S.</td>
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</tr>
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</table>

**Cosmetology courses continued on next page**
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 Board 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 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)

32010 COSM 732 AX MTWTh 8:00-12:05 5-260 Nalls, A. 10.0
32010 COSM 732 AX F 8:00-12:05 5-260 Staff
42544 COSM 732 A1 MTWTh 8:00-12:05 5-260 Nalls, A. 5.0
Start and end dates for section 42544: 1/18 3/18
42544 COSM 732 A1 F 8:00-12:05 5-260 Staff
35456 COSM 732 A2 MTWTh 8:00-12:05 5-260 Nalls, A. 5.0
Start and end dates for section 35456: 3/25 5/20
35456 COSM 732 A2 F 8:00-12:05 5-260 Staff

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 Board 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 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)

32011 COSM 742 AX M 12:40-4:45 5-260 Nalls, A. 10.0
TThF 12:40-4:45 5-260 Staff
36347 COSM 742 A1 M 12:40-4:45 5-260 Nalls, A.
TThF 12:40-4:45 5-260 Staff 5.0
Start and end dates for section 36347: 1/18 3/18
35457 COSM 742 A2 M 12:40-4:45 5-260 Nalls, A.
TThF 12:40-4:45 5-260 Staff 5.0
Start and end dates for section 35457: 3/25 5/19

DENTAL ASSISTING

DENT 647 DENTAL ASSISTING CLINICAL INTERSHIP
Dental Assisting Clinical Internship gives the student the opportunity to use classroom theory in the dental setting. Internships are completed via rotations through general and specialty private practices. Earn 4 units of credit for dental assisting internship experience. Clinical work must be unpaid and a minimum number of hours must be accumulated per ADA Accreditation Standards. Intended for students enrolled full time in the Dental Assisting program. Prerequisite: DENT 716, DENT 721, DENT 731, DENT 735 (or equivalent), DENT 740, DENT 740, DENT 860 (or equivalent), ENGL 865 (or equivalent). (Spring only.) (AA)

42596 DENT 647 AAH By Arr 7.6 Hrs/Wk TBA Kirby-Banas, C. 4.0

DENT 722 DENTAL MATERIALS II
Further study of common dental materials including, but not limited to, custom trays, perfecting of alginate impressions, study models, bleach trays, removable prosthodontics, and implants with special emphasis registered dental assisting duties pertaining to dental materials. Preparation for California RDA Practical Examination. Intended for students enrolled full time in the Dental Assisting Program. The purchase of a Spring Dental Materials Kit is required; details provided in class. A materials fee of $5.00 is payable upon registration. Prerequisite: DENT 716, DENT 721, DENT 731, DENT 735 (or equivalent), DENT 740, DENT 740, DENT 751. Corequisite: concurrent enrollment in or completion of: DENT 732, DENT 742, DENT 743, DENT 763, DENT 647, SPCH 860 (or equivalent), ENGL 865 (or equivalent). (Spring only.) (AA)

32048 DENT 722 AX Tue 12:10-1:00 5-354 Behrens, A. 2.0
Tue 9:10-12:00 5-330
32049 DENT 722 BX Tue 12:10-1:00 5-354 Behrens, A. 2.0
Thu 9:10-12:00 5-330

DENT 732 DENTAL SCIENCE II
This course offers a presentation of the three dental numbering systems, oral landmarks, and the periodontal and caries disease processes. Complete study in the hard and soft tissues of the oral cavity and anatomy of the head and neck. Introduction to the body systems, blood supply of the head and neck, and innervations of the teeth. This course is open to new and returning part time Dental Assisting Students. This course may be taken prior to DENT 731. Extra Supplies may be required. A materials fee of $5.00 is payable upon registration. (Spring only.) (AA)

32050 DENT 732 AA Thu 12:10-3:00 5-354 Davis, I. 3.0

DENT 742 CHAIRSIDE ASSISTING II
Further study in chairside procedures, skills, techniques, and instrumentation. Study of dental specialties including specialized instrumentation and specialty treatment room preparation, application of skills, procedures, and patient instruction, with an introduction to coronal polish techniques and procedures. Further instruction in intra-oral functions at the DA and RDA levels. Preparation for the California RDA Written State Board Examination. Intended for students...
enrolled full time in the Dental Assisting Program. A materials fee of $16.00 is payable upon registration. Extra supplies may be required. Prerequisite: DENT 716, DENT 721, DENT 731, DENT 735 (or equivalent), DENT 740, DENT 749, DENT 751. Corequisite: concurrent enrollment in or completion of: DENT 722, DENT 732, DENT 743, DENT 763, DENT 647, SPCH 860 (or equivalent), ENGL 865 (or equivalent). (Spring only.) (AA)

32051 DENT 742 AX TTh 8:10 9:00 5-354 Kirby-Banas, C. 3.0
32052 DENT 742 BX TTh 8:10 9:00 5-354 Kirby-Banas, C. 3.0

DENT 743 CORONAL POLISH

This course is designed to meet the requirements of the California Committee on Dental Auxiliaries (COMDA) and the California State Board of Dental Examiners for the removal of stains and soft deposits from the coronal surfaces of teeth. A supply kit will be provided to each student. Intended for students enrolled full time in the Dental Assisting Program. A materials fee of $5.00 is payable upon registration. Prerequisite: DENT 716, DENT 721, DENT 731, DENT 735 (or equivalent), DENT 740, DENT 749, DENT 751. Corequisites: successful completion of or concurrent enrollment in DENT 722, DENT 732, DENT 742, DENT 647, DENT 763, ENGL 865 (or equivalent), SPCH 860 (or equivalent). (Spring only.) (AA)

Weekend Courses

33533 DENT 743 AX Sat 8:10 12:00 5-354 Behrens, A. .5
Sat 1:00 5:00 5-330
First meeting date for section 33533: 3/5
Second meeting date for section 33533: 3/6

33563 DENT 743 BX Sat 8:10 12:00 5-354 Behrens, A. .5
Sat 1:00 5:00 5-330
First meeting date for section 33563: 3/5
Second meeting date for section 33563: 3/6

42613 DENT 743 CX Sat 8:10 12:00 5-354 Behrens, A. .5
Sat 1:00 5:00 5-330
First meeting date for section 42613: 3/5
Second meeting date for section 42613: 3/6

42614 DENT 743 DX Sat 8:10 12:00 5-354 Behrens, A. .5
Sat 1:00 5:00 5-330
First meeting date for section 42614: 3/5
Second meeting date for section 42614: 3/6

43104 DENT 743 AX Sat 8:10 12:00 5-354 Behrens, A. .5
Sat 1:00 5:00 5-330
First meeting date for section 43104: 3/5
Second meeting date for section 43104: 3/6

43105 DENT 743 EX Sat 8:10 12:00 5-354 Behrens, A. .5
Sat 1:00 5:00 5-330
First meeting date for section 43105: 3/5
Second meeting date for section 43105: 3/6

43106 DENT 743 DX Sat 8:10 12:00 5-354 Behrens, A. .5
Sat 1:00 5:00 5-330
First meeting date for section 43106: 3/5
Second meeting date for section 43106: 3/6

DENT 744 DENTAL SEALANTS

Designed to meet the requirements of the California State Board of Dental Examiners for the placement of pit and fissure sealants as a preventive measure of dentistry as a RDA delegatable skill. Friday, Saturday, Sunday classes for two weekends. Minimum of 4 lecture hours and 12 lab/clinical hours per term. Prerequisites: concurrent enrollment in or successful completion of DENT 716, 722, 722, 731, 732, 735, 740, 742, 743, 749, 751, and 647; ENGL 865; SPCH 860 (Spring only). (AA)

Weekend Courses

42518 DENT 744 AX Sat 8:10 12:00 5-354 Kirby-Banas, C. .5
Sat 1:00 5:00 5-330
First meeting date for section 42518: 4/16
Second meeting date for section 42518: 4/17

42619 DENT 744 BX Sat 8:10 12:00 5-354 Kirby-Banas, C. .5
Sun 9:10 5:00 5-330
First meeting date for section 42619: 4/16
Second meeting date for section 42619: 4/17

43107 DENT 744 DX Sat 8:10 12:00 5-354 Kirby-Banas, C. .5
Sun 9:10 5:00 5-330
First meeting date for section 43107: 4/16
Second meeting date for section 43107: 4/17

43109 DENT 744 EX Sat 8:10 12:00 5-354 Kirby-Banas, C. .5
Sun 9:10 5:00 5-330
First meeting date for section 43109: 4/16
Second meeting date for section 43109: 4/17

43110 DENT 744 FX Sat 8:10 12:00 5-354 Kirby-Banas, C. .5
Sun 9:10 5:00 5-330
First meeting date for section 43110: 4/16
Second meeting date for section 43110: 4/17

View current open classes at collegeofsanmateo.edu/openclasses.

Dental Assisting courses continued on next page
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 $16.00 materials fee 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)

32055 DENT 763 AX Mon 12:10 1:00 5-352 Herold, R. 2.0
Mon 8:55 12:00 5-352
32932 DENT 763 BX Mon 12:10 1:00 5-352 Herold, R. 2.0
Mon 11:10 4:15 5-352

DEVELOPMENTAL SKILLS

DSKL 817 ASSISTIVE COMPUTER ACCESS

Designed primarily for students with disabilities. Assistive computer access and instruction. Individualized education plan. Recommended Preparation: touch typing familiarity with the keyboard. A $5.00 materials fee is payable upon registration. Pass/No Pass grading. Open entry/open exit. (Units do not apply toward AA/AS degree.)

32667 DSKL 817 AO By Arr 1.5 Hrs/Wk Fiori, C. 5
42913 DSKL 817 BO By Arr 3.0 Hrs/Wk Fiori, C. 1.0

NOTE: This course has different meeting days and times based on the assistive technology software students will learn to use. Please contact the instructor by email at firoi@smccd.edu or by phone at (650) 574-6432 to finalize the class meeting times. The first class is mandatory.

DIGITAL MEDIA

Also see Broadcast and Electronic Media, Graphics, Journalism, and Multimedia.

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)

42482 DGME 100 AA MWF 10:10 11:00 19-107 Remitz, E. 3.0
42490 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)

42495 DGME 101 OLH See pages 95–102 Online-CRS Bennett, D. 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. Recommended Preparation: eligibility for ENGL 838/848 or equivalent. (AA: Area C3/E2c, CSU: Area D, UC: Area 4)

Online Course
42495 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 5d, CSU)

43030 DGME 103 BB MWF 10:30 11:45 15-303 Seubert, E. 3.0
43030 DGME 103 BB MWF 10:30 11:45 15-303 Seubert, E. 3.0

How to read class information can be found on page 29
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:** DGME 100; eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

**Evening Course**
43022 DGME 115 JA  
 Mon 6:30 8:20 26-142 Sanchez, S. 2.0  
 Mon 8:30 9:40 26-142

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, radio programming and production. Students will get hands-on experience with professional audio recording, editing, and mixing hardware. Includes intro to ProTools LE. **Recommended Preparation:** DGME 100; eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

**Evening Course**
43023 DGME 118 JA  
 TTh 6:30 7:20 26-142 Sanchez, S. 3.0  
 TTh 7:30 8:40 26-142

DGME 128 ON-AIR TALENT
It’s not just what you say, it’s how you say it. Practical experience in announcing for voiceover, radio, and on-camera talent. Learn to research, write, and present information for a diverse audience. Students practice presentation techniques in news, demonstration, interviews, and voiceovers. Basic microphone and TV techniques included. Pass/No Pass or letter grade option. (AA: Area E2b, CSU)

43031 DGME 128 AA  
 MW 11:10 12:00 14-115 Brown, M. 3.0  
 MW 12:20 1:15 14-115

DGME 130 LIGHTING FOR STUDIO & FIELD
Learn to manipulate light and shadow in this lighting course. Lighting lessons cover basic 3-point lighting, studio and field light systems, light design, training in positioning fixtures, aiming light, achieving various effects, and real-world solutions to common lighting problems. **Recommended Preparation:** ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

43035 DGME 130 AA  
 TTh 11:10 12:00 14-213 Tan, R. 3.0  
 TTh 12:10 1:25 14-213

DGME 150 ADVANCED AUDIO
Examine the best audio practices used in the media industry, including radio, TV, video games, web, podcasts, and streaming media. Students will learn about radio station operations, practice technical skills, and produce broadcast quality programming. Lab assignments build upon the recording, editing, and mixing skills learned in DGME 118 Basic Audio. **Prerequisite:** DGME 118. **Recommended Preparation:** Eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

43036 DGME 150 AA  
 TTh 2:10 3:00 14-213 Tan, R. 3.0  
 TTh 3:10 4:25 14-213

DGME 155 VIDEO JOURNALISM
Don’t just watch the news - report it! Be a part of a 21st century news team. As a video journalist, or “VJ,” you will write, report, conduct interviews, shoot video, and edit news stories for a weekly newscast that airs on KCSM TV and online. You will shoot digital video and use software such as Photoshop and Final Cut Pro to create reports. This demanding hands-on course allows students to apply skills in news gathering, reporting on local issues, field and studio production, editing, broadcast, and web distribution. (May be taken four times for a maximum of 12 units) (AA, CSU)

43032 DGME 155 AA  
 MW 2:10 3:00 14-115 Brown, M. 3.0  
 MW 3:20 4:35 14-115

DGME 163 WEB DESIGN II: DREAMWEAVER
This course focuses on the complete web creation process from concept to finish. Students will create flow charts, storyboards, mock-ups, and perform user testing while learning complex web concepts and techniques. Topics include: CSS layouts, advanced templates, dynamic content, interactivity and animation with Flash objects and Behaviors. Upon completion, students will be able to apply design techniques to create high impact and highly functional web pages. Software: Adobe Dreamweaver®. **Prerequisite:** DGME 162 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

43033 DGME 163 AA  
 TTh 9:10 10:25 27-101 Bennett, D. 3.0  
 TTh 10:30 11:40 27-101

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)

43116 DGME 165 JA  
 M 6:00 8:50 18-307 Bennett, D. 3.0  
 M 9:00 9:30 27-101

DGME 166 WEB AUTHORING: ACTIONSCRIPT
This course will cover ActionScript programming. Students will learn the basics of scripting in Flash to work more efficiently in a production environment and bring their ActionScript skills to a viable level to work in a professional team. Students will learn several different scripting methods and techniques in order to adapt to multiple working environments. Students will learn how to create and control content with ActionScript to make dynamic projects that can respond uniquely to a users input. Software: Adobe Flash. **Prerequisite:** DGME 165 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

43115 DGME 166 JA  
 Wed 6:00 8:50 18-307 Tolmasoff, R. 3.0  
 Wed 9:00 9:30 27-101

Digital Media courses continued on next page
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-animation, 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)

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)

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)

DGME 220 TYPOGRAPHY
The essential knowledge and skills necessary to create professional looking typography. Emphasis on designing with display (large) type. Covers, in a practical and useful manner, type anatomy, terminology, choosing fonts, mixing fonts, developing contrasts, interpreting a message, optical refinements, and display type treatments. Classroom theory is applied to practical typographic problems. Extra supplies required. A $20.00 materials fee is payable upon registration. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

DGME 235 GRAPHIC DESIGN THEORY AND APPLICATION
Students express content and meaning in visual terms while exploring and applying design principles to a variety of practical design projects. Covers a strategic approach to the design problem-solving process, including the role of the designer and working with various types of clients. Extra supplies required. A $20.00 materials fee is payable upon registration. Prerequisite: DGME 103, DGME 220, and one of DGME 211, 212, 214 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

DGME 240 DIGITAL PUBLISHING
Examination of the print production cycle, from concept through finishing as well as hands-on creation of print-ready digital files utilizing Adobe Creative Suite applications. Enables designers and production artists to work more effectively with printers and provides a solid understanding of the creative capabilities of printers and other printing industry vendors. Additional emphasis on software proficiency, digital prepress, color reproduction, and the creation of PDF files for digital or conventional printing. Extra supplies required. A $20.00 materials fee is payable upon registration. Prerequisite: DGME 211, 212, and either DGME 214 or 230 or the equivalent. Pass/No Pass or letter grade option. (AA, CSU)

DGME 255 PORTFOLIO

How to read class information can be found on page 29
### Evening Course

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>MW</td>
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<td>8:50</td>
<td>19-110</td>
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<td>3:00</td>
<td>4:00</td>
<td>19-124</td>
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#### DRAF 121 COMPUTER-AIDED DRAFTING I

A beginning AutoCAD course. Covers basic entities, edit commands, display controls, layers, text, dimensioning and isometric drawing.

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

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#### 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. 

Prequisite: Draf 121 or equivalent with a grade of C or higher. (AA, CSU)

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#### 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)

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<td>11:00</td>
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#### 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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<td>32076</td>
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#### ECON 690 SPECIAL PROJECTS

Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 113. Register after the first week of classes. 

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<th>Code</th>
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**View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)**
ELECTRONICS TECHNOLOGY

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 Courses

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ELEC 112 ADVANCED ELECTRONICS APPLICATIONS
Minimum of 32 lecture hours and 48 lab hours per term. Introduction to more advanced electrical/electronics circuits. Includes AC circuit concepts, resonance and filter circuits, amplifiers and oscillators; examination of electric power and energy; exploration of relays and motors; further development in using electronic test equipment. Emphasizes laboratory experiments and techniques. A materials fee of $20.00 is payable upon registration. Prerequisite: ELEC 110 or ELEC 111 or equivalent; ELEC 231; 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. Corequisite: concurrent enrollment in or completion of ELEC 232. (AA, CSU)

<table>
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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. Prerequisites: eligibility for MATH 110 or 111 or equivalent and completion of ELEC 110 or equivalent, or equivalent experience. (AA, CSU)

<table>
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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. Prerequisite: eligible for or successful completion of MATH 110 or 111 or equivalent. (AA, CSU)

<table>
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Evening Course

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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. Prerequisite: ELEC 231 with a grade of C or higher. Corequisite: ELEC 302. (AA, CSU)

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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, CSU)

<table>
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Evening Courses

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How to read class information can be found on page 29
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. Prerequisite: Successful completion of ELEC 111 and 405 or equivalent. Corequisite: Successful completion of or concurrent enrollment in ELEC 112 or equivalent. (AA, CSU)

43051 ELEC 421 AA  
Mon 8:00 11:10 12-101 Staff 4.0  
Mon 11:40 2:50 19-10

Evening Course

40461 ELEC 421 JA  
WTh 5:30 6:40 14-213 Staff 4.0  
Wed 6:45 9:35

Evening/Saturday Course

40462 ELEC 421 JB  
WTh 7:00 8:10 14-213 Staff 4.0  
Sat 9:00 11:50 19-10

ELEC 441 SENSORS AND DATA TRANSMISISON

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 111 or equivalent course. Corequisite: Successful completion of or concurrent enrollment in ELEC 112 or equivalent course. (AA, CSU)

43053 ELEC 441 AA  
Tue 8:10 11:00 18-304 Staff 4.0  
Tue 11:20 2:10 19-10

43054 ELEC 441 AB  
Tue 8:10 11:00 18-304 Staff 4.0  
Thu 11:20 2:10 19-10

Evening Courses

41215 ELEC 441 JA  
MT 5:00 6:20 18-308 Staff 4.0  
Thu 7:20 9:45 19-10

ENGR 210 ENGINEERING GRAPHICS

Introduction to graphical communication and design for engineers. Engineering design, visualization, sketching, orthographic projection, formal engineering drawings, descriptive geometry, manufacturing processes, dimensioning, tolerancing. Use of Computer-Aided Design (CAD) software to support engineering design. Students complete weekly homework assignments and a group design project. Plus minimum 32 hours by arrangement per term. Prerequisite: MATH 130. (AA, CSU, UC)

41856 ENGR 210 AA  
MWF 9:10 10:00 19-107 Demsetz, L. 4.0  
TTh 9:10 10:30 19-124

ENGR 260 CIRCUITS AND DEVICES

Introduction to circuits, natural and forced response, network theorems; characteristics of electronic devices and solid state devices. Laboratory assignments include both standard bench techniques and computer aided analysis. Prerequisite: PHYS 260. Corequisite: enrollment in or completion of MATH 275. (AA, CSU, UC)

32264 ENGR 260 AA  
MWF 12:10 1:00 18-302 Staff 4.0  
Thu 11:10 2:00 19-36

ENGR 270 MATERIALS SCIENCE

Application of basic principles of physics and chemistry to the engineering properties of materials. The relationship between atomic- and micro-structure and the mechanical and electrical properties of metals, concrete, polymers, ceramics, and semiconducting materials. Plus minimum 16 hours by arrangement per term. Prerequisites: MATH 251, CHEM 210. Recommended Preparation: PHYS 250. (AA, CSU, UC)

32265 ENGR 270 AA  
MWF 1:10 2:00 18-302 Staff 3.0  
Mon 2:10 5:15 19-40

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)

43098 ENGR 690 CC  
By Arr 3.0 Hrs/Wk 36-311C Frontiera, C. 3.0  
33121 ENGR 690 AA  
By Arr 2.0 Hrs/Wk 36-311C Frontiera, C. 2.0  
33122 ENGR 690 BB  
By Arr 1.0 Hr/Wk 36-311C Frontiera, C. 1.0

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

#### ENGLISH COURSE SEQUENCE

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#### Associate Degree Applicable

<table>
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<tr>
<th><strong>ENGL 100 COMPOSITION AND READING</strong></th>
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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 critical reading strategies, sentence structure and grammar as well as a review of paragraph organization and development. Students who successfully complete the course will receive three units of credit for English 100 (letter grade) and two units for English 102, English Practicum (Pass/No Pass grading). Students must enroll in both ENGL 100 and ENGL 102 sections as paired. (AA: Area C2/Area E2a, CSU: Area A2, UC: Area 1A)

### ENGLISH 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 critical reading strategies, sentence structure and grammar as well as a review of paragraph organization and development. Students who successfully complete the course will receive three units of credit for English 100 (letter grade) and two units for English 102, English Practicum (Pass/No Pass grading). Students must enroll in both ENGL 100 and ENGL 102 sections as paired. (AA: Area C2/Area E2a, CSU: Area A2, UC: Area 1A)
## ENGL 161 CREATIVE WRITING I
Craft of writing short fiction and poetry. Students write a minimum of two short stories and a complete poetry project. A **$5.00 materials fee is payable upon registration.** **Prerequisite:** eligibility for ENGL 100 or equivalent. Pass/No Pass or letter grade option. (AA: Area E2a, CSU: Area C2, UC)

<table>
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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. A **$5.00 materials fee is payable upon registration.** **Prerequisite:** eligibility for ENGL 161 or equivalent. Pass/No Pass or letter grade option (AA: Area E2b, CSU: Area C2, UC)

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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. A **$5.00 materials fee is payable upon registration.** **Prerequisite:** eligibility for ENGL 162 or equivalent. Pass/No Pass or letter grade option. (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. (AA: Area E2b, CSU: Area A3, UC: Area 1B)

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<td>32190</td>
<td>ENGL 165 CA</td>
<td>MWF</td>
<td>11:10</td>
<td>12:00</td>
<td>Murphy, M.</td>
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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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<th>Units</th>
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<tr>
<td>32221</td>
<td>ENGL 828 AC</td>
<td>MWF</td>
<td>9:10</td>
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<td>Carranza, J.</td>
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<tr>
<td>42436</td>
<td>ENGL 828 AI</td>
<td>Daily</td>
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<td>Pizzi, K.</td>
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<td>41768</td>
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<td>2:35</td>
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## ENGL 838 INTENSIVE INTRODUCTION TO COMPOSITION AND READING
Intensive practice in reading, 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 entrance 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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<td>38561</td>
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<td>9:10</td>
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<tr>
<td>41455</td>
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<td>MWF</td>
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<td>38563</td>
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<td>40571</td>
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## Online Course
**NOTE:** ENGL 838 AI (42438) is linked with FITN 220 AO (32321) as part of the Learning Community: Writing in the End Zone II. Students must enroll in both sections as linked. See pages 68 for the Learning Community description.

<table>
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<tr>
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</table>

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**English**
Composition, reading, creative writing, literature and critical thinking

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View current open classes at collegeofsanmateo.edu/openclasses
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 entrance 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 a grade of C or higher (or eligibility for READ 836 or 400-level Reading course). (AA: Area E2a)

38344 ENGL 848 AB MTWTh 9:10 10:00 16-205 Keller, D. 4.0
42889 ENGL 848 AC MTWTh 10:10 11:00 16-143 Maxwell, T. 4.0
32215 ENGL 848 AF MTWTh 10:10 11:00 16-244 Stafford, A. 4.0
32207 ENGL 848 AH MTWTh 10:10 11:00 16-205 Keller, D. 4.0
42449 ENGL 848 AI MTWTh 10:10 11:00 16-105 James, K. 4.0
32208 ENGL 848 AM MTWTh 11:10 12:00 16-105 James, K. 4.0
33539 ENGL 848 AR MTWTh 11:10 12:00 16-206 Kitamura, J. 4.0
42440 ENGL 848 AT MWF 11:10 12:15 16-104 Reynolds, R. 4.0
32214 ENGL 848 BA MTWTh 12:10 1:00 16-205 Keller, D. 4.0
41073 ENGL 848 BB MTWTh 1:10 2:00 16-206 Kitamura, J. 4.0
39670 ENGL 848 BC MTWTh 12:10 1:00 16-143 Maxwell, T. 4.0

Evening Courses
32219 ENGL 848 JA MW 6:30 8:20 16-105 Pizzi, K. 4.0
32217 ENGL 848 JC TTh 6:30 8:20 16-202 Zucca, R. 4.0

ENGL 850 WRITING WORKSHOP
For students having difficulty with their writing. Assistance in writing projects is given to students in 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.)

32247 ENGL 850 AO By Arr 1.5-9.0 Hrs/Wk 18-104 Steele, K. 5-3.0

ENGL 865 PROJECTS IN WORKPLACE WRITING
Introduction to skills required in workplace writing, including judging purpose and audience, writing clearly and grammatically, cultivating a professional and appropriate tone, and mastering any writing tasks specific to particular professions. Pass/No Pass grading. (Not transferable.) (AA)

41116 ENGL 865 A2 Tue 1:10 5:00 16-205 Vandenberg, M. 1.0
Start and end dates for section 41116: 3/8 3/29

ENGLISH – LITERATURE

LIT. 105 THE BIBLE AS LITERATURE
Selected texts from the Old and New Testaments and from the Apocrypha. Lectures, discussions, related readings, quizzes, term paper and project. Plus minimum sixteen hours by arrangement per term. Prerequisite: ENGL 100 with a grade of C or higher or equivalent. (AA: Area E2a/Area E5c, CSU: Area C2, UC: Area 3B)

Evening Course
32460 LIT. 105 JX Wed 6:30 9:30 18-203 Reynolds, R. 3.0

LIT. 202 AMERICAN LITERATURE II
Study of American literature since Mark Twain. Lectures, readings, discussions, and writing of critical essays. No Prerequisite. Pass/No Pass grading. (Not transferable.) (AA)

32464 LIT. 202 AX MWF 11:10 12:00 16-143 Maxwell, T. 3.0
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 826 with a grade of C or higher (or appropriate skill level indicated by placement tests and other measures). **Recommended Preparation:** ESL 825 with Pass (or appropriate skill level indicated by placement tests and other measures). Students are strongly advised to enroll concurrently in ESL 855 and READ 807. **Pass/No Pass grading.** (Units do not apply toward AA/AS degree.)

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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 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.)

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ESL 827 WRITING FOR NON-NATIVE SPEAKERS III
Practice in writing organized, 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 826 with 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 grade of C or higher (or appropriate skill level indicated by placement tests and other measures.) Students are strongly advised to enroll concurrently in ESL 825 or higher level reading course and in ESL 848 or higher level speech communication course. **Units do not apply toward AA/AS degree.**

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

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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 825 or higher course, ESL 855 or higher course, and READ 807. **Pass/No Pass grading.** (Units do not apply toward AA/AS degree.)

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<td>32832</td>
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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 825 or higher course, ESL 855 or higher course, and READ 807. **Pass/No Pass grading.** (Units do not apply toward AA/AS degree.)

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View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ESL 847</td>
<td>CONVERSATION FOR NON-NATIVE SPEAKERS III</td>
<td>Practice in high-intermediate level listening and speaking skills on a variety of personal and academic topics. Plus minimum 16 lab hours by arrangement per term. Recommended Preparation: ESL 846 with Pass (or appropriate skill level indicated by placement tests and other measures). Students are strongly advised to enroll concurrently in ESL 827 or higher course and/or ESL 857 or higher course. Pass/No Pass or letter grade option. (Units do not apply toward AA/AS degree.)</td>
</tr>
<tr>
<td>42447</td>
<td>ESL 847 AA MWF 11:10 12:00 16-202 Ridgway, K.</td>
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<tr>
<td>38565</td>
<td>ESL 847 JA Mon 6:30 9:35 16-202 Ridgway, K.</td>
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<tr>
<td>ESL 848</td>
<td>CONVERSATION FOR NON-NATIVE SPEAKERS IV</td>
<td>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.)</td>
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<tr>
<td>42893</td>
<td>ESL 848 AB MWF 11:10 12:00 16-242 Tritasavit, V.</td>
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<tr>
<td>40243</td>
<td>ESL 848 JA Mon 6:30 9:35 16-201 Smith, B.</td>
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<tr>
<td>ESL 850</td>
<td>WRITING WORKSHOP</td>
<td>Assistance in writing tasks is given to native speakers of languages other than English. Individual appointments with faculty. Pass/No Pass or letter grade option. Open entry/open exit. May be taken four times for a maximum of 12 units. (Units do not apply toward AA/AS degree.)</td>
</tr>
<tr>
<td>39868</td>
<td>ESL 850 AO By Arr 1.5-9.0 Hrs/Wk 18-104 Smith, B.</td>
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<td>ESL 855</td>
<td>READING FOR NON-NATIVE SPEAKERS I</td>
<td>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.)</td>
</tr>
<tr>
<td>32753</td>
<td>ESL 855 AC MWF 9:10 10:00 16-208 Paolini, N.</td>
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<tr>
<td>ESL 856</td>
<td>READING FOR NON-NATIVE SPEAKERS II</td>
<td>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.)</td>
</tr>
<tr>
<td>32757</td>
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<tr>
<td>32758</td>
<td>ESL 856 JA Wed 6:30 9:30 16-204 Wu, J.</td>
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<tr>
<td>ESL 857</td>
<td>READING FOR NON-NATIVE SPEAKERS III</td>
<td>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: Pass in ESL 856 (or appropriate skill level as indicated by the Reading placement tests and other measures). It is recommended that students enroll concurrently in ESL 827 or higher course and ESL 847 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.)</td>
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<td>32759</td>
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<tr>
<td>32763</td>
<td>ESL 857 JA Wed 6:30 9:30 16-143 De Prosse, G.</td>
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<tr>
<td>ESL 880MC</td>
<td>BASIC GRAMMAR FOR NON-NATIVE SPEAKERS I</td>
<td>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 other measures. Students are strongly advised to enroll concurrently in ESL 845 or higher course, ESL 855 or higher course, and READ 807. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)</td>
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<tr>
<td>42895</td>
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<tr>
<td>42896</td>
<td>ESL 880MC JA Tue 6:30 9:30 16-204 Wu, J.</td>
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ESL 891 ACCENT REDUCTION FOR NON-NATIVE SPEAKERS
Designed for non-native speakers of English. Accent reduction focusing on the production of vowels, diphthongs, and consonants and on the correct use of pitch, rate, volume, vocal quality, and vocal image. Plus minimum 16 lab hours by arrangement per term. Prerequisite: SPCH 842 or ESL 846 or equivalent with Pass or eligibility for SPCH 843 or ESL 847 or higher. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)
Evening Course
40556 ESL 891 JA Mon 6:30 9:35 16-242 Gonzales, A. 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.)
39141 ESL 895 AO By Arr 1.5-9.0 Hrs/Wk 18-101 Paolini, N. .5-3.0

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.)
37456 ESL 896 AO By Arr 1.5-4.5 Hrs/Wk 18-101 Paolini, N. .5-1.5

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.)
37457 ESL 897 AO By Arr 1.5-4.5 Hrs/Wk 18-101 Paolini, N. .5-1.5

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 or 838 and completion of READ 400 or 405 or 415 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area Erb/Area Esb, CSU: Area D/Area F3, UC: Area 4/Area 7C)
33266 ETHN 101 AA TTh 12:45 2:00 14-104 Kawahara, L. 3.0
40226 ETHN 101 AB TTh 11:10 12:25 16-243 Esteva, W. 3.0
40227 ETHN 101 AD TTh 11:10 12:25 14-118 Ramirez, R. 3.0
Evening Course
42713 ETHN 101 JA Wed 6:00 9:00 14-104 Ramirez, R. 3.0

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 Erb/Area Esb, CSU: Area D/Area F3, UC: Area 4/Area 7C)
32268 ETHN 102 AA TTh 8:10 9:25 14-118 Gaines, F. 3.0
33815 ETHN 102 AB MWF 10:10 11:00 14-118 Gaines, F. 3.0
36082 ETHN 102 AC MW 11:10 12:25 14-218 Gaines, F. 3.0
Evening Course
37472 ETHN 102 JA Mon 6:00 9:05 14-104 Fong, J. 3.0

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 Esb, CSU: Area C2, UC: Area 3B)
42847 ETHN 265 AA TTh 9:45 11:00 14-102 Gaines, F. 3.0

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 Esc, CSU: Area C1, UC: Area 3A)
40229 ETHN 288 AA TTh 11:10 12:25 14-104 Gaines, F. 3.0
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 C2, UC: Area 3B/Area 4)

42147 ETHN 300 AB TTh 12:45 2:00 18-204 Ramirez, R. 3.0

ETHN 351 THE PRIMAL MIND AND CULTURAL DIVERSITY
Evolution of the human primal mind. Focuses particularly on comparative development of feelings, thinking, and social interaction; birth of the ego and cultural technological repercussions. **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 of other measures. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

32273 ETHN 351 AA TTh 12:45 2:00 16-107 Esteva, W. 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 E5c, CSU: Area C2, UC: Area 3B/Area 4)

37034 ETHN 440 AA MWF 11:10 12:00 14-104 Fong, J. 3.0

ETHN 585 ETHNICITY IN CINEMA
A survey course that uses cinema to explore how stereotypes are used and how it continues to portray persons of color in the U.S. **Recommended Preparation:** 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: Area E5c, CSU: Area C1, UC: Area 3A)

32277 ETHN 585 AA TTh 11:10 12:25 16-107 Kawahara, L. 3.0

ETHN 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)

42849 ETHN 690 CC By Arr 3.0 Hrs/Wk 15-68 Henson, K. 3.0
32279 ETHN 690 AA By Arr 2.0 Hrs/Wk 15-68 Henson, K. 2.0
32280 ETHN 690 BB By Arr 1.0 Hr/Wk 15-68 Henson, 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, CSU)

34024 FIRE 690 AA By Arr 3.0 Hrs/Wk 19-113 Ross, K. 3.0
34025 FIRE 690 BB By Arr 2.0 Hrs/Wk 19-113 Ross, K. 2.0
42812 FIRE 690 CC By Arr 1.0 Hr/Wk 19-113 Ross, K. 1.0

FIRE 714 WILDLAND FIRE CONTROL
Focuses on the principles and techniques used to extinguish wildland fires and to prevent and control their occurrence. Includes California’s wildland fire problem, safety, weather effects, wildland fuels, fire behavior, attack methods, urban-interfaces, and investigation. (AA, CSU)

39878 FIRE 714 AA Wed 2:10 5:00 12-108 Baird, B. 3.0

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: Area E5d, CSU)

41846 FIRE 715 AA Thu 2:10 5:00 12-108 Marshall Jr, K. 3.0

FIRE 725 FIRE APPARATUS AND EQUIPMENT
Operation, Care and maintenance, capabilities and proper utilization of fire service apparatus and equipment. (AA, CSU)

40486 FIRE 725 AA Wed 10:10 1:00 12-108 Baird, C. 3.0

Evening Course
40487 FIRE 725 JA Tue 7:10 10:00 12-108 Constantino, P. 3.0

FIRE 730 (FT5) FIRE BEHAVIOR AND COMBUSTION
Theory and fundamentals of how fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. (AA, CSU)

32300 FIRE 730 AA Thu 10:10 1:00 12-108 Ciucci, D. 3.0

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

32301 FIRE 745 AA Tue 10:10 1:00 12-108 Constantino, P. 3.0

FiRE 793 FIREFIGHTER I ACADEMY

Pre-service instruction in basic firefighting knowledge and skills. Lecture and manipulative instruction in all areas of responsibility for a firefighter. (Certificate of course completion issued by the Fire Technology Department with proof of EMT certification.) Prerequisite: FIRE 715 or equivalent, plus three (3) additional units of Fire Technology coursework (excluding EMT), with a grade of "C" or better, or equivalent fire service experience. (AA)

Evening/Saturday Course

42593 FIRE 793 JA MW 6:00 10:00 12-108 Cavallero, S. 12.0

Sat 8:00 6:00 12-108

FiRE 795 EMERGENCY MEDICAL TECHNICIAN - BASIC

This course provides instruction in basic life support/pre-hospital care using the National Registry curriculum. To increase proficiency, course can be taken 2 times for a maximum of 14 units. A $150.00 materials fee is payable upon registration. Prerequisite: Current certification in healthcare provider CPR (Cardiopulmonary Resuscitation) through an accredited agency. (AA)

39877 FIRE 795 AA TF 2:10 7:00 12-108 Roderick, K. 7.0

FiRE 800 FIRE SERVICE ENTRANCE TEST PREPARATION

Covers models for written examinations and oral interviews for firefighter positions; mathematical concepts relating to fire service; reading and writing skills for resumes and applications; physical requirements; test preparation; and career opportunities. (AA)

Evening Course

35477 FIRE 800 JA Thu 7:10 10:00 12-108 Kammeyer II, J. 3.0

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 Pass/No Pass or letter grade option. (AA: Area E5a, CSU: Area B1, UC: Area 5A)

32349 GEOG 100 AA TTh 9:45 11:00 14-218 Skinner, A. 3.0

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 5A)

40762 GEOG 110 AA TTh 11:10 12:25 14-218 Skinner, A. 3.0

GEOGRAPHY courses continued on next page

View current open classes at collegeofsanmateo.edu/openclasses
**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. (CSU)

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<tr>
<th>Course Code</th>
<th>Offering</th>
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<tr>
<td>42878 GEOG 690 CC</td>
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<td>3.0</td>
<td>15-16</td>
<td>Henson, K.</td>
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<tr>
<td>32353 GEOG 690 AA</td>
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<td>2.0</td>
<td>15-16</td>
<td>Henson, K.</td>
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<tr>
<td>32354 GEOG 690 BB</td>
<td>By Arr</td>
<td>1.0</td>
<td>15-16</td>
<td>Henson, K.</td>
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</table>

**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)

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<th>Instructor</th>
<th>Units</th>
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<tr>
<td>32355 GEOL 100 AA</td>
<td>MWF</td>
<td>9:10-10:00</td>
<td>36-109</td>
<td>Hand, L.</td>
<td>3.0</td>
</tr>
<tr>
<td>42887 GEOL 100 AB</td>
<td>TTh</td>
<td>9:10-10:25</td>
<td>36-109</td>
<td>Hand, L.</td>
<td>3.0</td>
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</table>

**GEOL 101 GEOLOGY LABORATORY**

Identification of tectonic plates, minerals, rocks; plate rates; and geologic interpretation of maps and seismograms. 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*)

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<td>36-119</td>
<td>Hand, L.</td>
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**GRAPHICS**

See “Digital Media” on page 52

**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.)

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<th>Hours/Wk</th>
<th>Instructor</th>
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<tr>
<td>42851 HSCI 100 AA</td>
<td>TTh</td>
<td>12:45-2:00</td>
<td>36-215</td>
<td>Lowell, B.</td>
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**HSCI 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. (CSU)

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<th>Instructor</th>
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<tr>
<td>43099 HSCI 690 CC</td>
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<td>36-311C</td>
<td>Frontiera, C.</td>
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<td>33128 HSCI 690 AA</td>
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<td>2.0</td>
<td>36-311C</td>
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<td>36-311C</td>
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**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 as indicated by reading placement tests or other measures. (AA: Area E5a/ES5b, CSU: Area D, UC: Area 3B)

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<th>Instructor</th>
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<tr>
<td>3365 HIST 100 AA</td>
<td>MWF</td>
<td>10:10-11:00</td>
<td>14-116</td>
<td>Robertson, J.</td>
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<td>3364 HIST 100 AB</td>
<td>TTh</td>
<td>9:45-11:00</td>
<td>14-116</td>
<td>Robertson, J.</td>
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**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 E5a/ES5b, CSU: Area D, UC: Area 3B)

**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 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/ES5b, CSU: Area D/ES5b, UC: Area 7A/AE5a)

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<th>Instructor</th>
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<td>MWF</td>
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**HIST 201 UNITED STATES HISTORY I**

History of the U.S. through the Civil War. **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/ES5b, CSU: Area D/ES5b, UC: Area 7A/AE5a)

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<tr>
<td>3369 HIST 201 AA</td>
<td>MWF</td>
<td>11:10-12:00</td>
<td>14-116</td>
<td>Still, M.</td>
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**How to read class information can be found on page 29**
Spring 2011 Classes
View current open classes at collegeofsanmateo.edu/openclasses

HISTORY – HUMANITIES

32372 HIST 201 AA MWF 8:10 9:00 14-116 Still, M. 3.0
32373 HIST 201 AB TTh 8:10 9:25 14-116 Still, M. 3.0
40114 HIST 201 AC MWF 12:10 1:00 14-116 Robertson, J. 3.0
42712 HIST 201 AE TTh 11:10 12:25 14-116 Still, M. 3.0

Evening Course
32984 HIST 201 JA Wed 6:00 9:00 14-116 Robertson, J. 3.0

HIST 202 UNITED STATES HISTORY II
History of the U.S. from 1865 to the present. 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 4/Area 7A)

34535 HIST 202 AA MWF 8:10 9:00 14-118 Svanevik, M. 3.0
32376 HIST 202 AC TTh 9:45 11:00 14-118 Svanevik, M. 3.0

Online Course
42767 HIST 202 OLH See pages 95–102 Online-CRS Kornblau, 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. 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 F1, UC: Area 4/Area 7A)

Evening Course
35027 HIST 260 JA Tue 6:00 9:00 14-214 Cox, S. 3.0

HIST 310 CALIFORNIA HISTORY
Survey of major trends in the constitutional, political and economic growth of the State of California. 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 4/Area 7A)

32379 HIST 310 AA MWF 9:10 10:00 14-118 Svanevik, M. 3.0
32380 HIST 310 AB MWF 11:10 12:00 14-116 Still, M. 3.0

HIST 315 HISTORY OF SAN MATEO COUNTY
Survey of development of the County from Spanish and Indian times to the present, from frontier to suburb. 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 E1b/Area E5b, CSU: Area D)

32383 HIST 315 AA MWF 10:10 11:00 14-214 Svanevik, M. 3.0

HIST 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)

42879 HIST 690 CC By Arr 3.0 Hrs/Wk 15-168 Henson, K. 3.0
42386 HIST 690 AA By Arr 2.0 Hrs/Wk 15-168 Henson, K. 2.0
42387 HIST 690 BB By Arr 1.0 Hrs/Wk 15-168 Henson, K. 1.0

Horticulture

HORT 419 BRIDAL AND PARTY DESIGNS
Advanced study of floral design focusing on wedding and party work with an emphasis on reception, church, bridal party, theme parties and centerpieces. A $125.00 materials fee (approximately $5 per class) is payable upon registration. Prerequisite: HORT 401 or equivalent. Pass/No Pass or letter grade option. May be taken twice for a maximum of 3 units. (AA, CSU)

Evening Course
40466 HORT 419 JA Mon 6:30 7:30 20-101 Vigil, C. 1.5
Sat 7:40 9:30 20-101

HORT 421 CONTEMPORARYIKEBANA
Study of Japanese flower arranging, its history, philosophy, method and practice. Develops skills pertinent to the three schools of Ikebana (Ikenobo, Ohara, and Sogetsu). An $85.00 materials fee (approximately $5 per class) is payable upon registration. Pass/No Pass or letter grade option. May be taken four times for a maximum of 6 units. (CSU)

Saturday Course
32905 HORT 421 SAH Sat 9:10 10:00 20-101 Williams, Y. 1.5
Sat 10:10 12:00 20-101

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 E5c, CSU: Area C1/Area C2, UC: Area 3B)

32425 HUM. 114 AC TTh 11:10 12:25 14-215 Laderman, D. 3.0

Humanities courses continued on next page
ITALIAN

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

ITALIAN 112 ELEMENTARY ITALIAN II

Continuation of ITAL 111 with further development of the skills of understanding speaking, reading, and writing. Prerequisite: ITAL 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)

Evening Course
36881 ITAL 112 JX Mon 6:30 9:35 18-203 Balestra, T. 3.0

ITALIAN 802 CONVERSATIONAL ITALIAN II

Further work in conversation following the model of ITAL 801. Prerequisite: ITAL 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 Course
42638 ITAL 802 JX Mon 6:30 9:35 18-203 Balestra, T. 2.0

JAPANESE

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

JAPANESE 112 ELEMENTARY JAPANESE II

Covers approximately the second half of the semester’s work in JAPN 110. Further study of basic patterns of Japanese. (JAPN 111 and 112 are equivalent to JAPN 110.) Prerequisite: JAPN 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: Area 6)

Evening Course
42897 JAPN 112 JA Tue 6:30 9:30 16-105 Conway, M. 3.0

JOURNALISM

See “Digital Media” on page 52

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. Pass/No Pass or letter grade option. (AA: Area C3/E5d, CSU, UC)

43013 LIBR 100 A2 Th 1:10 2:00 9-200 Alaniz, M. 1.0
Start and end dates for section 43013: 3/22 5/19

Online Course
35472 LIBR 100 O1H See pages 95–102 Online-CRS Morris, T. 1.0
Start and end dates for section 35472: 1/19 3/16
**Management**

*also see Business*

**Mgmt 220 Organizational Behavior**

Individual motivation, interpersonal communication, organizational influence, group dynamics, and decision-making in the organization; the relationship between culture, structure, and technology; leadership and the managing of organizational conflict. **Recommended Preparation:** eligibility for ENGL 848. (AA, CSU)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 235</td>
<td>Techniques of Supervision</td>
<td>MWF</td>
<td>11:10-12:00</td>
<td>18-207</td>
<td>Davis, W.</td>
<td>5.0</td>
</tr>
</tbody>
</table>

**Mathematics**

Students start math sequence as indicated by the Math Placement Test and other measures as appropriate.

**Math 811**

**Math 802**

Non Degree Applicable

**Math 110** or **Math 111**

Associate Degree Applicable

**Math 120** or **Math 122**

University Transferable

*Not required: Intended as a bridge between Math 811 and Math 110 or Math 111.*

**Math 110 Elementary Algebra**

A study of elementary algebra including introduction to: signed number operations, order of operations, linear equations, and inequalities in one and two variables, systems of linear equations, exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations, and quadratic equations. 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.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 110</td>
<td>Elementary Algebra</td>
<td>Daily</td>
<td>8:10-9:00</td>
<td>18-301</td>
<td>Malucci, R.</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Daily</td>
<td>9:10-10:00</td>
<td>18-303</td>
<td>Lehmann, J.</td>
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<tr>
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<td></td>
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<td>10:10-11:00</td>
<td>18-205</td>
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<td>18-207</td>
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<td>5.0</td>
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<td></td>
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<td>18-201</td>
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Evening Course

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>JA</td>
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<td>Loukianoff, V.</td>
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</table>

**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.)

<table>
<thead>
<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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<tbody>
<tr>
<td>MATH 111</td>
<td>Elementary Algebra I</td>
<td>MWF</td>
<td>8:10-9:00</td>
<td>16-140</td>
<td>Hofeld, J.</td>
<td>3.0</td>
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<td></td>
<td></td>
<td>MWF</td>
<td>11:10-12:00</td>
<td>18-207</td>
<td>Kalantar, M.</td>
<td>3.0</td>
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<tr>
<td></td>
<td></td>
<td>MWF</td>
<td>11:10-12:00</td>
<td>16-107</td>
<td>Hellestein, N.</td>
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<td>MWF</td>
<td>12:10-1:00</td>
<td>18-207</td>
<td>Callahan, P.</td>
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Evening Course

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
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<td>JA</td>
<td>7:00-9:50</td>
<td>18-205</td>
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</table>

**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, and quadratic equations. Plus minimum 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.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH 112</td>
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<td>MWF</td>
<td>8:10-9:00</td>
<td>16-141</td>
<td>Urman, R.</td>
<td>3.0</td>
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<tr>
<td></td>
<td></td>
<td>TTh</td>
<td>8:10-9:25</td>
<td>16-107</td>
<td>Hu, T.</td>
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<tr>
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<td>MWF</td>
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Evening Course

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Elementary Algebra II</td>
<td>JA</td>
<td>7:00-9:50</td>
<td>18-301</td>
<td>Hirsch, G.</td>
<td>3.0</td>
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</tbody>
</table>

See the CSM Catalog, your counselor, or assist.org for transferable math courses related to your preferred major.

Mathematics courses continued on next page
### MATH 120 INTERMEDIATE ALGEBRA

A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 120</td>
<td>AA</td>
<td>Daily</td>
<td>8:10</td>
<td>9:00</td>
<td>18-307</td>
<td>Gavryshova, N.</td>
</tr>
<tr>
<td>MATH 120</td>
<td>AB</td>
<td>Daily</td>
<td>9:10</td>
<td>10:00</td>
<td>18-305</td>
<td>Robinson, D.</td>
</tr>
<tr>
<td>MATH 120</td>
<td>AC</td>
<td>Daily</td>
<td>10:10</td>
<td>11:00</td>
<td>18-301</td>
<td>Nishanian, H.</td>
</tr>
<tr>
<td>MATH 120</td>
<td>AE</td>
<td>Daily</td>
<td>11:10</td>
<td>12:00</td>
<td>18-302</td>
<td>Komas, R.</td>
</tr>
<tr>
<td>MATH 120</td>
<td>AF</td>
<td>Daily</td>
<td>11:10</td>
<td>12:00</td>
<td>18-305</td>
<td>Robinson, D.</td>
</tr>
<tr>
<td>MATH 120</td>
<td>AG</td>
<td>Daily</td>
<td>11:10</td>
<td>12:00</td>
<td>18-205</td>
<td>Burke, M.</td>
</tr>
<tr>
<td>MATH 120</td>
<td>AH</td>
<td>Daily</td>
<td>12:10</td>
<td>1:00</td>
<td>18-205</td>
<td>Lehmann, J.</td>
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**Evening Courses**

<table>
<thead>
<tr>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
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<td>JB</td>
<td>MW</td>
<td>4:30</td>
<td>5:45</td>
<td>18-303</td>
<td>Nishanian, H.</td>
</tr>
<tr>
<td>MATH 120</td>
<td>JC</td>
<td>TTh</td>
<td>7:00</td>
<td>9:15</td>
<td>16-107</td>
<td>Siawoush Moughadam</td>
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</table>

**Online/Saturday Course**

<table>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 120</td>
<td>OLH</td>
<td>Intro Mtg</td>
<td>10:00-12:00 pm</td>
<td>19-124</td>
<td>Church, G.</td>
<td>5.0</td>
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Introductory meeting date for section 32487: 1/29

See pages 95–102

### MATH 121 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. **Recommended Preparation:** MATH 115 and READ 830. (AA: Area C1/Area E2c)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 121</td>
<td>AA</td>
<td>Daily</td>
<td>8:10</td>
<td>9:00</td>
<td>16-107</td>
<td>Callahan, P.</td>
</tr>
<tr>
<td>MATH 121</td>
<td>AC</td>
<td>Daily</td>
<td>10:10</td>
<td>11:00</td>
<td>18-140</td>
<td>Hofeld, J.</td>
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</table>

### MATH 122 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 E2c)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
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<td>MATH 123</td>
<td>AA</td>
<td>Daily</td>
<td>10:10</td>
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<td>16-141</td>
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**Evening Course**

<table>
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<tr>
<th>Course</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH 125</td>
<td>AA</td>
<td>MW</td>
<td>8:10</td>
<td>9:00</td>
<td>18-302</td>
<td>Kalantar, M.</td>
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<tr>
<td>MATH 125</td>
<td>AB</td>
<td>TTh</td>
<td>11:10</td>
<td>12:25</td>
<td>16-140</td>
<td>Shender, E.</td>
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<td>MATH 125</td>
<td>AC</td>
<td>MW</td>
<td>12:10</td>
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<td>18-303</td>
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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)

<table>
<thead>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH 130</td>
<td>AB</td>
<td>MTWTh</td>
<td>8:10</td>
<td>9:00</td>
<td>18-307</td>
<td>Wong, A.</td>
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<tr>
<td>MATH 130</td>
<td>AD</td>
<td>TTh</td>
<td>11:10</td>
<td>12:20</td>
<td>16-140</td>
<td>Hasson, R.</td>
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<tr>
<td>MATH 130</td>
<td>AE</td>
<td>MTWTh</td>
<td>12:10</td>
<td>1:00</td>
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**Evening Course**

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>MATH 147</td>
<td>AA</td>
<td>MW</td>
<td>9:10</td>
<td>10:00</td>
<td>18-205</td>
<td>Burke, M.</td>
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</table>

### 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 with a grade of C or higher or appropriate skill level as indicated by the reading placement test or other measures. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH 200</td>
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<td>9:00</td>
<td>16-111</td>
<td>Brown, K.</td>
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<tr>
<td>MATH 200</td>
<td>AB</td>
<td>TTh</td>
<td>8:10</td>
<td>9:00</td>
<td>16-111</td>
<td>Brown, K.</td>
</tr>
<tr>
<td>MATH 200</td>
<td>AC</td>
<td>MTWTh</td>
<td>8:10</td>
<td>9:00</td>
<td>18-303</td>
<td>Tarski, J.</td>
</tr>
<tr>
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<td>AD</td>
<td>MTWTh</td>
<td>10:10</td>
<td>11:00</td>
<td>18-305</td>
<td>Urman, R.</td>
</tr>
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<td>AE</td>
<td>MW</td>
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<td>12:00</td>
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<td>TTh</td>
<td>11:10</td>
<td>12:00</td>
<td>16-111</td>
<td>Gregory, C.</td>
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<tr>
<td>MATH 200</td>
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<td>MTWTh</td>
<td>12:10</td>
<td>1:00</td>
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**Evening Courses**

<table>
<thead>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<td>JB</td>
<td>MW</td>
<td>7:00</td>
<td>9:00</td>
<td>18-303</td>
<td>Shahrvini, B.</td>
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How to read class information can be found on page 29.
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 130 OR appropriate score on the College Placement Test and other measures as appropriate. Recommended Preparation: READ 400 or 405. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

32524 MATH 222 AA Daily 10:10 11:00 18-201 Church, G. 5.0  
37093 MATH 222 AB Daily 11:10 12:00 18-303 Nishanian, H. 5.0  

Evening Course  
32525 MATH 222 JA TTh 5:00 7:15 18-307 Shender, E. 5.0

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 appropriate score on the College Placement Test and other measures as appropriate. Recommended Preparation: READ 400 or 405. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

32528 MATH 241 AA Daily 8:10 9:00 18-201 Gregory, C. 5.0  
40952 MATH 241 AD Daily 9:10 10:00 16-141 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 and 241 OR other measures as appropriate. Recommended Preparation: READ 400 or 405. (AA: CSU: Area B4, UC: Area 2A)

32532 MATH 242 AA MWF 10:10 11:00 16-107 Callahan, P. 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 222 OR appropriate score on the College Placement Test and other measures as appropriate. Recommended Preparation: READ 400 or 405. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

32536 MATH 251 AB Daily 8:10 9:00 18-305 Robinson, D. 5.0  
40322 MATH 251 AD Daily 11:10 12:00 18-307 Wong, A. 5.0  
32537 MATH 251 AE MW 11:10 12:25 18-201 Komas, R. 5.0

Evening Course  
32540 MATH 251 JA MW 7:00 9:20 18-207 Hasson, R. 5.0

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: CSU: Area B4, UC: Area 2A)

32538 MATH 252 AA Daily 8:10 9:00 18-205 Burke, M. 5.0  
34036 MATH 252 AB Daily 10:10 11:00 18-303 Lehmann, J. 5.0

Evening Course  
32540 MATH 252 JA MW 7:00 9:20 18-207 Hasson, R. 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. (CSU, UC)

32541 MATH 253 AA Daily 8:10 9:00 18-207 Davis, W. 5.0

MATH 268 DISCRETE MATHEMATICS  
Covers topics in discrete mathematics with particular emphasis on applications to computer science. Includes logic, sets, functions and relations, mathematical induction, recursion, Boolean algebra, elementary number theory, probability algebraic structures, statistics, graphs, counting, and combinatorics. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. Prerequisite: MATH 251 or other measures as appropriate. Recommended Preparation: READ 400 or 405. (AA: CSU: Area B4, UC: Area 2A)

38991 MATH 268 AA TTh 2:10 4:00 18-205 Hasson, R. 4.0

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, CSU: Area B4, UC: Area 2A)

32543 MATH 270 AA MWF 9:10 10:00 18-207 Feinman, Y. 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: CSU: Area B4, UC: Area 2A)

Evening Course  
32544 MATH 275 JA Tue 6:30 9:20 18-205 Komas, R. 3.0

View current open classes at collegeofsanmateo.edu/openclasses.
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)

MATH 802 PREPARATION FOR ALGEBRA
Pre-algebra facts and operations with integers; introduction to variables, evaluation of variable expressions and solving first degree equations; introduction to exponents and polynomials; graphs of linear equations and applications. Plus minimum 16 hours by arrangement per term. 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.)

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.)

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)

MUS. 103 MUSICIANSHIP III
Continuation of appliedaural 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 102 or equivalent. Recommended Preparation: eligibility for ENGL 838 or 848. (AA, CSU, UC)

MUS. 104 MUSICIANSHIP IV
Continuation of MUS. 103. Prerequisite: MUS. 103. Corequisite: concurrent enrollment in MUS. 134. (AA, CSU, UC)

MUS. 123 HARMONY II
Learn how to write logical harmonic progressions, harmonize melodies, modulate, analyze classical and popular music and more while improving part writing skills. Topics include principles of harmonic progression, 7th chords, voice leading, analyzing music using Roman numerals, lead sheet symbols and figured bass, modulation to closely-related keys, and secondary/applied chords. Assignments emphasize creative composition and part writing skills. Prerequisite: MUS 131 or equivalent. Concurrent enrollment recommendation for music majors: MUS 102 and MUS 800. (AA, CSU, UC)

MUS. 132 HARMONY III
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 133 or equivalent. Concurrent enrollment recommendation for music majors: MUS 104 and MUS 800. (AA, CSU, UC)

MUS. 134 HARMONY IV
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 C1, UC: Area 3A)

MUS. 202 MUSIC LISTENING AND ENJOYMENT
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 C1, UC: Area 3A)

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 C1, UC: Area 3A)

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)
### MUS. 301 PIANO I
Elementary piano instruction. Individual attention, assignments, and performance in a class situation. Designed for those with no previous piano playing experience. Plus minimum 32 practice hours per term. (AA, CSU, UC)

<table>
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<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
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<td>32609</td>
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### MUS. 302 PIANO II
Continuation of MUS. 301 with performance in a class situation. Plus minimum 32 practice hours per term. **Prerequisite:** MUS. 301 or equivalent. (AA, CSU, UC)

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<th>Course Code</th>
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### MUS. 303 PIANO III
Continuation of MUS. 302. Plus minimum 32 practice hours per term. **Prerequisite:** MUS. 301 or equivalent. (AA, CSU, UC)

#### Evening Course
<table>
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<th>Course Code</th>
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<th>Units</th>
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### MUS. 304 PIANO IV
Continuation of MUS. 303. Plus minimum 32 practice hours per term. **Prerequisite:** MUS. 301 or equivalent. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

#### Evening Course
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### MUS. 371 GUITAR I
Techniques of guitar performance and reading music. Plus minimum 32 practice hours per term. Students must supply their own instruments. (AA, CSU, UC)

#### Evening Course
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<th>Units</th>
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### MUS. 372 GUITAR II
Continuation of MUS. 371 with emphasis on solo performance. Plus minimum 32 practice hours per term. Students must supply their own instruments. **Prerequisite:** MUS. 371. (AA, CSU, UC)

#### Evening Course
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<th>Course Code</th>
<th>Section</th>
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### MUS. 373 GUITAR III
Continuation of MUS. 372 with emphasis on solo performances. Plus minimum 32 practice hours per term. Students must supply their own instruments. **Prerequisite:** MUS. 372. (AA, CSU, UC)

#### Evening Course
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### MUS. 374 GUITAR IV
Continuation of MUS. 373 with emphasis on solo performances. Plus minimum 32 practice hours per term. Students must supply their own instruments. **Prerequisite:** MUS. 372. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

#### Evening Course
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<tr>
<th>Course Code</th>
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<td>33523</td>
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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)

#### Evening Course
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<th>Instructor</th>
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<td>42085</td>
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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)

#### Evening Course
<table>
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<th>Course Code</th>
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<td>42086</td>
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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 Course
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<th>Course Code</th>
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<th>Room</th>
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### 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 Course
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<th>Course Code</th>
<th>Section</th>
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<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
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### 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 Course
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<th>Course Code</th>
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<th>Room</th>
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Music courses continued on next page
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)

Evening Courses
32618 MUS. 451 JA MT 5:30 6:45 2-150 Galisatus, M. 1.0
42080 MUS. 451 JC MT 4:00 5:15 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 Course
32935 MUS. 452 JA Mon 7:00 10:05 2-150 Galisatus, M. 1.0

MUS. 680MI AFRO-LATIN PERCUSSION ENSEMBLE
Course focuses on the basic techniques 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. The conga drum is the main instrument of this class. Participants are encouraged to bring their own drum; however, there are some drums for sharing among students who do not have one. No previous musical training required. Pass/No Pass or letter grade option. (AA, CSU)

Evening Course
43092 MUS. 680MI JA Thu 3:25 6:25 2-150 Santos, J. 2.0

MUS. 665ME 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)

Evening Course
42274 MUS. 665ME AX Thu 8:10 9:25 2-240 Hoffmann, S. 1.0

MUS. 665MG 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 Course
42187 MUS. 665MG JB Mon 7:00 10:05 2-150 Galisatus, M. 1.0

MUS. 665MJ ADVANCED SYMPHONIC BAND
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 Course
42255 MUS. 665MJ JX Tue 7:00 10:00 2-150 Galisatus, M. 1.0

MUS. 665MK 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 Course
41948 MUS. 665MK JX Thu 7:00 10:00 2-150 Ferguson, C. 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. May be taken four times for a maximum of 4 units. (AA, CSU)

Evening Course
42963 MUS. 665MT JX MT 4:00 5:15 2-150 Galisatus, M. 1.0

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)

40418 MUS. 690 CC By Arr 3.0 Hrs/Wk 15-168 Henson, K. 3.0
32624 MUS. 690 AA By Arr 2.0 Hrs/Wk 15-168 Henson, K. 2.0
32625 MUS. 690 BB By Arr 1.0 Hr/Wk 15-168 Henson, K. 1.0

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

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<th>Title</th>
<th>Units</th>
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**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)

<table>
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**MUS. 291 ELECTRONIC MUSIC II**
Advanced MIDI application course focusing on the uses of MIDI in music composition, music production, and multimedia. MIDI applications include MIDI sequencing programs for both the Macintosh and IBM platforms and music printing software. **Prerequisite:** MUS. 290. Pass/No Pass or letter grade option. May be taken twice for a total of 4 units. (AA, CSU)

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<th>Days</th>
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**MUS. 293 AUDIO FOR VISUAL MEDIA**
Production and synchronization of music, sound effects, and voiceovers for film and video. Study and use of various time codes, including SMPTE and MTC. Arranging, orchestrating, and composing for visuals using MIDI instruments, computer-based sequencing, and multi-track tape recording techniques. **Prerequisite:** MUS. 291 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

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**NURSING**

**NURS 221 PEDIATRIC NURSING**
Growth and development of the child and family; emphasis on nursing care of infants, children, and adolescents. Plus minimum 16 hours by arrangement per term. **Prerequisite:** NURS 212 with a grade of C or higher. **Corequisite:** concurrent enrollment in NURS 225. (AA: Area E3, CSU)

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<th>Title</th>
<th>Units</th>
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<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>33076</td>
<td>NURS 221 AX</td>
<td>5.5</td>
<td>MTh</td>
<td>10:30</td>
<td>12:45</td>
<td>5-390</td>
<td>Smith, E.</td>
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<td>Sat</td>
<td>7:00</td>
<td>7:00</td>
<td>TBA</td>
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</tbody>
</table>

**NURS 222 MATERNITY NURSING**
Nursing care related to total maternity cycle. Plus minimum 16 hours by arrangement per term. **Prerequisite:** NURS 212 with a grade of C or higher. **Corequisite:** concurrent enrollment in NURS 225. (AA: Area E3, CSU)

<table>
<thead>
<tr>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>4.5</td>
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<td>5-390</td>
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<td>7:00</td>
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**NURS 225 NURSING SKILLS LAB II**
Provides for nursing skill development and competency testing for skills identified for concurrent nursing courses. Extra supplies may be required. **Prerequisite:** NURS 221 or equivalent with a grade of C or higher. **Corequisite:** concurrent enrollment in NURS 221 and 222. Pass/No Pass grading.

<table>
<thead>
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<tr>
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<td></td>
<td>Thu</td>
<td>5:00</td>
<td>6:15</td>
<td>5-380</td>
<td>Anderson, A.</td>
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**Nursing courses continued on next page**
NURS 241 ADVANCED MEDICAL/SURGICAL NURSING

Theory and clinical experience in the care of adults experiencing serious illnesses. Plus minimum 16 hours by arrangement per term. **Prerequisite:** NURS 232 with a grade of C or higher. **Corequisite:** concurrent enrollment in NURS 245. (AA, CSU)

<table>
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<tr>
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NURS 242 LEADERSHIP/MANAGEMENT IN NURSING

Theory and clinical experience in the care of adults experiencing serious illnesses. Includes determination of priorities, decision making and personal accountability. Plus minimum 16 hours by arrangement per term. **Prerequisite:** NURS 241 with a grade of C or higher. **Corequisite:** concurrent enrollment in NURS 245. (AA, CSU)

<table>
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NURS 245 NURSING SKILLS LAB IV

Provides for nursing skill development and competency testing for skills identified for concurrent nursing courses. Extra supplies may be required. **Prerequisite:** NURS 232 or equivalent with a grade of C or higher. **Corequisite:** concurrent enrollment in NURS 241 and 242. **Pass/No Pass grading.** (AA)

<table>
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<tr>
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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)

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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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. **Pass/No Pass grading.** (AA, CSU)

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NURS 808 OPEN SKILLS LABORATORY

NURS 808 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:** Previous or concurrent enrollment in one of the following courses: N211, N212, N231, N232, N221, N222, N241, N242. **Pass/No Pass grading.** Open entry/open exit. (AA)

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<td>Isaeff, T.</td>
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</tbody>
</table>

How to read class information can be found on page 29
NURS 809 NURSING OPEN SKILLS LABORATORY PRACTICUM
NURS 809 Nursing Open Skills Laboratory Practicum provides the nursing student with the opportunity to practice and maintain 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: Previous or concurrent enrollment in one of the following courses: N211, N212, N231, N332, N221, N222, N221, N241, N242. Pass/No Pass grading. May be taken four times for a maximum of 12 units.

42949 NURS 809 AOH By Arr 14.0 Hrs/Wk Isaef, T. .5-3.0

NURS 845 REVIEW: REGISTERED NURSE EXAM
Assists senior-level nursing students to prepare for Nursing State Board Examination through the use of a computer program. Prerequisite: concurrent enrollment in NURS 241 or equivalent OR eligibility to take the State Board Exam. Pass/No Pass grading. (AA)

37100 NURS 845 A2 Mon 8:20 10:00 5-390 Isaef, T. .5
First meeting date for section 37100: 3/28
Second meeting date for section 37100: 5/9
12.0 Lab Hrs TBA
Start and end date for section 37100: 3/28 5/9

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)

32636 OCEN 100 AA TTh 11:10 12:25 36-109 Hand, L. 3.0

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)

39216 PALN 110 AA MWF 10:10 11:00 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 for READ 400 or 405. (AA: Area E5c, CSU: Area C2, UC Area 3B)

40051 PHIL 100 AA MWF 9:10 10:00 18-204 Danielson, D. 3.0
32957 PHIL 100 AB MWF 10:10 11:00 18-204 Ball, J. 3.0
36018 PHIL 100 AC MWF 8:10 9:00 18-204 Danielson, D. 3.0
32646 PHIL 100 AD TTh 11:10 12:25 18-204 Ball, J. 3.0

Evening Course
34537 PHIL 100 JA Tue 6:30 9:30 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 E2b, CSU: Area A3, UC)

37577 PHIL 103 AA MWF 9:10 10:00 14-104 Ball, J. 3.0
37578 PHIL 103 AB TTh 9:45 11:00 14-104 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)

32647 PHIL 244 AA TTh 9:45 11:00 18-204 Danielson, D. 3.0
34537 PHIL 244 AB MWF 11:10 12:00 18-204 Ball, J. 3.0

View current open classes at collegeofsanmateo.edu/openclasses
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 E5c, CSU: Area C2, UC: Area 3B)

35028 PHIL 300 AA TTh 11:10 12:25 18-306 Johnson, R. 3.0

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)

42882 PHIL 690 CC By Arr 3.0 Hrs/Wk 15-168 Henson, K. 3.0
32651 PHIL 690 AA By Arr 2.0 Hrs/Wk 15-168 Henson, K. 2.0
32652 PHIL 690 BB By Arr 1.0 Hr/Wk 15-168 Henson, K. 1.0

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. Pass/No Pass grading. May be repeated according to results of individual testing. (AA: Area E4, CSU, UC)

31617 ADAP 100 AA MWF 10:10 11:00 8-POOL Schmidt, M. 1.0
31618 ADAP 100 BB TTh 12:35 1:50 8-POOL Schmidt, M. 1.0

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)

31619 ADAP 110 AA MWF 10:10 11:00 5-170 Young, S. 1.0
31620 ADAP 110 BA MWF 12:10 1:00 5-170 Young, S. 1.0
31622 ADAP 110 BB TTh 11:10 12:25 5-170 Young, S. 1.0

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)

39488 ADAP 140 AA MWF 11:10 12:00 5-160 Young, S. 1.0
42649 ADAP 140 BA MW 1:10 2:25 5-160 Young, S. 1.0

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)

36505 ADAP 155 AA TTh 9:35 10:50 8-202 Young, S. 1.0

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.)

41921 ADAP 875 AA By Arr 2.0 Hrs/Wk 5-170 Schmidt, M. .5
41922 ADAP 875 BA By Arr 2.0 Hrs/Wk 5-170 Young, S. .5

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. **Prerequisite:** ability to swim comfortably in deep water. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

35824 AQUA 109 BX TTh 9:35 10:50 8-POOL Wright, R. 1.0

AQUA 127 SWIM FOR CONDITIONING
Interval training, lap swimming for all levels of swimmers. Designed to improve personal fitness level. **Prerequisite:** ability to swim. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

31686 AQUA 127 AA MWF 10:10 11:00 8-POOL Wright, R. 1.0
41127 AQUA 127 BB MWF 11:10 12:00 8-POOL Wright, R. 1.0
41490 AQUA 127 BC MWF 12:10 1:00 8-POOL Wright, R. 1.0

How to read class information can be found on page 29
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 one hour by arrangement per week. **Prerequisite:** Must be able to swim one length without touching the bottom or side walls. The course is 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>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>43004</td>
<td>AQUA 133 BX</td>
<td>TTh</td>
<td>9:35-10:50</td>
<td>8-POOL</td>
<td>Wright, R.</td>
<td>1.0</td>
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</tbody>
</table>

AQUA 135 AQUA EXERCISE
For students who wish to exercise in a water environment. Exercises are designed to improve strength, flexibility and endurance. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

**Evening Course**
43058 AQUA 135 LB | TTh | 4:30-5:45 | 8-POOL | Barrilleaux, A. | 1.0 |

**Combatives**

COMB 102 MIXED MARTIAL ARTS
A non-competitive martial art course designed to introduce students to basic self defense skills and body/mind awareness. Drawing primarily on the principles of Wing Chun Kung Fu and the ancient health disciplines of Tai Chi & Qi Gong, we will focus on correct positioning & technique, sensitivity, simplicity, opportune timing, economy of motion, cultivating energy and targeting natural vulnerabilities in the human body rather than using brute force. For this reason, this class is suitable for both men and women of all abilities. Students will gain a heightened sense of confidence learning simple yet effective techniques for defending themselves, as well as martial exercises to increase energy, improve mental well being and overall quality of health. 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>
<th>Title</th>
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<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>43005</td>
<td>COMB 102 AA</td>
<td>TTh</td>
<td>11:10-12:25</td>
<td>5-255</td>
<td>Guerrero, M.</td>
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</table>

**Dance**

DANC 117 TAP DANCE
Beginning and Intermediate Tap dance techniques, pattern, routines, choreography and improvisation group projects/presentations. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

**Evening Course**
41944 DANC 117 LA | Wed 6:00-7:15 | 8-203 | 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)

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<th>Code</th>
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<th>Time</th>
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<th>Units</th>
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<tbody>
<tr>
<td>34030</td>
<td>DANC 121 AA</td>
<td>MWF</td>
<td>12:10-1:00</td>
<td>5-257</td>
<td>Steele, A.</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**DANC 131 JAZZ DANCE I**
Beginning techniques in jazz-stage, jazz movements, fast jazz, jazz rock, jazz blues, and various other jazz combinations. (AA: Area E4, CSU, UC)

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>34031</td>
<td>DANC 131 AX</td>
<td>MWF</td>
<td>9:10-10:00</td>
<td>5-257</td>
<td>Barnes, K.</td>
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</table>

**DANC 132 JAZZ DANCE II**
Continuation of DANC 131 with more complex routines and refining of basic skills. **Prerequisite:** DANC 131. May be taken three times for a maximum of 3 units. (AA: Area E4, CSU, UC)

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
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<th>Instructor</th>
<th>Units</th>
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<tr>
<td>34032</td>
<td>DANC 132 AX</td>
<td>MWF</td>
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<td>5-257</td>
<td>Barnes, K.</td>
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</table>

**DANC 141 BEGINNING BALLET I**
Beginning study of ballet techniques and style, including barre, center floor and dance variations. Explores modern ballet works. (AA: Area E4, CSU, UC)

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
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<th>Units</th>
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<td>40002</td>
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<td>8-203</td>
<td>Bolton, S.</td>
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</table>

**DANC 143 INTERMEDIATE BALLET II**
Continuation of DANC 141, concentrating on barre, center floor, and dance variations. Explores classic ballet works. **Prerequisite:** DANC 141. May be taken three times for a maximum of 3 units. (AA: Area E4, CSU, UC)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>40003</td>
<td>DANC 143 BX</td>
<td>TTh</td>
<td>12:35-1:50</td>
<td>8-203</td>
<td>Bolton, S.</td>
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</tbody>
</table>

**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, Fox trot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)

**Evening Course**
41112 DANC 151 LA | Mon 7:30-8:45 | 8-202 | Walton, J. | .5  |

**Dance**

Hip-hop, jazz, tap, ballet, swing, tango and more!

For more information, call (650) 574-6461

Physical Education courses continued on next page
### 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. 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 Course**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
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<th>Adjunct</th>
<th>Units</th>
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<tr>
<td>43109</td>
<td>DANC 153</td>
<td>LA</td>
<td>Wed 7:30-8:45</td>
<td>Walton, J.</td>
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</table>

### DANC 161 Tango Argentino

Introduces students to the essence of Argentine Tango (the dance of love) as well as basic improvisational skills. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

**Evening Course**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
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<tr>
<td>43118</td>
<td>DANC 161</td>
<td>LA</td>
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### DANC 167 Swing Dance I

Swing dance for all levels of ability. Beginners especially encouraged to register. No partners required. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)

**Evening Course**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
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<th>Units</th>
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<tr>
<td>43129</td>
<td>DANC 167</td>
<td>LA</td>
<td>Mon 6:00-7:15</td>
<td>Walton, J.</td>
<td>.5</td>
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</tbody>
</table>

### FITN 116 Body Conditioning

A course incorporating both anaerobic and aerobic components of fitness, including flexibility, aerobic training, resistance training, and agility. Emphasis will be on a full body workout focusing on strength gains and cardiovascular endurance. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

**Fitness**

**FIDN 116 LA**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Adjunct</th>
<th>Units</th>
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<td>43117</td>
<td>FITN 116</td>
<td>AA</td>
<td>MWF 7:10-8:00</td>
<td>Owens, L.</td>
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<tr>
<td>43292</td>
<td>FITN 116</td>
<td>AB</td>
<td>MWF 8:10-9:00</td>
<td>Owens, L.</td>
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<tr>
<td>43391</td>
<td>FITN 116</td>
<td>AC</td>
<td>MWF 9:10-10:00</td>
<td>Borg, N.</td>
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<tr>
<td>43393</td>
<td>FITN 116</td>
<td>DA</td>
<td>TTh 9:35-10:50</td>
<td>Owens, L.</td>
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<tr>
<td>43398</td>
<td>FITN 116</td>
<td>AD</td>
<td>MWF 11:10-12:00</td>
<td>Pollack, B.</td>
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**Evening Course**

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<th>Adjunct</th>
<th>Units</th>
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<tbody>
<tr>
<td>43396</td>
<td>FITN 116</td>
<td>LA</td>
<td>MW 5:30-6:45</td>
<td>Mangan, J.</td>
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</table>

### FITN 134 Track and Trail Aerobics

Designed to increase the student’s personal fitness through a comprehensive stretching, jogging and/or walking program. Instruction includes proper stretching techniques, proper training principles, correct walking/jogging techniques, and heart rate monitoring to assist the student in developing a realistic cardiovascular program. Upon completion of this course, the student will be able to successfully design and implement a stretching and cardiovascular training program. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC*)

**Online Course**

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Units</th>
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<tbody>
<tr>
<td>43114</td>
<td>FITN 134</td>
<td>OLH</td>
<td>See page 95-102</td>
<td>Online-CRS</td>
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</tr>
</tbody>
</table>

### FITN 201 Beginning Weight Training

Individual weight conditioning for beginning level students. Emphasis will be on selectorized machines, aerobic training, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)

**Evening Course**

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<tr>
<th>CRN</th>
<th>Course</th>
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<th>Time</th>
<th>Adjunct</th>
<th>Units</th>
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<tr>
<td>43000</td>
<td>FITN 201</td>
<td>AX</td>
<td>TTh 8:10-9:25</td>
<td>Owens, L.</td>
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<tr>
<td>43056</td>
<td>FITN 201</td>
<td>BB</td>
<td>MWF 10:10-11:00</td>
<td>Owens, L.</td>
<td>1.0</td>
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<tr>
<td>43130</td>
<td>FITN 201</td>
<td>JX</td>
<td>MW 7:00-8:15</td>
<td>Tulloch, T.</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### 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. 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)

**Evening Course**

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<tr>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Adjunct</th>
<th>Units</th>
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<tr>
<td>43001</td>
<td>FITN 202</td>
<td>AX</td>
<td>TTh 8:10-9:25</td>
<td>Owens, L.</td>
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<tr>
<td>43057</td>
<td>FITN 202</td>
<td>BB</td>
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<td>Owens, L.</td>
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<tr>
<td>43131</td>
<td>FITN 202</td>
<td>JX</td>
<td>MW 7:00-8:15</td>
<td>Tulloch, T.</td>
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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)

<table>
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<tr>
<th>CRN</th>
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<th>Units</th>
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<tbody>
<tr>
<td>42811</td>
<td>FITN 207</td>
<td>AA</td>
<td>9:10-10:00</td>
<td>Schmidt, M.</td>
<td>1.0</td>
</tr>
</tbody>
</table>
FITN 220 WEIGHT CONDITIONING FOR VARSITY FOOTBALL

Course designed for varsity sports candidates; teaching students to use overhead weight training to build bulk and strength. Recommended only for Varsity Football candidates. Open entry/open exit and variable units only. May be taken four times for a maximum of 8 units. (AA: Area E4, CSU, UC)

40976 FITN 220 BO
By Arr 5.6 Hrs/Wk
8-117 Tulloch, T.
.5-2.0

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)

42373 FITN 225 AO
By Arr 3.0 Hrs/Wk
8-117 Borg, N.
1.0
42374 FITN 225 AO
By Arr 3.0 Hrs/Wk
8-BASE Williams, D.
1.0

FITN 235 CROSS TRAINING BOOT CAMP

Designed to incorporate various exercises including: dumbbell weights, calisthenics, whole body lifts, abdominal (core) movements, bicycle ergometer intervals, jump rope, speed drills, and flexibility exercises. Emphasizes multiple body aerobic and anaerobic exercises to produce cross training effect. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

41120 FITN 235 AA
MWF 11:10 12:00
8-SOFT Borg, N.
1.0
Evening Course

41090 FITN 235 LA
TTh 6:00 7:15
8-202 Chu, C.
1.0

FITN 237 TOTAL CORE TRAINING

Designed to incorporate various core movement exercises including: dumbbell weights, calisthenics, whole body lifts, jump rope, speed drills, various agility drills, medicine ball throws and core movements and flexibility exercises. Emphasizes multiple body aerobic and anaerobic exercises to produce cross training effect. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

42719 FITN 237 AA
MWF 7:10 8:00
8-201 Schmidt, M.
1.0
42810 FITN 237 AB
MWF 8:10 9:00
8-201 Schmidt, M.
1.0

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. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

41440 FITN 301 AA
MWF 8:10 9:00
5-253 Borg, N.
1.0

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)

42383 FITN 312 AA
TTh 11:10 12:25
5-253 Schmidt, 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. (AA: Area E4, CSU, UC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>32446</td>
<td>INDV 252 AX</td>
<td>TTh</td>
<td>11:10</td>
<td>12:25</td>
<td>8-TENN</td>
<td>Warner, M.</td>
<td>1.0</td>
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</table>

### INDV 254 INTERMEDIATE/ADVANCED TENNIS
Technique, philosophy and strategy used in doubles and singles. Instruction in techniques of strokes. **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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>33169</td>
<td>INDV 254 AX</td>
<td>TTh</td>
<td>11:10</td>
<td>12:25</td>
<td>8-TENN</td>
<td>Warner, M.</td>
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</table>

### P.E. Theory

#### P.E. 101 THEORY OF BASEBALL
The concepts of modern baseball are explored including: strategy, coaching techniques, history, game rules and umpiring; developmental drills, theory of strength and conditioning programs and fundamentals of coaching youth baseball. Plus minimum 16 lab hours by arrangement per term. This is NOT an activity class. (AA, CSU, UC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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<th>Units</th>
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<tbody>
<tr>
<td>41099</td>
<td>P.E. 101 AA</td>
<td>MWF</td>
<td>11:10</td>
<td>12:00</td>
<td>8-BASE</td>
<td>Williams, D.</td>
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#### 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 repeated 3 times for competency. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>43006</td>
<td>P.E. 121 LA</td>
<td>TTh</td>
<td>6:00</td>
<td>7:15</td>
<td>5-257</td>
<td>Bolton, S.</td>
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</table>

#### P.E. 124 PILATES LAB
For students enrolled in the (PICP) Pilates Instructor Certificate Program and for students ready to develop their own Pilates workout routines. PICP Students are provided time to practice teaching their peers to help them acquire student teaching hours. Students are required to keep a Pilates log tracking their activities for each class session. **Corequisite Preparation:** prior completion or concurrent enrollment in PE 121 or 122, or 123 or equivalent. **Recommended Preparation:** BIOL 130 or 250. Pass/No Pass or letter grade option. May be four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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<td>43007</td>
<td>P.E. 124 LA</td>
<td>Tue</td>
<td>7:30</td>
<td>8:45</td>
<td>5-257</td>
<td>Bolton, S.</td>
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#### 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)

<table>
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<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
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<td>3:00</td>
<td>8-B-2</td>
<td>Tulloch, T.</td>
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#### Varsity Football
A winning tradition

[Image of Varsity Football]

*How to read class information can be found on page 29*
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. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

41906 TEAM 148 AA TTh 9:35 10:30 8-201 Mangan, J. 1.0
42937 TEAM 148 BB MWF 10:10 11:00 8-201 Mangan, J. 1.0

Evening Course
41923 TEAM 148 LA Tue 6:00 8:30 8-201 Mangiola, F. 1.0

Varsity Sports

VARS 100 VARSITY BASEBALL
Intercollegiate varsity baseball competition in the Coast Conference, regional and state competition with other California Community Colleges. Recommended Preparation: interscholastic participation in varsity baseball or equivalent. (AA: Area E4, CSU, UC)

Varsity Baseball is open Monday through Friday 1:10-4:00 pm.

32862 VARS 100 AA By Arr 10.5 Hrs/Wk 8-BASE Williams, D. 2.0

VARS 105 VARSITY BASEBALL CONDITIONING
Offered for members of the CSM Baseball team to condition themselves for intercollegiate baseball competition through a program of stretching, weight training and running and other fitness activities related to the physiological development of student-athletes competing in baseball. Plus minimum 16 lab hours by arrangement per term. May be taken four times for a maximum of 4 units. Open entry/open exit. (AA: Area E4, CSU, UC)

41101 VARS 105 AO MWF 12:10 1:00 8-BASE Williams, D. .5-1.0

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)

41619 VARS 133 AA By Arr 5.4 Hrs/Wk 8-117 Pollack, B. 1.0

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 taken four times for a maximum of 12 units. (AA: Area E4, CSU, UC)

41648 VARS 134 AA By Arr 5.4 Hrs/Wk 8-117 Tulloch, T. 1.0

VARS 160 VARSITY SWIM
Intercollegiate swim competition. Emphasizes both the conditioning and the proper technique of all strokes with emphasis on how to swim efficiently, effectively and faster. Prerequisite: this is an intercollegiate swim class that requires extensive swimming. Students must be able to swim one length of the pool. May be taken four times for a maximum of 8 units. (AA: Area E4, CSU, UC)

Varsity Swim is open Monday through Friday 7:10-10:00 am.

41103 VARS 160 AA By Arr 10.5 Hrs/Wk 8-POOL Wright, R. 2.0

VARS 185 VARSITY TRACK AND FIELD
Varsity track and field for men and women in the Coast Conference. Recommended Preparation: interscholastic participation in track and field or cross country or equivalent. (AA: Area E4, CSU, UC)

Varsity Track and Field is open Monday through Friday 1:10-4:00 pm.

33220 VARS 185 AA By Arr 10.5 Hrs/Wk 8-TRACK Mangan, J. 2.0

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)

32864 VARS 300 A1 MTWRF 1:10 4:00 8-201 Warner, M. 2.0
Start and end dates for section 32864: 1/18 3/18

VARS 320 VARSITY SOFTBALL: WOMEN
Intercollegiate women's varsity softball competition in the Coast Conference and State Championships. Recommended Preparation: interscholastic participation in softball and completion of TEAM 158. (AA: Area E4, CSU, UC)

Varsity Softball is open Monday through Friday 1:10-4:00 pm.

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, UC: Area 5A)

32653 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. Same as Biol 126. (AA, CSU)

42710 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)

42577 PHYS 127 AX By Arr 1.0 Hr/Wk TBA Janatpour, M. 1.0

View current open classes at collegeofsanmateo.edu/openclasses
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 Biol 128. (AA, CSU)

43103 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)

36456 PHYS 150 AA MWF 8:10 9:00 36-112 Uchida, B. 4.0
MWF 9:10 10:00 36-112

37067 PHYS 150 BA MWF 10:10 11:00 36-112 Janatpour, M. 4.0
MWF 11:10 12:00 36-112

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)

40804 PHYS 210 AA MWF 9:10 10:00 36-114 Janatpour, M. 4.0
Thu 9:10 10:00 36-114
Tue 9:10 11:00 36-114

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)

40808 PHYS 211 AA Thu 10:10 11:00 36-114 Janatpour, M. 1.0

PHYS 220 GENERAL PHYSICS II
Magnetism, electricity, light, modern physics. Plus 16 hours by arrangement per term. Extra supplies may be required. Prerequisite: PHYS 210 with a grade of C or higher. (AA: Area E5a, CSU: Area B1/B3, UC: Area 5A) (PHYS 210 and 220 = CAN PHYS SEQ A)

32655 PHYS 220 AA MWF 9:10 10:00 36-125 Locke, D. 4.0
Tue 8:10 11:00 36-125

PHYS 221 GENERAL PHYSICS II-CALCULUS SUPPLEMENT
Application of calculus to topics in PHYS 220. Prerequisite: MATH 242 or 252; PHYS 211; concurrent enrollment in or completion of PHYS 220, all with a grade of C or higher. (AA, CSU, UC)

35262 PHYS 221 AA Thu 9:10 10:00 36-125 Locke, D. 1.0

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)

32656 PHYS 250 AX MWF 10:10 11:00 36-109 Uchida, B. 4.0
Tue 11:10 12:00 36-112
Tue 12:10 1:00 36-112
Thu 11:10 12:00 36-112

37512 PHYS 250 BX MWF 10:10 11:00 36-109 Uchida, B. 4.0
Tue 9:10 10:00 36-112
Tue 10:10 11:00 36-112
Thu 9:10 11:00 36-112

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)

32657 PHYS 260 AA MWF 12:10 1:00 36-114 Locke, D. 4.0
Wed 2:10 5:00 36-114

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)

34041 PHYS 270 AA MWF 10:10 11:00 36-125 Locke, D. 4.0
Wed 2:10 5:00 36-125

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)

43102 PHYS 690 CC By Arr 3.0 Hrs/Wk 36-311C Frontiera, C. 3.0
33189 PHYS 690 AA By Arr 2.0 Hrs/Wk 36-311C Frontiera, C. 2.0
33190 PHYS 690 BB By Arr 1.0 Hr/Wk 36-311C Frontiera, C. 1.0
## POLITICAL SCIENCE

### PLSC 110 CONTEMPORARY FOREIGN GOVERNMENTS

Introduction to representative foreign political systems. Comparative analysis of how various governments reconcile stability and change power and responsibility, freedom, and efficiency. Stress interrelationships of social patterns, ideology, and political institutions. **Recommended Preparation:** previous course in political science and 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)

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<td>14-218</td>
<td>Miller, L.</td>
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### PLSC 130 INTERNATIONAL RELATIONS

The nature of relations among nation-states and non-state 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 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 7C)

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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, 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 F2/F3, UC: Area 4/Area 7B/Area 7C*)

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<td>Daily</td>
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<td>14-117</td>
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<td>16-106</td>
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Introductory meeting date for section 41052: 1/22

See pages 95-102

### 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 E1a/Area E5b, CSU: Area D/Area F2, UC: Area 4/Area 7B*)

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Introductory meeting date for section 37815: 1/22

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. (AA: Area E5b, CSU: Area D/Area F2, UC: Area 4/Area 7B)

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

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 B2/Area D, UC: Area 4)

35695 PSYC 100 AA TTh 8:10 9:25 14-104 Horan, M. 3.0
34841 PSYC 100 AB MWF 9:10 10:00 18-308 Clifford Jr, J. 3.0
32684 PSYC 100 AC MWF 10:10 11:00 18-308 Clifford Jr, J. 3.0
35698 PSYC 100 AD MWF 11:10 12:00 18-308 Clifford Jr, J. 3.0
35699 PSYC 100 AF MWF 12:10 1:00 18-308 Clifford Jr, J. 3.0

PSYC 105 EXPERIMENTAL PSYCHOLOGY

Laboratory experiments in memory, problem solving, perception, animal learning, conditioning, reaction time, child development and prejudice. Plus minimum of 16 hours by arrangement per term. **Prerequisite:** PSYC 100 with a grade of C or higher. **Recommended Preparation:** PSYC 121. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area D/Area E, UC: Area 4)

33982 PSYC 105 JA Tue 6:00 9:00 14-102 Stegner, M. 3.0

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 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/ Area E, UC: Area 4)

33982 PSYC 110 AA TTh 11:10 12:25 14-308 Clifford Jr, J. 3.0

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: Area C1, CSU: Area B4, UC: Area 2A)

32703 PSYC 121 AA TTh 8:10 9:25 14-102 Rose, M. 3.0

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*)

34610 PSYC 200 AA TTh 9:45 11:00 18-308 Clifford Jr, J. 3.0

PSYC 201 CHILD DEVELOPMENT

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. (UC credit limited to either PSYC 200 or 201.) (AA: Area E5b, CSU: Area D, UC: Area 4)

32704 PSYC 201 AA TTh 8:10 9:25 18-308 Clifford Jr, J. 3.0

PSYC 225 THEORIES OF PERSONALITY

Covers the major theories of personality, from Freud to modern day, and introduces personality assessment and research. Examines cultural and gender differences as they relate to the development of personality. **Recommended Preparation:** PSYC 100; 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)

37003 PSYC 225 AA TTh 11:10 12:25 14-214 Toomer, D. 3.0

PSYC 300 SOCIAL PSYCHOLOGY

Study of human interaction with emphasis on social patterning and process of perception, identity, roles, and attitudes. **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 CSU: Area D/ Area E, UC: Area 4)

33835 PSYC 300 AA TTh 12:45 2:00 14-214 Toomer, D. 3.0

* How to read class information can be found on page 29
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 a)

39292 PSYC 410 AA TTH 9:35 10:50 14-214 Horan, M. 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 Honors program. Prerequisite: completion of a college course in psychology. Recommended Preparation: Read 400 or 405 with a C or better or concurrent enrollment in Read 400, 405 or 415 OR appropriate skill level as indicated by reading placement tests or other measures. (AA: Area E5b, CSU: Area D)

Honors Program
32710 PSYC 675 HA Fri 1:10 2:00 18-308 Clifford Jr, J. 1.0

PSYC 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)

42884 PSYC 690 CC By Arr 3.0 Hrs/Wk 15-168 Henson, K. 3.0
32711 PSYC 690 AA By Arr 2.0 Hrs/Wk 15-168 Henson, K. 2.0
32712 PSYC 690 BB By Arr 1.0 Hr/Wk 15-168 Henson, K. 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. Plus minimum 16 hours by arrangement per term. Prerequisite: READ 830 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, CSU)

39146 READ 400 AA MWF 9:10 10:00 16-102 Wills, C. 3.0
43073 READ 400 AC MWF 11:10 12:00 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)

41451 READ 412 AO By Arr 1.5-9.0 Hrs/Wk 18-101 Wills, C. .5-.3.0

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)

41122 READ 454 AO By Arr 1.5-4.5 Hrs/Wk 18-101 Wills, C. 5.1-5.5
41663 READ 454 YVH By Arr 1.5-4.5 Hrs/Wk 18-101 Wills, C. 5.1-5.5

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. (AA, CSU)

41123 READ 455 AO By Arr 1.5-4.5 Hrs/Wk 18-101 Wills, C. 5.1-5.5
41664 READ 455 YVH By Arr 1.5-4.5 Hrs/Wk 18-101 Wills, C. 5.1-5.5

READ 807 BASIC PHONIC SKILLS FOR NON-NATIVE SPEAKERS
Study of basic speech sounds and practice in techniques for pronouncing unknown words. Plus minimum 16 lab hours by arrangement per term. It is recommended that students enroll concurrently in ESL 825 or higher course, ESL 845 or higher course, and ESL 855 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.)

32747 READ 807 AX MWF 10:10 11:00 16-102 Wills, C. 3.0

READ 808 BASIC PHONIC SKILLS
Introduction to basic speech sounds and practice in techniques for pronouncing unknown words. Review of dictionary symbols, diacritical marks, syllabication, and fundamental phonic generalizations. Plus minimum 16 lab hours by arrangement per term. 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.)

32748 READ 808 AX MWF 10:10 11:00 16-102 Wills, C. 3.0
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.)

32750 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 1 unit.

37454 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 1 unit. 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.

37455 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.)

39456 READ 825 AO By Arr 1.5–4.5 Hrs/Wk TBA Wills, C. .5–1.5

39783 READ 825 YVH By Arr 1.5–4.5 Hrs/Wk TBA Wills, C. .5–1.5

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)

38805 READ 830 AD MWF 10:10 11:00 16-101 Marron, J. 3.0

Evening Course
32739 READ 830 JA Mon 6:30 9:35 16-101 Marron, J. 3.0

Online Course
41794 READ 830 OLH See pages 95-102 Online-CRS 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. May 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 a instructor. (Units do not apply toward AA/AS degree.)

37458 READ 852 AO By Arr 1.5–4.5 Hrs/Wk 18-101 Wills, C. .5–1.5

39782 READ 852 YVH By Arr 1.5–4.5 Hrs/Wk TBA 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. May 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 a instructor. (Units do not apply toward AA/AS degree.)

39459 READ 853 AO By Arr 1.5–4.5 Hrs/Wk TBA Wills, C. .5–1.5

39783 READ 853 YVH By Arr 1.5–4.5 Hrs/Wk TBA Wills, C. .5–1.5
REAL ESTATE

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 Course
32715 R.E. 100 JA Tue 6:30 9:20 14-206 Gottlieb, M.  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)

32719 R.E. 110 AA Tue 1:00 3:35 14-206 Keavney, B.  3.0

R.E. 121 LEGAL ASPECTS OF REAL ESTATE I
Legal aspects of real estate brokerage, sales, property management, ownership, California Real Estate Law. 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. May be taken twice for a maximum of 6 units. (AA, CSU)

Evening Course
32720 R.E. 121 JA Thu 6:00 8:50 14-206 Justman, H.  3.0

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 848 or 838 and completion of 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 E5d, CSU)

38975 SOSC 301 AA Tue 9:10 12:00 19-103 Perezyanez, I.  3.0

SOSC 304 INTERVENTION, TREATMENT AND RECOVERY
Introduction to the recovery process in chemical dependency covering intervention strategies, dependency in its clinical and social contexts, and philosophical, organizational and clinical approaches in treatment. Recommended Preparation: eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in READ 400, 405, or 415 with a grade of C or higher OR skill level as indicated by the reading placement tests or other measures. (AA, CSU)

Evening Course
33979 SOSC 304 JA Thu 6:30 9:20 14-104 Eiland, B.  3.0

SOSC 308 GROUP AOD (ALCOHOL AND OTHER DRUG) COUNSELING PROCESS
Explores individual AOD (alcohol and other drug) counseling techniques, intervention skills, and relapse prevention strategies. Theories of group counseling process and group interactions will be practiced. Recommended Preparation: eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in READ 400, 405, or 415 with a grade of C or higher OR skill level as indicated by the reading placement tests or other measures. (AA, CSU)

Evening Course
39423 SOSC 308 JA Mon 7:00 10:05 14-102 Schulz, W.  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 848 or ENGL 838 and completion of or concurrent enrollment in READ 400, 405, or 415 with a grade of C or higher OR skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU)

Evening Course
41078 SOSC 310 JA Wed 6:30 9:30 14-104 Perezyanez, I.  3.0

SOSC 314 INDIVIDUAL AOD (ALCOHOL AND OTHER DRUG) COUNSELING PROCESS
Covers individual chemical dependency counseling techniques, intervention skills, and relapse prevention strategies. Recommended Preparation: eligibility for ENGL 848 or ENGL 838 and completion of or concurrent enrollment in READ 400, 405, or 415 with a grade of C or higher OR skill level as indicated by the reading placement tests or other measures. (AA, CSU)

Evening Course
37344 SOSC 314 JA Tue 6:30 9:20 14-104 Eiland, B.  3.0

SOSC 316 FIELD STUDIES AND SEMINAR II
Supervised practicum/internship. The second 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 150 hours of documented worked in an agency or organization in the alcohol/drug abuse field (255 hours if CAADAC certification is sought. Prerequisite: SOSC 315. Recommended Preparation: eligibility for ENGL 838 or ENGL 848 and completion of or concurrent enrollment in READ 400, 405 or 415 with a grade of C or higher OR skill level as indicated by the reading placement tests or other measures. (AA, CSU)

Evening Course
33980 SOSC 316 JA Wed 6:30 9:20 16-106 Stocker, A.  3.0

SOCILOGY

SOCI 100 INTRODUCTION TO SOCIOLOGY
Analysis of processes of group behavior and interaction between the individual and society. Recommended Preparation: eligibility for ENGL 838 or ENGL 848 and completion ofREAD 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)

Evening Course
32769 SOCI 100 AA TTh 8:10 9:25 16-106 Mathur, M.  3.0
32767 SOCI 100 AB MWF 10:10 11:00 18-306 Williams, J.  3.0
32766 SOCI 100 AC MWF 9:10 10:00 16-106 Mathur, M.  3.0
32768 SOCI 100 AD TTh 9:45 11:00 16-106 Mathur, M.  3.0
40230 SOCI 100 AE TTh 11:10 12:25 16-106 Mathur, M.  3.0
42872 SOCI 100 AG MWF 12:10 1:00 16-106 Mathur, M.  3.0

Evening Course
34541 SOCI 100 JB Thu 7:00 9:50 16-106 Manders, D.  3.0

Off Campus Course
32963 SOCI 100 JAH Wed 5:45 8:45 MK Crawford, C.  3.0

NOTE: This class meets at the Martin Luther King Center, 725 Monte Diablo Avenue, San Mateo.

Sociology courses continued on next page
SOCIOLOGY–SPANISH

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 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. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area D, UC: Area 4)

34542 SOCI 105 AX MWF 10:10 11:00 16-106 Mathur, M. 3.0
Honors Program
37982 SOCI 105 HX MWF 10:10 11:00 16-106 Mathur, M. 3.0

SOCI 110 COURTH IUP, MARRIAGE AND THE FAMILY
Societal, psychological and biological aspects of gender, sex, love, conflict, etc., in dating, marital and familial interaction. 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. May not be taken for credit following PSYC 110. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC)

34785 SOCI 110 AA MWF 1:10 2:00 16-106 Mathur, M. 3.0

SOCI 141 RACE AND ETHNIC RELATIONS
Sociological analysis of ethnic relations within the U.S., concentrating on the roles, statuses, and efficacy of major ethnic groups. 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)

40228 SOCI 141 AA MWF 12:10 1:00 14-102 Williams, J. 3.0

SOCI 340 HUMAN SEXUALITY
Human sexuality from a physiological, psychological and cultural viewpoint. Emphasis on need for affiliation, commitment and intimacy. 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/Area E, UC: Area 4)

32779 SOCI 340 AA Thu 1:10 4:00 18-306 Manders, M. 3.0

SOCI 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)

42885 SOCI 690 CC By Arr 3.0 Hrs/Wk 15-168 Henson, K. 3.0
32781 SOCI 690 AA By Arr 2.0 Hrs/Wk 15-168 Henson, K. 2.0
32782 SOCI 690 BB By Arr 1.0 Hr/Wk 15-168 Henson, K. 1.0

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)

32793 SPAN 110 AX Daily 8:10 9:00 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)

32795 SPAN 111 AE MWF 12:10 1:00 18-203 Castillo, R. 3.0
Evening Course
32798 SPAN 111 JX Tue 6:30 9:30 16-206 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)

35563 SPAN 112 AX Daily 8:10 9:00 18-203 Castillo, R. 3.0
Evening Course
32800 SPAN 112 JX Tue 6:30 9:30 16-102 Collis, H. 3.0

SPAN 120 ADVANCED ELEMENTARY SPANISH
Continuation of SPAN 110. Includes short readings that serve as a basis for classroom conversation. Plus minimum 32 lab hours by arrangement per term. Prerequisite: SPAN 110 or 112 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 6)

41796 SPAN 120 AX Daily 9:10 10:00 18-203 Castillo, R. 5.0

How to read class information can be found on page 29
### SPAN 122 ADVANCED ELEMENTARY SPANISH II
Covers the second half of the semester’s work in Spanish 120. Includes short readings that serve as a basis for classroom conversation. Plus minimum 16 lab hours by arrangement per term. **Prerequisite:** SPAN 121 or equivalent with Pass or a grade of C or higher. (AA: Area E5c, CSU: Area C2, UC: Area 6)

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<th>Course Code</th>
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<th>Instructor</th>
<th>Credits</th>
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<td>41797 SPAN 122 AX</td>
<td>Daily</td>
<td>9:10-10:00</td>
<td>Castillo, R.</td>
<td>3.0</td>
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Start and end dates for section 41797: 2/14-5/20

### 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)

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<td>4203 SPAN 131 AX</td>
<td>MWF</td>
<td>11:10-12:00</td>
<td>Castillo, R.</td>
<td>3.0</td>
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### SPAN 132 INTERMEDIATE SPANISH II
Practice of conversation and composition; review of grammar; in-class 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)

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<tr>
<td>32803 SPAN 132 AX</td>
<td>MWF</td>
<td>11:10-12:00</td>
<td>Castillo, R.</td>
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</table>

### 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)

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<td>MWF</td>
<td>11:10-12:00</td>
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### 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 Course**

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<thead>
<tr>
<th>Course Code</th>
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<th>Hours</th>
<th>Instructor</th>
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<tr>
<td>41474 SPAN 801 JX</td>
<td>Tue</td>
<td>6:30-9:30</td>
<td>Dinelli, A.</td>
<td>2.0</td>
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### 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 Course**

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<th>Course Code</th>
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<th>Instructor</th>
<th>Credits</th>
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<tbody>
<tr>
<td>39179 SPAN 802 JX</td>
<td>Tue</td>
<td>6:30-9:30</td>
<td>Collis, H.</td>
<td>2.0</td>
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### SPANISH COMMUNICATION
For information about a Certificate of Specialization in Speech Communication, see the Catalog or contact the Language Arts Division Office (Building 15, Room 168, 574-6314).

### 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)

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<td>8:10-9:00</td>
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<td>32807 SPCH 100 AD</td>
<td>MWF</td>
<td>9:10-10:00</td>
<td>Li, Y.</td>
<td>3.0</td>
</tr>
<tr>
<td>41444 SPCH 100 AE</td>
<td>TTh</td>
<td>8:10-9:25</td>
<td>Motoyama, C.</td>
<td>3.0</td>
</tr>
<tr>
<td>32808 SPCH 100 AF</td>
<td>TTh</td>
<td>9:45-11:00</td>
<td>Motoyama, C.</td>
<td>3.0</td>
</tr>
<tr>
<td>32882 SPCH 100 AG</td>
<td>TTh</td>
<td>9:45-11:00</td>
<td>Reed, K.</td>
<td>3.0</td>
</tr>
<tr>
<td>32809 SPCH 100 AH</td>
<td>MWF</td>
<td>10:10-11:00</td>
<td>Rope, C.</td>
<td>3.0</td>
</tr>
<tr>
<td>32883 SPCH 100 AK</td>
<td>TTh</td>
<td>11:10-12:25</td>
<td>Motoyama, C.</td>
<td>3.0</td>
</tr>
<tr>
<td>32812 SPCH 100 AM</td>
<td>MWF</td>
<td>12:10-1:00</td>
<td>Rope, C.</td>
<td>3.0</td>
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</table>

**Evening Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Hours</th>
<th>Instructor</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>32813 SPCH 100 JA</td>
<td>Mon</td>
<td>6:30-9:35</td>
<td>Perry, L.</td>
<td>3.0</td>
</tr>
<tr>
<td>32814 SPCH 100 JC</td>
<td>Wed</td>
<td>6:30-9:30</td>
<td>Li, Y.</td>
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</tbody>
</table>

### SPCH 111 ORAL INTERPRETATION I
Oral reading of poetry, short stories, drama; analysis of meaning, voice quality; enunciation, pronunciation, and expressiveness; recordings and performances for audiences. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100. (AA: Area E2b/Area E5c, CSU: Area C2, UC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Hours</th>
<th>Instructor</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>32815 SPCH 111 BX</td>
<td>TTh</td>
<td>11:10-12:25</td>
<td>Paoli, P.</td>
<td>3.0</td>
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</tbody>
</table>

### SPCH 112 ORAL INTERPRETATION II
Continuation of oral reading of poetry, short stories, drama; analysis of meaning, voice quality; enunciation, pronunciation, and expressiveness; recordings and performances for audiences. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** SPCH 111 with a grade of C or higher. (AA: Area E2b/Area E5c, CSU: Area C2, UC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Hours</th>
<th>Instructor</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>32817 SPCH 112 BX</td>
<td>TTh</td>
<td>11:10-12:25</td>
<td>Paoli, P.</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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 E2b/Area E5d, CSU: Area A1/Area D, UC: Area 1C)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>32822</td>
<td>SPCH 120 AD</td>
<td>MWF</td>
<td>9:10</td>
<td>16-247</td>
<td>Motoyama, C.</td>
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</tr>
<tr>
<td>32821</td>
<td>SPCH 120 AG</td>
<td>TTh</td>
<td>9:45</td>
<td>16-104</td>
<td>Paoli, P.</td>
<td>3.0</td>
</tr>
<tr>
<td>32823</td>
<td>SPCH 120 AL</td>
<td>MWF</td>
<td>10:10</td>
<td>16-245</td>
<td>Li, Y.</td>
<td>3.0</td>
</tr>
<tr>
<td>32825</td>
<td>SPCH 120 AN</td>
<td>MWF</td>
<td>11:10</td>
<td>16-245</td>
<td>Li, Y.</td>
<td>3.0</td>
</tr>
<tr>
<td>32827</td>
<td>SPCH 120 AP</td>
<td>MWF</td>
<td>11:10</td>
<td>16-247</td>
<td>Kramm, G.</td>
<td>3.0</td>
</tr>
<tr>
<td>41799</td>
<td>SPCH 120 AQ</td>
<td>MWF</td>
<td>12:10</td>
<td>16-247</td>
<td>Kramm, G.</td>
<td>3.0</td>
</tr>
<tr>
<td>32824</td>
<td>SPCH 120 BA</td>
<td>TTh</td>
<td>11:10</td>
<td>12:25</td>
<td>Reed, K.</td>
<td>3.0</td>
</tr>
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Evening Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>32829</td>
<td>SPCH 120 JA</td>
<td>Mon</td>
<td>6:30</td>
<td>16-104</td>
<td>Paoli, P.</td>
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<tr>
<td>32828</td>
<td>SPCH 120 JC</td>
<td>Tue</td>
<td>6:30</td>
<td>16-104</td>
<td>Paoli, P.</td>
<td>3.0</td>
</tr>
<tr>
<td>41445</td>
<td>SPCH 120 JF</td>
<td>Thu</td>
<td>6:30</td>
<td>16-245</td>
<td>Kramm, G.</td>
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</tbody>
</table>

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 E2b/Area E5d, CSU: Area A1, UC: Area 1C)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>36472</td>
<td>SPCH 140 AB</td>
<td>MWF</td>
<td>11:10</td>
<td>16-240</td>
<td>Rope, C.</td>
<td>3.0</td>
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</table>

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 E2b/Area E5d, CSU: Area A1, UC: Area 1C)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>32885</td>
<td>SPCH 150 AA</td>
<td>MWF</td>
<td>10:10</td>
<td>16-247</td>
<td>Kramm, G.</td>
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</tr>
</tbody>
</table>

SPCH 860 COMMUNICATION IN THE WORKPLACE
Focused primarily on dental assistant careers, covers development of successful job interviewing skills and assertiveness skills; methods for reducing workplace stress; and strategies to help clients feel at ease in uncomfortable situations. Plus minimum 5 lab hours by arrangement per term. Pass/No Pass grading. (AA)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>38566</td>
<td>SPCH 860 A1</td>
<td>Tue</td>
<td>1:10</td>
<td>5:00</td>
<td>Kramm, G.</td>
<td>1.0</td>
</tr>
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</table>

Start and end dates for section 38566: 1/25 2/15
District Programs Not Offered at CSM

San Mateo County Community College District also operates Cañada College in Redwood City and Skyline College in San Bruno which offer a number of special programs not available at College of San Mateo:

Cañada College
4200 Farm Hill Blvd.,
Redwood City, CA 94061
(650) 306-3100 or (650) 364-1212

Programs
Computer Business Office Technology
Drama/Theater Arts
Early Childhood Education
English Institute
Fashion Design
Human Services
Interior Design
Medical Assisting
Paralegal
Radiologic Technology

Athletics
Men’s Basketball
Men’s Soccer
Women’s Golf
Women’s Soccer

UNIVERSITY CENTER
Bachelor and graduate degree programs in partnership with Bay Area universities.
(650) 306-3399

Skyline College
3300 College Drive,
San Bruno, CA 94066
(650) 738-4100 (day) • (650) 738-4251 (evening)

Programs
Arabic
Asian Studies
Chinese Studies
Automotive Technology
Biotechnology
Central Service/Sterile Processing
Esthetician (Eve. & Sat.)
Early Childhood Education
Environmental Science and Technology
Family and Consumer Sciences
Fashion Merchandising
Filipino
International Logistics
International Studies
International Trade
Image Consulting
Medical Assistant
Medical Billing and Coding
Paralegal
Respiratory Therapy
Solar Energy Technology
Solar Installation
Surgical Technology
Telecommunications and Network
Information Technology

Athletics
Men’s Basketball
Men’s Soccer
Men’s Wrestling
Women’s Badminton
Women’s Soccer
Women’s Volleyball

View current open classes at collegeofsanmateo.edu/openclasses
Spring 2011 Classes

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

CSM Coastside
Half Moon Bay, CA 94019

collegeofsanmateo.edu/coastside

Check Coastside course listings for Spring 2011 online at:
collegeofsanmateo.edu/webschedule beginning October 8, 2010.
CSM Distance Learning

Distance Learning Office
Building 9 (lower level), Room 181
(650) 524-6933
collegeofsanmateo.edu/dl
Distance Learning Guide

Area Code for College of San Mateo is 650

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 transmitted 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 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 Jan. 22 and 29, 9 am to 2 pm. Students may find information about the textbooks for the courses in which they are enrolling at the following link: http://bookstore.collegeofsanmateo.edu/SiteText.aspx?id=7261.

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...
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/nonresident 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 Spring 2010, Summer 2010 and/or Fall 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 Spring 2010, 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 Spring 2011 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 14) In addition, if they have not been residents of California (as defined in the Education Code) continuously since January 17, 2010, 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 Spring 2011 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 June 9, 2011.
Is Distance Learning For You?

How well will distance learning fit your circumstances and life-style?

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

Deadline Dates
Most of the online classes listed below are semester-long. The deadlines for semester-length classes are as follows:
- Last day to drop with refund: Feb. 7
- Last day to drop without it appearing on your record: Feb. 11
- Last day to drop with assurance of a “W”: Apr. 28

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 (42475) (3 units)
Introductory meeting: Wed., Jan 19
6:00-9:00 pm
Bldg. 14, Room 201
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Rosemary Nurre
Email: nurre@smccd.edu
Phone: (650) 574-6493

Managerial Accounting
ACTG 131 OLH (38549) (4 units)
Introductory meeting: Tues., Jan. 18
6:00-7:00 pm
Bldg. 14, Room 201
Start/End date: Jan. 18-May 27
Additional Campus Meetings: Dates can be found on the course syllabus.
Web site: smccd.mrooms.net
Instructor: Rosemary Nurre
Email: nurre@smccd.edu
Phone: (650) 574-6493

Quickbooks: Set-Up and Service Business
ACTG 144 OLH (41056) (1.5 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Jan. 18-Mar. 21
Web site: smccd/accounts/raeber
Instructor: Sandra Dorsett
Email: raeber@smccd.edu
Phone: (650) 574-6665

Quickbooks: Payroll and Merchandising Business
ACTG 145 OLH (41058) (1.5 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Mar. 22-May 27
Web site: smccd/accounts/raeber
Instructor: Sandra Dorsett
Email: raeber@smccd.edu
Phone: (650) 574-6665

Cost Accounting
ACTG 165 OLH (41054) (3 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Rosemary Nurre
Email: nurre@smccd.edu
Phone: (650) 574-6493

BIOLOGY

Introduction to the Life Sciences
BIOL 100 OLH (40066) (3 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Linton Bowie
Email: bowiel@smccd.edu
Phone: (650) 574-6170

Human Biology
BIOL 130 OLH (41333) (3 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Jan. 18-May 27
Web site: www.smccd.net/accounts/martin
Instructor: Theresa Martin
Email: martin@smccd.edu
Phone: (650) 574-6252

Plants, People, and Environment
BIOL 145 OLH (40658) (3 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Tania Beliz
Email: beliz@smccd.edu
Phone: (650) 574-6248

Nutrition
BIOL 310 OLH (42858) (3 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.net/accounts/martin
Instructor: Theresa Martin
Email: martin@smccd.edu
Phone: (650) 574-6252

BIOLOGY

Introduction to the Life Sciences

BIOLOGY

Human Biology

Plants, People, and Environment

Nutrition

Distance Learning
Distance Learning

Business Presentations I Using Power Point for Windows
BUSW 383 OLH (39475) (1.5 units)
Introductory meeting: None. Please check the instructor by email before the start date.
Start/End date: Jan. 18-Mar. 21
Instructor: Marie Morgan
Email: morganm@smccd.edu
Phone: (650) 378-7301 ext. 19276

Business Presentations II Using Power Point for Windows
BUSW 384 OLH (41086) (1.5 units)
Introductory meeting: None. Please check the instructor by email before the start date.
Start/End date: Mar. 22-May 27
Instructor: Marie Morgan
Email: morganm@smccd.edu
Phone: (650) 378-7301 ext. 19276

Spreadsheet I Using Excel for Windows
BUSW 415 OLH (36474) (1.5 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Mar. 22-May 27
Web site: smccd.net/accounts/willis
Instructor: Janice Willis
Email: willis@smccd.edu
Phone: (650) 574-6477

Spreadsheet II Using Excel for Windows
BUSW 416 OLH (40041) (1.5 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Jan. 18-Mar. 21
Web site: smccd.net/accounts/willis
Instructor: Janice Willis
Email: willis@smccd.edu
Phone: (650) 574-6477

Database Management Fundamentals Using Access for Windows
BUSW 464 OLH (41087) (3 units)
Introductory meeting: Mon., Jan. 24
6:30-9:35 pm
Bldg. 14, Room 105
Start/End date: Jan. 18-May 27
Additional campus meetings: Online students are welcome to attend classroom meetings scheduled on Monday evenings, 6:30-9:35 pm in bldg. 14, room 105
Web site: smccd.mrooms.net
Instructor: Gerald Weiner
Email: weinerg@smccd.edu
Phone: (408) 300-8159

Introduction to Internet Competency
BUSW 530 OLH (35802) (1.5 units)
Introductory meeting: None. Please check the instructor’s web site before the start date.
Start/End date: Mar. 22-May 22
Web site: www.terryli.com
Instructor: Terry Kistler
Email: tlcsm@gmail.com In the Subject: area please include class number
Phone: emails only

Introduction to Computer and Information Science
CIS 110 OLH (34791) (3 units)
Introductory meeting: Sat., Jan. 22
9:30 am-12:30 pm
Bldg. 19, Room 124
Please contact the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Martha Tilmann
Email: tilmann@smccd.edu

Introduction to Computer and Information Science
CIS 110 OMH (31969) (3 units)
Introductory meeting: Thurs., Jan. 20
6:00-9:00 pm
Bldg. 19, Room 124
Please contact the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Martha Tilmann
Email: tilmann@smccd.edu

Internet Programming: Ruby
CIS 113 OLH (42507) (4 units)
Introductory meeting: None. Please contact the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.edu/accounts/putnamd
Instructor: Douglas Putnam
Email: putnamd@smccd.edu
Phone: (415) 297-1704

Internet Programming: Javascript/ Ajax
CIS 114 OLH (43010) (4 units)
Introductory meeting: None. Please contact the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.edu/accounts/greenm
Instructor: Melissa Green
Email: maxin40@gmail.com
Phone: (650) 574-6374

UNIX/Linux
CIS 121 OLH (43011) (3 units)
Introductory meeting: Tues., Jan. 18
6:00-8:00 pm
Bldg. 19, Room 124
Please contact the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: http://csmcis2.smccd.edu/~isaacs
Instructor: Stanley Isaacs
Email: stan@isaacs.com
Phone: (650) 858-2568

Visual Basic I
CIS 125 OLH (40268) (4 units)
Introductory meeting: Fri., Jan 21
6:00-9:00 pm
Bldg. 19, Room 124
Please contact the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Martha Tilmann
Email: tilmann@smccd.edu

Networks and Digital Communication
CIS 151 OLH (41081) (3 units)
Introductory meeting: consult WebSMART link websmart.smccd.edu
Start/End date: Jan. 18-May 27
Instructor: Staff

Data Structures: Java
CIS 256 OLH (37971) (4 units)
Introductory meeting: Wed., Jan. 19
6:00-8:00 pm
Bldg. 19, Room 105
Please contact the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.net/accounts/grassos
Instructor: Stacey Grasso
Email: grassos@smccd.edu
Phone: (650) 574-6693

Program Methods: C++
CIS 278 OLH (40357) (4 units)
Introductory meeting: Mon., Jan. 24
6:00-8:00 pm
Bldg. 19, Room 121
Please contact the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.net/accounts/grassos
Instructor: Stacey Grasso
Email: grassos@smccd.edu
Phone: (650) 574-6693

Data Structures: C++
CIS 279 OLH (36528) (4 units)
Introductory meeting: Wed., Jan. 19
6:00-8:00 pm
Bldg. 19, Room 105
Please contact the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.net/accounts/grassos
Instructor: Stacey Grasso
Email: grassos@smccd.edu
Phone: (650) 574-6693

** 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.**
Enterprise Database Management with MySQL
CIS 363 OLH (42508) (4 units)
Introductory meeting: Mon., Jan. 24
6:00-8:50 pm
Bldg. 19, Room 121
Start/End date: Jan. 18-May 27
Additional campus meetings: Mar. 21, May 23
Web site: www.timlin.net/csm/cis363
Instructor: Robert Timlin
Email: timlinr@smccd.edu

Computer Forensics
CIS 489 (39485) (3 units)
Introductory meeting: Consult WebSMART link
websmart.smccd.edu
Start/End date: Jan. 18-May 27
Instructor: Staff

Computer Forensics: Network Analysis and Defense
CIS 490 OLH (39486) (3 units)
Introductory meeting: Please check
WebSchedule for updated information before the start date:
websmart.smccd.edu/webschedule/default.php
Start/End date: Jan. 18-May 27
Web site: TBA
Instructor: Staff
Email: TBA
Phone: TBA

Digital Media
Media Law & Ethics
DGME 102 OLH (42495) (3 units)
Introductory meeting: None. Please contact
the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Diana Bennett
Email: bennettdd@smccd.edu
Phone: (650) 358-6769

English
Composition and Reading
ENGL 100 OLH (32902) (3 units)
Introductory meeting: None. Please contact
the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Additional campus meetings: TBD
Web site: smccd.mrooms.net
Instructor: Joyce Heyman
Email: heymanj@smccd.edu
Phone: (650) 574-6310

Composition, Literature, and Critical Thinking
ENGL 110 OLH (40158) (3 units)
Introductory meeting: TBD. Please contact
the instructor by email before the start date.
Additional Campus Meetings: TBD
Start/End date: Jan. 18-May 27
Additional campus meetings: TBD
Web site: smccd.mrooms.net
Instructor: Elizabeth Harrison
Email: harrisonb@smccd.edu
Phone: (650) 574-6335

Advanced Composition
ENGL 165 OLH (39900) (3 units)
Introductory meeting: None. Please contact
the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Allison Herman
Email: hermana@smccd.edu
Phone: (650) 378-7301 x 19433

Film
Introduction to Film
FILM 100 OLH (32904) (3 units)
Introductory meeting: Sat., Jan. 29
12:00-3:00 pm
Bldg. 2, Room 110
Start/End date: Jan. 18-May 27
Additional campus meetings: May 14
Web site: smccd.mrooms.net
Instructor: David Laderman
Email: laderman@smccd.edu
Phone: (650) 574-6302

Introduction to Film
FILM 100 OMH (40387) (3 units)
Introductory meeting: Sat., Jan. 29
3:00-6:00 pm
Bldg. 2, Room 110
Start/End date: Jan. 18-May 27
Additional campus meetings: May 14
Web site: smccd.mrooms.net
Instructor: David Laderman
Email: laderman@smccd.edu
Phone: (650) 574-6302

Health Science
General Health Science
HSCT 100 OLH (42855) (3 units)
Introductory meeting: None. Please contact
the instructor’s web site before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Tania Beliz
Email: beliz@smccd.edu
Phone: (650) 574-6248

History
United States History II
HIST 202 OLH (42576) (3 units)
Introductory meeting: None. Please contact
the instructor by email before the start date.
Start/End date: Jan. 18-May 27
Web site: smccd.mrooms.net
Instructor: Jack Kornblau
Email: kornblauj@smccd.edu

Library Studies
Introduction to Library Research
LIBR 100 OLH (35472) (1 unit)
Introductory meeting: None. Please check
the instructor’s web site before the start date.
Start/End date: Jan. 19-Mar. 16
Course web site: smccd.mrooms.net
Instructor: Teresa Morris
Email: morrist@smccd.edu
Phone: (650) 574-6579

Math
Elementary Algebra
MATH 110 OLH (41945) (5 units)
Introductory meeting: Sat., Jan 22**
2:00-4:00 pm
Bldg. 36, Room 319
Start/End date: Jan. 18-May 27
Additional campus meetings: Mar. 26, May 21
Web site: smccd.edu/accounts/homm
Instructor: Melvin Hom
Email: homm@smccd.edu
Phone: (650) 574-6622

Intermediate Algebra
MATH 120 OLH (32487) (5 units)
Introductory meeting: Sat., Jan. 29
10:00 am-12:00 pm
Bldg. 19, Room 124
Start/End date: Jan. 18-May 27
Additional campus meetings: Mar. 12
Web site: smccd.edu/accounts/churchg
Instructor: Gary Church
Email: churchg@smccd.edu
Phone: (650) 574-6621
### Distance Learning

**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.**

### Music

**Fundamentals of Music**  
**MUS. 100 OLH (40746) (3 units)**  
Introductory meeting: None. Please check the instructor’s web site before the start date.  
Start/End date: Jan. 18-May 27  
Web site: smccd.mrooms.net  
Instructor: Chris Bobrowski  
Email: bobrowski@smccd.edu  
Phone: (650) 574-6204

**Music Listening and Enjoyment**  
**MUS. 202 OLH (33953) (3 units)**  
Introductory meeting: Tues., Jan. 18**  
2:10-4:00 pm  
Bldg. 14, Room 117  
Start/End date: Jan. 18-May 27  
Web site: miltonwilliams.com  
Instructor: Milton Williams  
Email: vmemilt@sbcglobal.net  
Phone: (650) 571-6240

**World Music**  
**MUS. 250 OLH (43012) (3 units)**  
Introductory meeting: None. Please check the instructor’s web site before the start date.  
Start/End date: Jan. 18-May 27  
Web site: smccd.net/accounts/bobrowski  
Instructor: Chris Bobrowski  
Email: bobrowski@smccd.edu  
Phone: (650) 574-6204

### Physical Education

**Track and Trail Aerobics**  
**FITN 134 OLH (43114) (1 unit)**  
Introductory Meeting: None. Please email the instructor before the start date.  
Start/End date: Jan. 18-May 27  
Web site: smccd.mrooms.net  
Instructor: Mikel Schmidt  
Email: schmidt@smccd.edu  
Phone: (650) 574-6447

### Political Science

**National, State and Local Governments**  
**PLSC 200 OLH (41052) (5 units)**  
Introductory meeting: Sat., Jan. 22**  
1:10-3:00 pm  
Bldg. 16, Room 106  
Start/End date: Jan. 18-May 27  
Web site: To be announced in class  
Instructor: Kathryn O’Connell  
Email: oconnell@smccd.edu  
Phone: (650) 574-6381

**American Politics**  
**PLSC 210 OLH (37815) (3 units)**  
Introductory meeting: Sat., Jan. 22**  
11:00 am-1:00 pm  
Bldg. 16, Room 106  
Start/End date: Jan. 18-May 27  
Web site: To be announced in class  
Instructor: Kathryn O’Connell  
Email: oconnell@smccd.edu  
Phone: (650) 574-6381

### Reading

**College and Career Reading**  
**READ 830 OLH (41794) (3 units)**  
Introductory meeting: None. Please email the instructor before the start date.  
Start/End date: Jan. 18-May 27  
Instructor: Jamie Marron  
Email: marron@smccd.edu  
Phone: (650) 574-6339

**College and Career Reading**  
**READ 830 OLH (41794) (3 units)**  
Introductory meeting: None. Please email the instructor before the start date.  
Start/End date: Jan. 18-May 27  
Instructor: Jamie Marron  
Email: marron@smccd.edu  
Phone: (650) 574-6339
A.A./A.S. Degree and Certificate Programs at CSM

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<td>SPEECH COMMUNICATION Certificate</td>
</tr>
<tr>
<td>UNIVERSITY TRANSFER Certificate</td>
<td>UNIVERSITY TRANSFER Certificate</td>
<td>UNIVERSITY TRANSFER Certificate</td>
</tr>
</tbody>
</table>

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.
CSM Transfer Opportunities: Subject Areas and Majors

College of San Mateo enables students to complete lower-division preparation (i.e., the first two years of the baccalaureate degree) in the following subject areas and majors offered at California’s public and private universities, including all campuses of the University of California (UC) and the California State University (CSU). Upon completion of lower division requirements, CSM students are eligible for transfer admission to colleges and universities that offer these programs and majors. The following is only a partial list. For more information about transfer majors, please visit collegeofsanmateo.edu/transfer or www.cpec.ca.gov/CollegeGuide/CollegeGuide.asp or www.assist.org.

**Biological & Life Sciences**
- Aquatic Biology
- Biotechnology
- Cell Biology
- Developmental Biology
- Ecology
- Ecosystems
- Entomology
- Genetics & Plant Biology
- Horticulture
- Integrative Biology
- Kinesiology
- Marine Biology
- Microbiology
- Molecular & Cell Biology
- Neurobiology & Physiology
- Neuroscience
- Plant Sciences
- Zoology

**Business & Public Administration**
- Accounting
- Agricultural Business
- Business Administration
- Business Economics
- Healthcare Management
- Hotel & Restaurant Management
- Information Systems
- Management
- Marketing
- Marketing & Wine Business Strategies
- Public Administration
- Recreation Administration
- Taxation

**Communication**
- Broadcast and Electronic Media
- Communication Studies
- Film
- Interpersonal Communication
- Journalism
- Mass Communication
- Public Relations
- Radio-Television
- Technical & Professional Writing
- TV, Film & Media Production

**Computer Science, Engineering & Technology**
- Aeronautical Science & Engineering
- Aerospace Engineering
- Architecture
- Artificial Intelligence
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Computer Science
- Computer Engineering
- Construction Management
- Electrical Engineering
- Fire Protection Administration
- Industrial Design
- Manufacturing Technology
- Marine Transportation
- Materials Science & Engineering
- Mechanical Engineering
- Software Systems

**Environmental Studies & Agriculture**
- Animal Science
- Botany & Plant Sciences
- Earth & Environmental Sciences
- Environmental Sciences
- Fisheries
- Forestry
- Horticulture
- Resource Management
- Soil & Water Science
- Wildlife & Conservation Biology

**Ethnic & Area Studies**
- African American Studies
- American Studies
- Asian American Studies
- Asian Studies
- Celtic Studies
- Chicano Studies
- Chinese Studies
- Global Cultures
- Japanese Studies
- Jewish Studies
- Latin American Studies
- Middle Eastern Studies
- Native American Studies
- Russian Studies
- World Cultures

**Health Professions, Education & Counseling**
- Alcohol & Drug Studies
- Child Development
- Counseling
- Dental Hygiene
- Education
- Gerontology
- Nursing
- Nutritional Sciences
- Rehabilitation Counseling
- Special Education
- Speech Pathology
- Teaching ESL

**Humanities, Art & Foreign Languages**
- Art
- Art History
- Arts Management
- Classical Civilizations
- Comparative Literature
- Dance
- Design/Media Arts
- Dramatic Art
- English
- Ethnomusicology
- Film & Digital Media
- Humanities
- Linguistics
- Medieval Studies
- Music
- Music History
- Philosophy
- Photography
- Religious Studies
- Renaissance Studies

**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
View the College Catalog and the College website, collegeofsanmateo.edu, for more information about goals and opportunities at College of San Mateo.

**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 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.

**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 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](http://collegeofsanmateo.edu/websmart)
Associate in Arts/Science Degree Requirements

Many requirements may be satisfied by AP exam results or by courses completed at other colleges. For more information, see the College Catalog section on AP 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 Intermediate Algebra Basic Competency
This competency requirement may be satisfied with any of the following:
   a. Completion of the SMCCCD mathematics placement test with results that indicate eligibility for a math course higher than Math 120
   b. A grade of C or higher in Math 120 or in both Math 122 and Math 123
   c. A score of 3, 4 or 5 on one of the following College Board Advanced Placement Test (AP): Calculus AB, Calculus BC, Statistics
   d. A grade of C or higher in a course equivalent to Math 120 taken outside of the SMCCCD*
   e. A grade of C or higher of a course with a prerequisite of intermediate algebra or higher*

2: English – English 100 Basic Competency
This competency requirement may be satisfied with any of the following:
   a. A grade of C or higher in English 100
   b. A score of 3, 4, or 5 on one of the following College Board Advanced Placement Test (AP): English Language and Composition, English Literature and Composition
   c. A grade of C or higher in a course equivalent to English 100 taken outside of the SMCCCD*

3: Information Competency
This competency may be satisfied with any of the following:
   a. A grade of C or P in one of the following CSM courses: LIBR 100, BUSW 530, DGME 100, 102
   b. A grade of C or P in LSCI 100 (Skyline College) or LIBR 100 (Canada College)
   c. A score of 70% or higher on the CSM Information Competency Proficiency Exam (ICE). ICE will be offered 4 times a year in the CSM Assessment Center. For more information on CSM ICE go to collegeofsanmateo.edu/library.
   d. A grade of C or higher in an equivalent course taken outside of the SMCCCD that meets CSM standards for information competency. Use the Information Competency Equivalency Petition on the Library web site.*

*Courses taken outside of SMCCCD must be completed at a college or university within the United States with CSM approved accreditation. The student must seek course approval and provide verification of course equivalency using the CSM Prerequisite Equivalency Petition or the Official Transcript Evaluation Process collegeofsanmateo.edu/forms.

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
   - 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

   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 satisfy this requirement may not be used to satisfy the E5b Social Science general education requirements.
E—GENERAL EDUCATION (CONTINUED)

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 83, 84, 87, 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*, 110, 112, 120*, 140*, 150, 155 (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; DGME 102; ECON 123; ENGL 100*, 110*, 115*, 165*; ESL 400*; LIT 101*, 105*, 113*, 151*, 201*, 202*, 220*, 230*, 232*, 340*;
      MATH 120, 123, 125, 130, 147, 200, 222, 241, 251; PHIL 103; SOS 111; SPCH 100*, 120*, 140*

3: Health Science - Effective Fall 2010, no longer required for the associate degree
   Health Science courses may be used to satisfy Area E5d

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 111; GEOG 100; GEOI 100, 101; HORT 311, 312, 350; METE 100, 101; OCEAN 100, 101; PALN 110, 111; PHYS 100, 101, 210, 220, 250, 260, 270; PCI 676; PSY 200.
      Majors fulfilling Area E8a: 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, 125; DGME 100; ECON 100, 102; ETHN 101, 102, 150, 151, 152, 261, 262, 265, 300, 360, 340; 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; PSY 100, 105, 108, 110, 200, 201, 220, 225, 300, 410, 675; SOS 100, 382–386; SOCI 100, 105, 110, 141, 200, 340.
      Majors fulfilling Area E8b: Ethnic Studies, Social Science
   c. Humanities: at least 3 units
      ARCH 100; ART 101, 102, 103, 104, 124, 350, 351; ASL 111, 112, 119, 121, 122; CHIN 111, 112, 121, 122, 131, 132, 134, 140, 211, 212; ENGL 110; ETHN 288, 350, 351, 440, 585; FILM 100, 120, 121, 200, 215; HUM 114, 125, 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, 430; MUS 100, 202, 250, 275; PHIL 100, 244, 300;
      PAN 110, 111, 112, 120, 121, 130, 131, 132, 140, 161, 162, 251; SPCH 111, 112.
      Majors fulfilling Area E8c: Art, English, Film History, Humanities, Music, Spanish, Speech Communication
   d. Career Exploration and Self-Development: at least 3 units
      ADMJ 100; ARCH 666; BIOC 126, 127, 128, 666; BCST 110; BLDG 700; BUS 201, 315, 316, 317; BUSW 100; CRER 104, 105, 107, 108, 120, 121, 122, 123, 125, 126, 127, 138, 140, 142, 301, 305; CIS 110; DMGE 101, 211, 212; DRAF 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; P.E. 301; PHYS 126, 127, 128; R.E. 100; SOS 301; SPF 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.
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 Transfer Services to learn about all transfer requirements – major, units, GPA, lower division major coursework, and general education pattern. Evaluation Form within the first semester of attendance to determine if and how this coursework can be applied to CSUGE certification. Use college Catalog. Students who completed coursework at other college and universities within the United States should use the CSM Transcript 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 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 of San Mateo to any California State University campus without having to take additional lower-division general education courses after transfer. Visit 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.
**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. 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.

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.

<table>
<thead>
<tr>
<th>Group 1 US HISTORY</th>
<th>Group 2 US CONSTITUTION</th>
<th>Group 3 CA STATE &amp; LOCAL GOV</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102, 201, 202, 260</td>
<td>^PLSC 200 (meets both Group 2 &amp; Group 3)</td>
<td>^ETHN 101, 102 HIST 310 PLSC 310 SOCI 200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 1 – ENGLISH COMMUNICATION</th>
<th>6–9 semester units required</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU – Three courses required, one from each group below. UC – Two courses required, one from Group A &amp; B.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group A – 3 units: English Composition</th>
<th>ENGL 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group B – 3 units: Critical Thinking-English Composition</td>
<td>ENGL 110, 165</td>
</tr>
<tr>
<td>Group C - 3 units CSU only: Oral Communication</td>
<td>SPCH 100, 120, 140, 150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 2 – MATHEMATICAL CONCEPTS &amp; QUANTITATIVE REASONING</th>
<th>3 semester units required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 123 MATH 125, 145, 147, 200, 222, 241, 242, 251, 252, 253, 268, 270, 275</td>
<td>PSYC 121</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 3 – ARTS &amp; HUMANITIES</th>
<th>9 semester units required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses, with one from Group A: Arts and one from Group B: Humanities and one from either Group A or B.</td>
<td></td>
</tr>
</tbody>
</table>

| 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 131, 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 |
| Group C: Oral Communication | SPAN 130, 131, 132, 140, 161, 162, 251 |

<table>
<thead>
<tr>
<th>AREA 4 – SOCIAL &amp; BEHAVIORAL SCIENCES</th>
<th>9 semester units required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses selected from at least two disciplines</td>
<td></td>
</tr>
</tbody>
</table>

| 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, 201, 220, 225, 300, 410 SOCI 100, 105, 110, 141, 200, 340 |

<table>
<thead>
<tr>
<th>AREA 5 – PHYSICAL &amp; BIOLOGICAL SCIENCES</th>
<th>7 semester units required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 courses, one from Group A Physical Science and one from Group B Biological Science; One course must have a lab indicated by (*)</td>
<td></td>
</tr>
</tbody>
</table>

| Group A: Physical Science | ASTR 100, 101*(), 103*(), 135, 125 CHEM 210*, 220*, 231*, 232*, 250* GEOG 100 GEOL 100, 101*() METE 100, 101*() OCEN 100, 101*() PALN 110, 111*() PHYS 100, 101*(), 210*, 220*, 250*, 260*, 270* |
| Group B: Biological Science | BIOL 100, 102, 110*, 145, 184, 195*(), 210*, 220*, 230*, 240*, 250*, 260* PALN 110, 111*() PSYC 220 |

<table>
<thead>
<tr>
<th>AREA 6 – LANGUAGE OTHER THAN ENGLISH – LOTE (UC requirement only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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)
Final Examination Schedule – Spring 2011

Final examinations are held in the classroom in which the class has met during the semester.

Students are requested not to contact instructors or the Office of Admissions and Records for individual grades. Final grades will be available beginning June 9, 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, May 27</td>
</tr>
<tr>
<td>8:10 am, TTh, T, Th</td>
<td>8:10-10:40 am, Thursday, May 26</td>
</tr>
<tr>
<td>9:10 am, MWF, MW, Daily</td>
<td>8:10-10:40 am, Wednesday, May 25</td>
</tr>
<tr>
<td>9:35/9:45 am, TTh, T, Th</td>
<td>8:10-10:40 am, Tuesday, May 24</td>
</tr>
<tr>
<td>10:10 am, MWF, MW, Daily</td>
<td>8:10-10:40 am, Monday, May 23</td>
</tr>
<tr>
<td>11:10 am, TTh, T, Th</td>
<td>11:10-1:40 pm, Thursday, May 26</td>
</tr>
<tr>
<td>11:10 am, MWF, MW, Daily</td>
<td>11:10-1:40 pm, Wednesday, May 25</td>
</tr>
<tr>
<td>12:10 pm, MWF, MW, Daily</td>
<td>11:10-1:40 pm, Monday, May 23</td>
</tr>
<tr>
<td>12:35/12:45 pm, TTh, T, Th</td>
<td>11:10-1:40 pm, Tuesday, May 24</td>
</tr>
<tr>
<td>1:10/1:35 pm, MWF, MW, Daily</td>
<td>2:10-4:40 pm, Wednesday, May 25</td>
</tr>
<tr>
<td>1:10 pm, TTh, T, Th</td>
<td>2:10-4:40 pm, Thursday, May 26</td>
</tr>
<tr>
<td>2:10 pm, MWF, MW, Daily</td>
<td>2:10-4:40 pm, Monday, May 23</td>
</tr>
<tr>
<td>2:10 pm, TTh, T, Th</td>
<td>2:10-4:40 pm, Tuesday, May 24</td>
</tr>
<tr>
<td>All Others</td>
<td>11:10-1:40 pm, Friday, May 27</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.

**EVENING/WEEKEND CLASSES**

Final examinations for all evening, Saturday and Sunday classes will be given during the last class meeting for all courses:

- Monday classes: Monday, May 23
- Tuesday classes: Tuesday, May 24
- Wednesday and Monday/Wednesday classes: Wednesday, May 25
- Thursday and Tuesday/Thursday classes: Thursday, May 26
- Friday classes: Friday, May 27
- Saturday classes: Saturday, May 21
- Sunday classes: Sunday, May 22
# 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>
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<tr>
<td>ASCSM (Student Government)</td>
<td>574-6141</td>
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<td>Assessment/Placement Testing</td>
<td>574-6262</td>
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<td>Bookstore</td>
<td>574-6366</td>
<td>Bldg. 34</td>
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<tr>
<td>CalWORKS</td>
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<tr>
<td>Career Services Center</td>
<td>574-6619</td>
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<tr>
<td>Cashier’s Office</td>
<td>574-6412</td>
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<tr>
<td>Child Development Center</td>
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<td>Bldg. 33</td>
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<td>Coastsider Office</td>
<td>726-6444</td>
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<td>Community Education</td>
<td>574-6149</td>
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<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>
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<td>Counseling Services</td>
<td>574-6400</td>
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<td>Dental Assisting</td>
<td>574-6212</td>
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<td>Disabled Students Programs and Services (DSPS)</td>
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<td>Distance Education</td>
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<td>EOPS/Care</td>
<td>574-6154</td>
<td>20-107</td>
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<td>Facilities Rental/Scheduling</td>
<td>574-6220</td>
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<td>Financial Aid/Scholarships</td>
<td>574-6146</td>
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<td>Fax (Financial Aid)</td>
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<td>574-6396</td>
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<td>High School Enrollment Programs</td>
<td>574-6131</td>
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<td>International Students Program</td>
<td>574-6525</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>Student Life and Leadership</td>
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<td>Study Abroad</td>
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<td>Swimming Pool</td>
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<td>Theatre</td>
<td>574-6191</td>
<td>Bldg. 3</td>
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<td>Event Info Line</td>
<td>378-7218</td>
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<td>Transcript Information</td>
<td>358-6858</td>
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<td>Transfer Services Center</td>
<td>358-6839</td>
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<td>Transition to College</td>
<td>574-6487</td>
<td>17-109/111</td>
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<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)
Parking & Traffic Regulations

Parking Permit Requirements
All persons driving motor vehicles (except motorcycles) on to campus and utilizing the parking facilities during regular class hours (Monday-Friday, 7AM to 10PM), including final examinations, are required to obtain and display a parking permit on their vehicle. A parking permit is not required for students riding motorcycles and parking must be in designated Motorcycle Parking in Marie Curie (Lot 5) and Galileo (Lot 6). Student parking permits are available for $40 each for the fall and spring semesters (Fall/Spring Permit $70) and $20 for the summer session: parking permits for students with California Board of Governors (BOG) waivers are $20 per semester.

Lost or Stolen Parking Permits
If a permit is lost or stolen, replacements are available at full price.

Purchasing Parking Permits
Students may purchase parking permits only online using WebSmart. Permits may be ordered and paid for online and mailed to the student's residence. Students may also order a permit online from computers located in Building 1 (Admissions and Records Office and Business Office) and then pay for the permit and pick it up in the Business Office. See Semester Parking Permits for more information.

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

Vehicles with improperly displayed permits will be subject to citation. It is the permit holder's responsibility to properly display the permit in the vehicle and to notify the College Department of Public Safety promptly if the permit is lost or stolen.

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

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

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

Visitor Parking
Visitors may park in PayBySpace Visitor Lots 2A or 2D ($00.25 for each 15 minutes). After entering the space number in which the vehicle is parked into the machine and depositing sufficient money to purchase required time the permit machine located at each of the Visitor Lots will issue a receipt that need not be displayed in the vehicle.

Visitors may also park in a student lot after purchasing and displaying in the vehicle (face up on dashboard) a $2 daily permit. Parking permit machines are located in Hillsdale (Lot 1B), Beethoven (Lot 2A and 2E), Galileo (Lot 6B), and Stadium (Lot 11). For the location of the parking lots please see a campus map.

Traffic and Parking Regulations
The speed limit on the campus is 15 mph. Parking is permitted only on blacktop surfaces in specifically marked parking spaces. Parking on unpaved areas, in roadways, in crosshatched areas, in marked end zones, in areas posted as no parking zones or in any unauthorized area is prohibited. Vehicles parked backed into diagonal parking spaces can create a hazard when exiting and will be subject to citation.

Driving or parking within the inner campus is prohibited.

The campus is open daily from 7 am to 10 pm. Stopped or standing vehicles on sidewalks, roadways or restricted areas will be subject to citation.

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

Public Transit
SamTrans bus service has two direct routes to the campus (#250 and #260) and connecting bus routes from the Hillsdale Shopping Center and the Caltrain Station serving the CSM campus throughout the day. All buses have wheelchair lifts and also serve students attending evening classes. Routing information is available by calling 1-800-660-4BUS or via the Web at www.samtrans.com and www.caltrain.com. Printed schedules and maps are also available at the College of San Mateo Student Life Office in Building 17, Room 112 and in the lobby of Building 1.
One-day Permits
$2 per day. Valid only during class hours from 7:00 am to 10:00 pm
Permit machines indicated by D on the map: Hillsdale (Lot 1), Beethoven (Lot 2),
Galileo (Lot 6), and Stadium (Lot 11)

Visitor Parking
Visitors to campus may park in PayBySpace visitor parking in Beethoven Lot 2A
and 2D between 7:00 am and 5:00 pm. Visitors must purchase a visitor permit
($1 per hour) at the PayBySpace permit machines located in both lots (indicated
by V on the map).

Student Parking
Hillsdale (Lot 1), Beethoven (Lot 2), Galileo (Lot 6), Bulldog (Lot 9) or
Stadium (Lot 11)

Staff Parking
Beethoven (Lot 2B), DaVinci (Lot 3), Socrates (Lot 4), Marie Curie (Lot 5),
Galileo (Lot 6 Staff), Edison (Lot 7*), Sandbox (Lot 10)
(*) indicates lot available for student parking after 5 pm only, permit required)

Restricted Parking
Olympian (Lot 12) staff and members of San Mateo Athletic Club, and patrons
and clients of Cosmetology and Dental programs.

Disabled Parking
By special permit only (contact Disability Resource Center, Building 16,
Room 150, 574-6438)

Motorcycle Parking
Locations indicated by M on Map: Marie Curie (Lot 5), Galileo (Lot 6 Staff)
Learn | Imagine | Create

Digital Audio | Web Developer | Web Design | Digital Video | Multimedia | Journalism | Television Producing | Graphic Design

For more information: collegeofsanmateo.edu/digitalmedia
To enroll: collegeofsanmateo.edu/enroll